

AGREEMENT BETWEEN SANTA FE COUNTY, NEW MEXICO  
AND THE AMERICAN FEDERATION OF STATE, COUNTY,  
AND MUNICIPAL EMPLOYEES;  
NEW MEXICO COUNCIL 18, LOCAL 1782, AFL-CIO

JANUARY 30, 2024 THROUGH DECEMBER 31, 2027

# Table of Contents

Article	Title	Page
---------	-------	------

Article 1	Authority, Recognition and Purpose	1
Article 2	Non-Discrimination and Fair Treatment	1-2
Article 3	Bargaining Unit Definition and Information	2-4
Article 4	Union and Management Rights	4-8
Article 5	County Seniority	8-9
Article 6	Layoff, Furlough, and Recall	9-10
Article 7	Dues Deduction	10-11
Article 8	Scheduling and Staffing	11-13
Article 9	Training and Education	13-16
Article 10	Human Resources Division Records	16-17
Article 11	Labor/Management Committee Meetings	17
Article 12	Employee Assistance Program	17-18
Article 13	Performance Improvement Plan (PIP)	18-19
Article 14	Corrective Disciplinary Actions	19-25
Article 15	Grievance Procedures	25-30
Article 16	Arbitration	31-33
Article 17	Leave of Absence	33-41
Article 18	Filling of Vacancies	41-43
Article 19	Health and Safety	43-46
Article 20	Wash-Up Time	46
Article 21	Uniform, Footwear, and Tool Allowance	46-47
Article 22	Special License and Certification	47
Article 23	Printing Agreement and Distribution	47-48
Article 24	Drug and Alcohol Testing	48-51
Article 25	Overtime, Compensatory Time, and Incentive Pay	51-52
Article 26	Call-In Guarantee	52
Article 27	On-Call Time	53-54
Article 28	Classification and Compensation System	54-58
Article 29	County Vehicles, Per-Diem, and Mileage	58-59
Article 30	Shift Differential	59
Article 31	Holidays	59-60
Article 32	Benefits	60
Article 33	Complete Agreement	60
Article 34	Severability	61
Article 35	Term of Agreement	61
	Signatures	61-62
Exhibit A	Bargaining Unit Positions and ranges	5 pages
Exhibit B	Uniforms	4 pages
Exhibit C	Step-based Salary Structure	1 page

## **ARTICLE 1. AUTHORITY, RECOGNITION, AND PURPOSE**

### **Section 1. General**

A. This agreement (hereinafter referred to as the "Agreement") has been made and entered into by and between the County of Santa Fe (hereinafter referred to as the "County" or "Employer"), and Local 1782, County of Santa Fe Employees, of the American Federation of State, County and Municipal Employees, Council 18, AFL-CIO, (hereinafter referred to as the "Union").

B. The Union acknowledges the mission, goals and obligations of the County of Santa Fe as a provider of services to the citizens of the County of Santa Fe. Both the Union and the County believe that employees are important to accomplishing goals set forth by the Santa Fe County governing body.

### **Section 2. Recognition and Purpose**

A. The Employer recognizes the Union as the sole and exclusive representative of employees in the bargaining unit in matters establishing and pertaining to wages, hours, and all other terms and conditions of employment pursuant to the provisions of the Public Employees Bargaining Act (PEBA) NMSA 1978, Section 10-7E-1 et. seq.

B. The purpose of this Agreement is to establish reasonable terms and conditions of employment for bargaining unit members.

### **Section 3. Employee Human Resource Policies**

A. The County and the Union agree that all issues not specifically addressed in this Agreement shall be governed by the most recent Santa Fe County Human Resources Handbook ("HR Handbook"). In the event of an irreconcilable conflict between any provision of this Agreement and the HR Handbook, the Agreement shall control with respect to bargaining unit members.

## **ARTICLE 2. NON- DISCRIMINATION AND FAIR TREATMENT**

### **Section 1. Compliance with Laws**

Both the County and the Union agree to comply with all applicable County, state and federal laws.

## **Section 2. Non-Discrimination**

The County shall not practice, nor tolerate, discrimination against employees through employment practices, including but not limited to, recruitment, hiring, training, education, reassignment, and promotion on the basis of any non-relevant factors such as race, color, religion, sex, ancestry, ethnicity, national origin, political affiliation, and/or beliefs, age, mental or physical disability, gender identity, sexual orientation, marital or family status, union activity, medical condition, or use of a second language other than English.

## **Section 3. Prohibited Practices**

Neither party shall engage in any prohibited practices pursuant to the Public Employee Bargaining Act.

The Employer agrees that employees shall be protected from discrimination, intimidation, restraint, coercion or retaliation, including involuntary reassignment or changes in working conditions resulting from the filing of a good faith discrimination complaint, grievance, prohibited practice complaint, complaint alleging the Employer or other employees interfered with the complaining employee's constitutional rights and/or any right granted by this Agreement, County Ordinance, or other law, including any other right regarding union activity.

## **Section 4. Reporting Improper Activities**

The Employer and the Union encourage employees to report waste, fraud, abuse of authority, violation of laws, or other improper government activity in good faith without fear of retaliation. The Employer shall ensure that all employees are aware of their rights under the New Mexico Whistleblower Protection Act, Section 10-16C-1, NMSA 1978, et. seq.

# **ARTICLE 3. BARGAINING UNIT DEFINITION AND INFORMATION**

## **Section 1. Bargaining Unit Definition and Information**

A. The parties to this Agreement are Santa Fe County ("County") and the American Federation of State, County, and Municipal Employees, Local 1782. The County recognizes the Union as the exclusive representative of all employees in the bargaining unit, which consists of all regular, non-probationary, non-temporary employees of Santa Fe County in the classifications set forth on exhibit A, and excludes supervisory, managerial, and confidential employees and all other employees. If during the term of this Agreement any additional positions are accreted into the bargaining unit, this Agreement shall govern those accreted positions at the commencement of the first full pay period following the amended certification being presented to and approved by the PELRB, if the employees who are in those positions are regular, non-probationary, non-temporary, non-confidential, non-



supervisory and non-managerial. Similarly, if any positions are removed from the bargaining unit through a unit clarification or accretion petition, this Agreement shall no longer govern those positions.

B. The County shall provide the Union with the following listing of bargaining unit employees when requested but not more frequent than once per month.

1. Name;
2. Department, division;
3. Classification;
4. Hourly rate;
5. Date of hire;
6. The most recent mailing address provided by the bargaining unit employee to the County.

C. The information provided shall be kept confidential by the Union's Executive Board, and shall only be used for the purpose of administering the Agreement.

## **Section 2. Accretion**

A. For the purposes of this Agreement, "working days" has the same meaning as days, and is defined as Monday through Friday, 8:00 a.m. to 5:00 p.m. excluding holidays or any time the County administrative offices are closed.

B. When the County creates a new job classification or position, HR shall notify the union in writing within seven (7) working days. The notification shall contain details of the job duties of the new position and the County's preliminary determination as to whether the job classification is appropriate for accretion.

C. The Union shall notify the County within seven (7) working days of receipt of notification pursuant to subsection A. above, whether it agrees with the County's preliminary determination. If both parties agree that the new classification shall be placed in the bargaining unit, the parties shall prepare a joint petition of accretion of the position within fifteen (15) working days. If the parties do not agree that the position is appropriate for accretion, or the parties fail to execute a mutually agreeable petition within the fifteen (15) working days, the Union may pursue accretion in accordance with 11.21.2.38 NMAC. The position shall not be part of the bargaining unit until and unless the PELRB approves an amended certification.

## **Section 3. Contracting Out**

A. The County will not contract out for services currently performed by bargaining unit employees unless it can be demonstrated that the work to be contracted for cannot be accomplished within a time frame acceptable to the County by the expertise, capacity, and/or capability of existing bargaining unit employees, or it is fiscally responsible to do so.

B. Upon the written request of the Union, the County shall provide the Union with a list of all contracts for non-professional services entered into by the County during the previous month when the compensation to the Contractor exceeds \$25,000.00 (exclusive of applicable gross receipts tax). If a bargaining unit employee's pay or number of work hours is decreased as a result of the contract, the Union shall have five (5) working days from its receipt of the list to request from the County a written explanation of how a specific contract entered into meets the standards set forth in this section. The County shall provide said explanation within five (5) working days of its receipt of the Union request. Within five (5) working days of its receipt of such explanation, the Union may initiate a complaint challenging the propriety of the Contract, which complaint shall be heard by the County Manager. The parties agree that the resolution of any complaint involving this section cannot result in the invalidation of a legally binding contract.

#### **ARTICLE 4. UNION AND MANAGEMENT RIGHTS**

##### **Section 1. Non-Interference**

A. The parties acknowledge that each is free to conduct its affairs and business in the manner which each respectively believes to be in its own best interest subject to the provisions of this Agreement without interfering with the operation of the County. In exercising those rights, the following provisions shall apply:

1. The Union may use the County's non-confidential electronic mail system to communicate with the employees in the bargaining unit regarding:
  - a. Collective bargaining, including the administration of collective bargaining agreements;
  - b. The investigation of grievances or other disputes relating to employment relations; and
  - c. Matters involving the governance or business of the labor organization.
2. The County shall make available to the Union upon its request any public information in accordance with applicable law.

##### **Section 2. Employee Rights**

- A. The parties agree that all employees in the bargaining unit are entitled to all of the rights and privileges delineated in this Agreement. The Union shall be the exclusive representative for the representation of those rights.
- B. Employees have the right to form, join or assist the Union. Employees also have the right not to form, join or assist the Union. Membership or non-membership in the Union is strictly voluntary and may be terminated by the employee in accordance with this Agreement. The parties recognize that the exercise of these rights shall not interfere with the delivery of services.

### **Section 3. Management Rights**

- A. The County retains and reserves its right of all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and constitution of the State of New Mexico, the Public Employee Bargaining Act, and local Ordinances. The Union recognizes that except as specifically limited, abridged, or relinquished by the terms and provisions of this Agreement, all rights to manage, direct, or supervise the operations of the County and employees are vested solely in the County. The administration of all matters covered by this Agreement shall be governed by applicable constitutional provisions, Federal and statelaws, and Ordinances adopted by the County. The County shall also have the management rights outlined below:
- 1) To determine the mission of the County and its departments, set standards and take action to carry out the function and mission and maintain uninterrupted services to County citizens;
  - 2) To exercise control and discretion over County organization and its operation;
  - 3) To direct employees of the County and conduct evaluation and judgment of an employee's skill, ability, efficiency, and general performance;
  - 4) To hire, promote, transfer, assign, and retain employees in positions with the County, and to suspend, demote, discharge, or take other disciplinary action against employees for just cause in accordance with provisions within this Agreement;
  - 5) To lay off employees from duties or reduce hours because of lack of work or for other legitimate reasons;
  - 6) To determine the methods, means, and personnel by which such County operations are to be conducted;
  - 7) To make such reasonable rules and regulations respecting the conduct of employees, as it may from time to time deem best for the purpose of maintaining order, safety, and/or efficient operations. There shall be no implied or inferred rights to the Union or any employees;
  - 8) To take action as necessary to carry out the services provided by bargaining unit members in emergency situations and to maintain the uninterrupted service to our citizens during such emergency situations.
- B. Except where Management Rights apply, prior to implementing any change in existing terms or conditions of employment, the County shall provide the Union with reasonable written-notice under the circumstances of such contemplated

action. If within forty-eight hours of such notice the Union requests in writing to negotiate the change, the parties shall promptly meet to discuss, and if required by PEBA, negotiate to impasse, the change.

- C. The parties recognize that from time to time the U.S. Congress, federal agencies, and State Legislature may enact changes that affect terms and conditions of employment and that the County may adopt, repeal, and/or modify its rules and regulations and that these legislative or regulatory actions may alter established terms and conditions of employment or conflict with or nullify terms of this Agreement. Accordingly, following the enactment of such legislative or regulatory action, if requested by a party hereto, the parties shall negotiate over the matter to the extent consistent with law.
- D. If this Agreement is silent regarding a particular issue, it shall be considered a retained management right to exercise discretion on such issue.

#### **Section 4. Union Rights**

- A. The parties agree that the Union has the right to represent employees during any phase of the formal disciplinary process and at any meeting the employee reasonably believes could result in disciplinary action so long as that representation does not interfere with the operations of the County. In the event that an employee is given less than forty-eight (48) hours advance notice of any phase of the formal disciplinary process or a meeting which the employee reasonably believes could result in disciplinary action, the phase of the disciplinary process or meeting may be delayed for a reasonable time not to exceed the close of the next business day to allow the employee the opportunity to arrange for Union representation.
- B. The parties recognize the Union's right to have a representative meet with employees during the employees' regular work hours at the employees' regular work location to investigate and discuss grievances, workplace-related complaints and other matters relating to employment relations, provided the meeting does not interfere with County operations.
- C. Union representatives may schedule meetings with management to discuss any matters pertaining to the Agreement. Such meetings shall be scheduled at a time and place that will not interfere with the delivery of quality services to the citizens. Union officials may request the use of County facilities to hold Union meetings, including meetings at an employee's regular work location. Such meetings shall be scheduled before or after the employees' regular work hours, during meal periods or during break periods. The meetings shall occur when employees are not on paid time and in such a manner that the meetings do not interfere with County operations. In order to secure access to County facilities for purposes of meetings, the union president shall submit a written request for such access to the Human Resources and Risk Management Director. A written response advising

whether and which facilities will be made available in order to avoid interference with County operations, will be provided within forty-eight (48) hours of receipt of the written request.

- D. Use of a County vehicle is permitted only if the Union representative or employee is requested to be present at a meeting by management and Union representative or employee is on duty and is assigned a County vehicle on a regular basis.
- E. Correspondence hand-delivered to bargaining unit members marked "Confidential-Union business" shall be not be opened by the County.

#### **Section 5. New Employee Orientation**

- A. The Employer shall provide the Union with the names and departments/offices of new employees hired to fill bargaining unit positions on the first of the month, or the first business day after the first of the month if the first falls on a weekend, holiday or administrative leave day. The parties recognize that due to the manner by which new hires are entered into the County system, some new hires may appear for the first time on the list issued on the month following their hire date.
- B. The Union shall be afforded thirty minutes at the conclusion of the first day of orientation, during which new employees in AFSCME 1782 eligible positions, will be offered the opportunity to meet with a union representative. If the orientation is held virtually, the union shall be afforded the opportunity for a virtual meeting. If the orientation is held in person, the Union shall be entitled to reserve a conference room in the building where the orientation occurs, for an in person meeting with new employees who elect to meet with the Union. During the orientation, the Union shall make available to new employees, a digital or hard copy of this Agreement.

#### **Section 6. Union Administrative Leave**

- A. Except as set forth in this Article 17, time spent on union business shall not be compensated by the County.
- B. Union representatives may use accrued annual leave, accrued compensatory time, or accrued administrative leave, when undertaking union business during the employee's scheduled work hours.
- C. Union Administrative Leave is paid time to undertake the activities designated herein as eligible for Union Administrative Leave. Union Administrative Leave is not time worked, and will not be counted in calculating overtime or compensatory time and shall be documented in Kronos and on leave request forms as Union Administrative Leave. If the County's time keeping system becomes capable of tracking union time electronically without the need for the administrative leave form, use of the form may be discontinued.
- D. Five (5) Union employees shall be granted Union Administrative Leave during

their normally scheduled work hours, if the leave will not interfere with County operations, for the purpose of attending collective bargaining sessions unless otherwise mutually agreed upon.

- E. During formal disciplinary or grievance meetings and at the conclusion of new employee orientation, one Union representative will be granted Union Administrative Leave to attend, if the leave will not interfere with County operations and if the meeting occurs during their normally scheduled work hours.
- F. If the Employer requests that the Union representative participate in any meeting other than negotiations, the Union representative shall be granted Union Administrative Leave for any portion of the meeting which occurs during their normally scheduled work hours, to attend the meeting. The employer shall make every effort to schedule such meetings during the normal functions of the County and at a time that will not interfere or jeopardize the services or safety of the residents/visitors of Santa Fe County or otherwise interfere with County operations.
- G. Union representatives shall make a good faith effort to provide a minimum of forty-eight (48) hours' notice of requested leave to their supervisors to attend Union business. The County may deny such requests based upon the needs of the County.
- H. The County shall not unreasonably deny accrued leave or compensatory time for any employee to participate in Union activities, provided however that the Union representative has provided adequate notice for the request, and that the time off will not interfere with County operations.

## **ARTICLE 5. COUNTY SENIORITY**

### **Section 1. General**

Seniority is defined as length of continuous service in County class, department, or division.

### **Section 2. County Seniority**

County seniority is the length of continuous service with the County of Santa Fe. County seniority is broken by separation.

### **Section 3. Classification Seniority**

Classification (Class) seniority is entry date the bargaining unit employee began working in the employee's current job classification. Classification Seniority is broken by promotion, reassignment, or a change to a different job classification.

#### **Section 4. Division Seniority**

Division seniority is the length of continuous service an employee has in the employee's current division. Division seniority is broken by reassignment to another division.

#### **Section 5. Identical Hire Dates**

Where two (2) or more employees have the same seniority date for determining job rights, the tie shall be settled by the toss of a coin.

#### **Section 6. Military Service**

The County will comply with the Federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

### **ARTICLE 6. LAYOFF, FURLOUGH.AND RECALL**

#### **Section 1. Furlough**

In the event the County is in need of a furlough, the County Manager shall submit a plan to the Board of County Commissioners (BCC) that identifies County positions to be affected by the furlough. At least thirty calendar days prior to submitting a plan to the BCC, the County shall provide a draft plan which identifies bargaining unit positions addressed by the plan, to the Union. During the thirty days prior to submission of the plan to the BCC, the Union shall have the opportunity to meet with the County to jointly discuss the draft plan as it pertains to bargaining unit employees, and shall then have the opportunity to provide the HR Director with cost-cutting measures, identified in writing, within the bargaining unit for consideration prior to the submittal of the plan to the BCC or implementation of any furlough in non-emergency situations. A furlough is the temporary placement of an employee in a reduced work hour schedule, which can either be partial or full-time, for lack of work or funds. No furlough may exceed twelve (12) months in duration. A furloughed employee shall be given at least fourteen (14) calendar day 's written notice of furlough. Employees shall be returned from furlough when the reasons for the furlough cease to exist. Wherever possible, all affected employees shall be returned at the same time, to the same extent. The grievance or appeal process is not available regarding a furlough.

#### **Section 2. Layoff**

The County may lay off an employee only to eliminate positions, as a result of a shortage of work or funds, or for other reasons unrelated to the performance of an employee. The County Manager may identify County positions for purposes of a layoff and shall submit a written lay off plan to the BCC. Such positions may be identified on the basis of geographic area, function, funding source, or other factors.

At least thirty calendar days prior to submitting a lay off plan to the BCC, the County shall provide the Union a draft lay off plan which identifies bargaining unit positions addressed by the plan. The County shall meet with the Union to discuss the draft lay off plan. Either at that meeting, or prior to the County submitting the draft lay off plan to the BCC, the Union shall have the opportunity to provide County representatives with whom they meet, or the HR Director, with cost-cutting measures or other solutions, in writing, within the bargaining unit for consideration prior to the submittal of the plan to the Board of County Commissioners or implementation of any layoff. Upon approval by the BCC of a layoff plan, the HR Director shall initiate the right of first refusal among the affected County positions. Employees shall be laid off in order of seniority within job titles.

### **Section 3. Return to Work from a Layoff**

Employees at the time of separation by the layoff shall have reemployment rights for twelve months after the date served with notice of the layoff, under the following provisions:

Employees shall be returned to work in reverse order of seniority within job titles to any position to be filled for which the employee is qualified, and shall only be offered reemployment if there are positions available in the same or lower range as that held by the employee at the time of lay off. The employee will be compensated in accordance with range of the position and at the appropriate step for their position based on their relevant education and/or experience compared to the minimum qualifications for the position, as determined by the Human Resources Division based upon the employee's most recent application on file and taking into consideration relevant experience with the County following submission of that application. Offers of reemployment shall be made in writing. An employee who is offered and accepts reemployment after layoff shall occupy the position within fourteen (14) calendar days of accepting the offer of reemployment, or forfeit the right to reemployment; and an employee who refuses an offer of reemployment or fails to respond to an offer of reemployment within fourteen (14) calendar days shall not be eligible to receive subsequent offers of reemployment, although the employee will be eligible to apply for any position for which the employee is eligible. Employees returned to work shall have that period of time they were laid off counted as time served in the employment of the County, and shall not be required to serve a new probationary period.

## **ARTICLE 7. DUES DEDUCTION**

### **Section 1. Union Dues**

- A. The County agrees to deduct membership dues levied by the Union from the paycheck of bargaining unit employees who have voluntarily executed a dues deduction authorized form. Such dues deduction shall not include any fees, assessment, or fines of any kind. Deductions will commence the first full pay period after receipt of the signed authorization form. The amount of dues



deductions will be certified in writing to the Human Resources Office by the President of the Union. Prior to any increases to dues deductions, the Union shall provide written notification to the employer and all bargaining unit members thirty (30) business days before the effective date of the increase. Written notification for this article shall include but is not limited to posting the notice of dues increases for thirty (30) consecutive business days on designated union bulletin boards pursuant to Article 4 Section 4 of this Agreement. The increased deduction will commence the first full pay period following receipt of the thirty (30) business days' notification as required above.

- B. If the employee is later assigned outside of the bargaining unit, the County will change the Union status and stop Union dues deductions.
- C. All money deducted from wages under this Article shall be remitted to AFSCME promptly after the payday covering the period of deduction.

## **Section 2. Terminated Dues**

- A. ~~Dues deductions may be terminated following written notification from the employee to the Human Resources Office and the Union during the first full work week of January or the first full work week of July. In the event of documented hardship, employees may stop dues deductions at any time by contacting the Union President.~~
- B. In the event a reimbursement is owed to an employee by the Union due to a transfer out of the bargaining unit, the employee shall request in writing to the Union Secretary, Treasurer or President at the earliest possible opportunity.
- C. If an employee has insufficient earnings for the pay period or is on non-pay status, no payroll deductions will be made for that employee for that pay period.
- D. It is specifically agreed that the County assumes no obligation, financial or otherwise, arising out of its application of the provisions of this Article, and the Union agrees that it will indemnify and hold the County harmless from and against any claims, actions, or proceedings arising from deductions made by the County pursuant to this Article. Once the funds are remitted to the Union, their disposition thereafter shall be the sole and exclusive obligation and responsibility of the Union.

## **ARTICLE 8. SCHEDULING AND STAFFING**

### **Section 1. Work Week**

- A. A normal workweek for a full-time employee is defined as a calendar week beginning at 12:01a.m. Saturday and ending 12:00 midnight the following

Friday. The normal workweek shall consist of forty (40) work hours, eight (8) hours per day in accordance with Section 3 of this Article, with two (2) consecutive days off.

- B. The County may establish non-standard workweeks at work sites that are required to work six (6) or seven (7) consecutive days. Additionally, the County may establish non-standard workhours, such as four (4) ten (10) hour workdays per workweek, when it deems it in its best interests to do so.
- C. Normal work shifts for FLSA covered employees shall not be split into two or more segments, unless the Union and Employer agree upon such shifts. Lunch periods do not create a split.
- D. Open shifts at a specific work location for a specific position where shifts exist shall be subject to bidding based upon division seniority within the job classification and other bona fide job related considerations.

## **Section 2. Flex Time**

Flextime requests shall be considered on a County seniority basis with consideration given to the employee's needs and the County's public service requirements.

## **Section 3. Scheduling and Breaks**

- A. Full time employees shall take a lunch break to be scheduled by their supervisors. Full time employees will be granted up to two (2) fifteen-minute breaks per work shift or day, except as limited by subsection B. One break is to be taken during the first half of the work shift and one break during the second half of the work shift. Employees working four (4) hours or less per day may be granted up to one (1) fifteen-minute break per day to be taken during the work shift period. If a fifteen-minute break is provided, the times shall be determined in writing by the supervisor. Any deviation from the scheduled time authorized by the supervisor shall require written approval from the supervisor.
- B. Supervisors may limit or delay breaks or meal periods to: (1) accommodate a call for service, (2) if staffing is compromised, (3) if continuous work is required, or (4) for unusual circumstances. Breaks will not be accumulated. Breaks shall not be taken in conjunction with lunch breaks, at the end, or beginning of a work day or shift. An employee responsible for snow removal, road paving and road construction, or wastewater and water emergencies may be allowed to take a break at a different time than scheduled as approved by the supervisor.

## **Section 4. Staffing and Workload Standards**

- A. Staffing and workloads are determined by the Employer. The Employer shall

assign workloads to treat employees as equitably as possible. The Employer shall not adjust an employee's workday or work week to avoid the payment of overtime or accrual of comp time. A work week or work day may be temporarily adjusted to accommodate emergencies, training, budget constraints, or other unforeseen circumstances without the adjustment being interpreted as avoiding paying overtime or accrual of comp time.

#### **Section 5. Changes in Shift, Work Hours and/or Worksite**

If the County elects to make a change, or reassignment, to an Employee's normal shift, work hours, or assigned worksite, the County has an obligation to ensure that the Employee is provided adequate time to address alternate transportation needs, child care, health care, or other personal and familial responsibilities. Any non-emergency change or reassignment in an Employee's normal shift, work hours and/or assigned worksite that is mandatory shall require five (5) working days advanced written notice to the Employee. The County shall advise the affected Employee of the anticipated duration of the change. In instances of temporary, emergency reassignments, the County shall make a diligent effort to notify the Employee as far in advance as possible.

---

### **ARTICLE 9. TRAINING AND EDUCATION**

#### **Section 1. Tuition Assistance**

- A. Purpose: To assist employees to better educate, train, and learn new skills, to remain competitive in our society and in turn use those skills to support the County of Santa Fe. Supervisors shall make reasonable efforts to encourage, support, and accommodate employees to pursue for-credit educational opportunities to receive the education needed to facilitate the development of knowledge, skills, and abilities that may assist the employee to achieve professional growth in their job classification. While educational assistance is expected to enhance employees' performance and professional abilities, the County makes no representation herein that gaining additional education will entitle the employee to automatic advancement, a different job assignment, or pay increase.
- B. Depending on the availability of funds and/or sufficient budget appropriation, tuition assistance may include the payment of tuition, registration fees, activity fees and laboratory fees for bargaining unit employees to attend "for credit" courses from an accredited educational institution. Tuition reimbursement will be taxed in accordance with established County policies, Federal/State law, and IRS regulations.

#### **Section 2. Funding**

- A. The County will endeavor to provide funding for job or career related courses,

and for courses required for upward mobility within the County, or courses related to a desired degree that is job or career related. Only tuition charges, registration fees, activity fees and laboratory fees will be paid unless the course is required by the County. If an applicant is directed to attend class, the County will pay for all associated costs, including texts which will become the property of the County.

- B. If an employee registers late, they will be responsible for any additional costs beyond the regular registration fee.
- C. All tuition charges will be paid directly to the educational institution by the employee. Santa Fe County will reimburse the employee upon successful completion of the course and proof of the course grade of a "C" or better. In the event that a course is only offered on a PASS/FAIL basis, a grade of PASS will be acceptable.
- D. Depending on the availability of funds, and sufficient budget appropriation, Tuition Assistance may be denied, or partial assistance may be considered to allow for more employee participation. In the event that an employee does not have a declared degree and makes application to attend an institution, which is costlier than another school offering the same course, the employee will be directed to attend the latter. Tuition Assistance will be determined by the availability of funds and limited to a maximum of \$5,000.00 per employee for each calendar year.

### **Section 3. Process to apply for Tuition Assistance**

- A. The employee shall present a completed application for tuition assistance, a document from the educational institution of the costs requested for reimbursement, and a schedule from the educational institution to include class days and times to the immediate supervisor and Department Director/Elected Official at least three (3) weeks prior to the first class date.
- B. If the application is approved the Department Director/Elected/Official or designee shall notify the employee within seven (7) working days to continue the process of the application.
- C. Upon such notification, the employee shall then forward the completed application, approved and signed by the supervisor and Department Director/Elected Official, the documentation of costs, and the class schedule to the Human Resources Office for final approval at least two (2) weeks prior to the first class date. All applications for tuition reimbursement are subject to the final approval of the Human Resources Director.

### **Section 4. Denial of Tuition Assistance**

- A. If the application is denied, the Department Director/Elected Official or designee

shall respond in writing to the employee within seven (7) working days of the denial of the application. The reasons for the denial shall be cited in the letter to the employee and forwarded to the HR Director with the application attached.

- B. If the application is denied by the Department Director/Elected Official, the employee shall have the right to request in writing reconsideration from the HR Director. The HR Director shall respond to the employee within seven (7) working days of receipt of the employees request for reconsideration.
- C. In the event that an application is denied by the Human Resources Director, or a requested reimbursement amount is reduced, and partial assistance is offered, the Human Resources Office shall notify the employee in writing, within seven (7) working days, the reason for denial or partial assistance.

#### **Section 5. Approval of Tuition Assistance**

- A. If the application is approved by the Human Resources Director, the Human Resources Office will then process the application and prepare a purchase requisition for tuition assistance.
- B. Upon completion of the course, the employee shall provide Human Resources with a copy of the official grade(s) from the educational institution. If the grade is a "C" or better or a "Pass," Human Resources will then coordinate with the Finance Department to get the reimbursement check for the applicant. When the check is complete, HR will notify the employee.

#### **Section 6. Changes Affecting Approved Tuition Assistance Requests**

- A. Employees who change their course status or withdraw from the institution must inform the Human Resources office and their immediate supervisor and Department Director or Elected Official in writing within one week of the action and the reimbursement agreement shall be void.
- B. If the employee's employment ends with Santa Fe County before the class is complete, the reimbursement agreement shall be void.
- C. If the employee transfers from one department to another within Santa Fe County, and the course for which reimbursement was committed is not relevant to the employee's new position, the HR Director shall determine whether the reimbursement agreement is void. The employee must request from the HR Director in writing a determination as to whether the agreement will remain in effect after the transfer. The employee request must be submitted to the HR Director within seven (7) working days of the transfer date. In the event that the employee does not request in writing a written determination from the HR Director within seven (7) working days of his/her transfer date the reimbursement agreement will become void. A decision will be made in writing by the HR Director within seven

(7) working days of receipt of the written request.

#### **Section 7. Educational Leave**

- A. Educational leave under this section may be granted to employees upon the approval of the employee's immediate supervisor, Division Director, Department Director/Elected Official and the Human Resources Director, up to four (4) hours per week may be allowed for class attendance for a course scheduled during the normal business hours of 8:00 a.m. to 5:00 p.m. and that are directly related to the employee's job or for a degree program that is directly related to the employee's job. Educational leave must be requested prior to the intended time of the requested leave. If a bargaining unit employee is on sick leave, they are not eligible for Educational Leave.
- B. If an employee would like to request educational leave for attendance of classes, the employee must complete the educational leave section of the tuition assistance application and have it signed by the immediate supervisor. This form shall be completed when an employee is requesting tuition assistance from the County and also when an employee is paying for the course without tuition assistance from the County. A copy of the class schedule must also be attached to be considered for educational leave. Upon receipt of the employee's application, approvals shall be made on a first come first served basis.
- C. Educational leave is to be used for actual class attendance and travel time to and from the institution during normal working hours. It will not be used to provide the participant with study or homework time. Scheduled educational leave on any given day may be disapproved because of emergency or other unforeseen incidents.
- D. In the event that leave is denied under this section, written documentation detailing the reasons for denial will be provided to the employee and a copy will be forwarded to the Human Resources office.
- E. Part-time employees will not be granted educational leave.
- F. Human Resources shall post education and training opportunities when they become available.

This Article is contingent upon sufficient budget appropriation.

#### **ARTICLE 10. HUMAN RESOURCES DIVISION RECORDS**

- A. The employee's only official file shall be the file located in and maintained by the Human Resources Division. Employees or their designee as authorized in writing shall have the right to inspect and copy any portion of their human resources file at reasonable times and upon the advance notice of the desire to inspect any copy. In no event shall the employee remove the file from the Human Resources Office or

remove any item from the official human resources file. A Human Resources representative shall monitor the inspection and copying or printing of the file. An employee's inspection and copying of their file may be documented in the employee's file on Human Resource approved forms.

- B. Employees may submit a written rebuttal to any material placed in their records and may request in writing the removal of any material that, in the opinion of the employee is unwarranted, inaccurate, irrelevant, untimely, or incomplete.
- C. Before a complaint or disciplinary action against an employee becomes part of the official HR file, the employee will be notified.
- D. The employee may request in writing the addition of any documentation the employee deems relevant to their Human Resources file.
- E. The Human Resources Division shall respond in writing within ten (10) calendar days from the date of the receipt of any written request by an employee in accordance with this Article.

#### **ARTICLE 11. LABOR/ MANAGEMENT COMMITTEE/MEETINGS**

- A. The parties shall maintain a Labor Management Committee (LMC) which shall be a standing committee for the duration of this Agreement.
- B. The LMC shall meet at least quarterly at mutually agreed upon time and place.
- C. The Union President, or designee and the Human Resources Director, or designee shall be members of the LMC and shall each appoint three (3) additional members of the Committee.
- D. The LMC shall be free to address any topic of mutual interest or concern which affects working conditions of bargaining unit employees or furthers good labor management relations. It is understood and agreed that while the parties shall not be restricted in the topics to be addressed, with respect to clarification of intent of the terms of this Agreement other than set forth herein, neither the discussions nor the outcome thereof shall be considered or treated as constituting a binding agreement between the parties unless reduced to writing, specifically identified in the body thereof as constituting a Memorandum of Understanding as set forth in Agreement.
- E. The LMC is not empowered to negotiate any revisions or amendments to this Agreement.

#### **ARTICLE 12. EMPLOYEE ASSISTANCE PROGRAM**

- A. The employer shall continue to provide free of charge, a confidential Employee Assistance referral services to offer professional assessment and short term counseling and referral services. This program is designed to assist employees and their immediate families with personal or work related problems that may affect

the employee's well-being and job performance. Employees may self-refer when they recognize a need for assistance.

- B. Employees that meet with the EAP after a supervisor referral will be granted administrative leave up to two (2) hours for each appointment. Employees shall use either sick, annual, or leave without pay when self-referred to the EAP.
- C. No information relating to any matter covered by the EAP shall be disclosed without the employee's voluntary written permission unless otherwise required by law.

### **ARTICLE 13. PERFORMANCE IMPROVEMENT PLAN (PIP)**

- A. The County may place a bargaining unit employee on a Performance Improvement Plan (PIP) at any time to help improve a bargaining unit employee's performance. The primary purpose of a PIP is to correct performance that is below acceptable standards in a constructive manner. This process encourages collaboration between the supervisor and the employee to address the performance deficiencies identified.
- B. A PIP is not a Disciplinary Action
  - 1. The PIP is a tool intended to support the bargaining unit employee's success in their position and is not a disciplinary action.
  - 2. If disciplinary action is recommended for an employee related to one or more performance deficiencies, and those performance deficiencies are not the subject of a PIP, following a written reprimand or pre-determination meeting, the Human Resources and Risk Management Director or designee may recommend in writing that a PIP is implemented for the employee who is the subject of the discipline.
- C. Procedures
  - 1. The County anticipates that supervisors will communicate timely with bargaining unit employees regarding performance deficiencies after the County becomes aware of the deficiencies.
  - 2. When a bargaining unit employee might benefit from implementation of a PIP, and the County determines to proceed with a PIP, they shall inform the bargaining unit employee and the Human Resources Director of the need for a PIP. The purpose of the PIP is to focus the bargaining unit employee's attention on deficiencies and expectations, and to document available resources to assist the bargaining unit employee. The PIP shall specify that the bargaining unit employee has a specific amount of time, not to exceed one hundred eighty (180) days, to improve to a satisfactory level. This shall not preclude the County from taking performance-based disciplinary actions against the bargaining unit employee following issuance of the PIP if warranted.
  - 3. When the County adopts a PIP, the PIP shall identify the following:
    - a. An identification of the job assignments and performance skills for which performance is unsatisfactory.
    - b. A description of what the County can do to assist the bargaining unit employee to attain a satisfactory level and a description of what the



- bargaining unit employee must do to improve the unsatisfactory performance enough to close the PIP.
- c. A general schedule of how often the supervisor and bargaining unit employee will meet during the PIP, in order to ensure that the bargaining unit employee is provided with timely coaching and feedback affording a meaningful opportunity for the bargaining unit employee to attain a satisfactory performance level. If the general schedule of meetings is not occurring, the bargaining unit employee may raise concerns regarding the frequency of meetings to their supervisor and the Human Resources Director. If the bargaining unit employee is not attending the scheduled meetings, their conduct could be the basis for terminating the PIP and/or disciplinary action.
  - d. A statement indicating that failure of the bargaining unit employee to meet the PIP expectations during or at the end of its applicable duration, which will not exceed one hundred eighty (180) days, may result in disciplinary action up to and including termination.
  - e. At the conclusion of the PIP period, the supervisor will meet with the bargaining unit employee to discuss the final outcome of the PIP, and will provide the bargaining unit employee and Human Resources the final outcome of the PIP in writing.
  - f. A form shall be used to document the dates, times and the criteria reviewed at any meetings that occur between the supervisor and the bargaining unit employee in support of the PIP.
4. If, at the conclusion of the PIP, the County elects to initiate discipline against a bargaining unit employee for any of the unsatisfactory performance which formed the basis for the PIP, the County shall notify the bargaining unit employee within fifteen (15) days, in writing, of the decision to initiate disciplinary action. The decision shall include:
- a. Specific documented instance of unsatisfactory performance by the bargaining unit employee on which the action is based;
  - b. The specific job assignments/skills involved in each specification of unsatisfactory performance;
  - c. A written description of the efforts made by the County to assist the bargaining unit employee in improving performance during the PIP;
  - d. A written explanation of how the County provided the bargaining unit employee with a reasonable opportunity to attain satisfactory performance.
5. If at the conclusion of the time periods provided for in Sections 2 and 3 of this Article, the employee successfully completes the PIP, and the County decides not to take disciplinary action based on unsatisfactory performance, a document shall be placed in the bargaining unit employee's personnel file confirming successful completion of the PIP.

## **ARTICLE 14. CORRECTIVE DISCIPLINARY ACTIONS**

### **Section 1. Just Cause Discipline**

- A. Bargaining unit employees may only be disciplined for just cause. Nothing in this Agreement shall prevent the employer from disciplining bargaining unit employees.
- B. Within ten (10) business days of the discovery of the facts upon which the discipline is based or within ten (10) business days of the completion of an investigation the employee shall be presented with the proposed corrective/disciplinary action or the proposed corrective/disciplinary action must have been mailed.

## **Section 2. Confidentiality and Representation**

- A. All disciplinary matters shall be held in strict confidence by the Employer and the Union. Discussions with the employees regarding disciplinary action shall be conducted in private. Discussions of disciplinary matters shall be undertaken in a manner that is intended to protect confidentiality.
- B. The employee may elect to have a union representative or attorney representative present at any step of the corrective/disciplinary process. If a meeting is scheduled for the specific purpose of discussing a disciplinary matter, the employee will be informed that the meeting pertains to a potential disciplinary action. If an employee indicates that they would like to have a Union representative present at any step of the disciplinary process, the disciplinary process may be delayed for a period not to exceed two business day.
- C. Employees who do not wish Union representation during the disciplinary process shall acknowledge such in writing to the Employer on the Waiver of Union Representation Form.
- D. Union representation shall be provided by an individual who is not a witness or target of the investigation or potential disciplinary matter.

## **Section 3. Disciplinary Action**

- A. The County subscribes to the concept of progressive discipline and it shall be practiced as a corrective measure whenever possible. The purpose of progressive discipline is to provide employees with a reasonable opportunity to correct and improve issues, while also providing fair notice of the consequences of not correcting those issues. The seriousness of the offense and the employee's disciplinary and performance history will be considered when determining the level of discipline to be applied. Each incident should be assessed to determine relevant facts such as, but not limited to, the employee's understanding of the rules and expectations, their willingness to follow them, any systems failures and workplace obstacles interfering with compliance, such as but not limited to equipment malfunctions, and whether the action was the result of an excusable mistake, an inexcusable error or deliberate action. There are instances when a disciplinary

action, including dismissal, is appropriate without first having imposed a less severe form of discipline first. The conduct at issue in a prior discipline need not be similar to the conduct involved in a subsequent discipline to serve as the basis for progressive discipline. Corrective action on successive offenses may be less severe, parallel or progressive, depending on the nature of and relationship between the offenses.

#### B. Delivery of Correspondence

1. For the purpose of the disciplinary process, the County will make an effort to hand-deliver correspondence and any documentation related to the disciplinary process including the disciplinary action form and letter of recommended action. Hand delivered correspondence and documentation will be considered served immediately upon delivery. In cases where hand delivery is not practical, such materials will be sent by mail or email. If sent by mail, it will be considered received three (3) days after mailing. If sent by email, it shall be considered served twenty-four (24) hours after the email was sent to both the employee and the Union President.
2. Any bargaining unit employee may opt out of email service by delivering a written notice of their desire to receive communications pertaining to discipline by hand delivery or mail only.
3. For the purpose of this Section, days mean workdays to include Monday through Friday and not to include holidays or time when the County Administrative Offices are closed.

#### C. Forms of Disciplinary Action

##### 1. Oral Warning/Reprimand

An oral warning reprimand is used to allow supervisors and employees the opportunity to discuss and correct minor infractions of performance, conduct or behavior. Employees shall be notified that further instances may require more progressive discipline. An oral warning/reprimand shall not be placed in the employee's official Human Resources file.

##### 2. Written Reprimand

An employee shall receive a written reprimand because the deficiency or infraction is of a greater degree than that for which an oral warning reprimand may be used, or if a previous oral reprimand was not effective as corrective action. Written reprimands may be appealed to the Department Director or designee within three (3) working days from the date of receipt of the recommendation. If the written reprimand was issued by the Department Director, the employee may request a Human Resources representative be present when the written reprimand appeal meeting occurs. Written reprimands for an employee's work performance, conduct or behavior shall be placed in the employee's official Human Resource file after the

approval of the Human Resources Director and the County Manager. A bargaining unit employee may also respond with a written rebuttal by delivering it to the Human Resources Director no later than ten (10) days of receipt of the Human Resources Director and the County Manager approval, and will be placed in the bargaining unit employee's official Human Resources file. A written reprimand shall not be used for purposes of progressive discipline twelve (12) months after the bargaining unit employee received the reprimand, provided the bargaining unit employee has not received any other disciplinary action during the twelve (12) month period following the written reprimand. An employee may request in writing that the written reprimand be moved to the confidential section of the personnel file at the conclusion of the twelve (12) month period provided the bargaining unit employee has not received any other disciplinary action during the twelve (12) month period following the written reprimand. Once in the confidential component of the file, the written reprimand will be available to the County, for purposes of litigation, in accordance with laws governing access to public records, and to those who have a release of information signed by the employee authorizing them to see the disciplinary history of the employee.

### 3. Suspension without Pay.

An employee may be suspended without pay for a single serious offense or for continued inadequate job performance or misconduct after previous attempt (s) to correct the conduct have failed. The following specific rules apply to suspensions without pay:

- a) Suspension will not exceed thirty (30) calendar days. For suspensions of fifteen (15) days or more, the suspension days shall be staggered by Human Resources into two (2) separate pay periods.
- b) Suspensions are subject to the appeal procedures set forth herein.
- c) Suspensions are a part of the employees file, but cannot be used as a part of the progressive disciplinary process after five (5) years provided that the employee has not received another related or unrelated disciplinary action during the five-year time period.

### 4. Demotions

A demotion is a reassignment from a higher classification to a lower classification with placement on the applicable step within the pay scale.

- a) An employee may be demoted for a single serious offense or for continued inadequate job performance or misconduct after previous attempt(s) to correct the conduct have failed.
- b) Demotions are subject to the appeal procedures set forth herein.

## 5. Dismissals

An employee may be dismissed for a single serious offense or for continued inadequate job performance or misconduct after previous attempt(s) to correct the conduct have failed. Dismissals are subject to the appeal procedures set forth herein.

### D. Procedures Common to Written Reprimands, Suspensions-without pay, Demotions, and Dismissals.

The following procedures apply to all disciplinary actions other than oral reprimands:

1. The Elected Official/Department Director or designee will present the proposed disciplinary action to the employee.
2. The employee will be asked to acknowledge having received the recommended disciplinary action by signing the Disciplinary Action Report. If the employee refused to sign, a witness will attest in writing that the Disciplinary Action Report was presented to the employee for signature. The witness's signature or employee's signature indicates that the employee received the Disciplinary Action Report but does not necessarily indicate concurrence with its content. The employee will be given a copy of the proposed disciplinary action report along with any accompanying documentation.
3. Where the recommended disciplinary action is a suspension without pay, demotion, or dismissal, the employee will be informed in writing of the pre-disciplinary meeting date upon being served with the recommended disciplinary action.

### E. Administrative Leave Pending Outcome of the Investigation.

In cases where County property, other employees, or the public are at risk, or when there is a pending investigation because of the employee's action, the Elected Official/Department Director, with the approval of the County Manager or designee may put the employee on administrative leave with pay until the investigation is completed and/or the disciplinary proceedings through any appeal to the County Manager are completed. This leave shall not exceed twenty (20) working days, unless a longer leave is approved by the County Manager.

## Section 4. Formal Investigation of Matters Which May Result in Discipline

- A. At any formal investigatory interview where the County is investigating any bargaining unit employee for possible disciplinary action, and the employee reasonably believes that by answering the questions, discipline could result, the employee shall have the right to

Union representation at the investigative interview. The County or the investigator shall:

1. Notify the bargaining unit employee that the bargaining unit employee is being investigated for possible disciplinary action if the bargaining unit employee is known to be the target of the investigation, and of their right to union representation at the investigatory interview;
2. Afford the bargaining unit employee up to two (2) days to confer with or engage Union representation once the bargaining unit employee is notified of the investigative interview.

B. The County will notify the bargaining unit employee at the outset of the interview if the interview is being recorded. Bargaining unit employees may record their interview or request a copy of the recording of their interview if recorded by the County.

## **Section 5. Pre-Disciplinary Meeting and Appeal Procedures**

### **A. Applicability.**

The pre-disciplinary meeting and appeal procedures set forth in this Article apply to suspensions, demotions, and dismissals.

### **B. Pre-disciplinary meeting Process.**

- (1) For the purposes of this section, working days mean 12:00 a.m. through 11:59 p.m., Monday through Friday.
- (2) The Human Resources Director or designee and Elected Official/Department Director or designee shall meet with the employee and the employee's union representative or attorney, if any, at the appointed time, date, and location. Meetings may also be conducted via WebEx. Pre-disciplinary meetings shall be scheduled within ten (10) working days of the employee being presented with the proposed corrective/disciplinary action unless facts and circumstances exist which require a longer period of time. In the event that the County cannot meet the ten (10) calendar day limit, the Union will be notified in writing of the facts and circumstances for the delay. At the pre-disciplinary meeting the employee shall have the opportunity to respond to the recommended disciplinary action. The County Attorney or designee may also be present. Pre-disciplinary meetings may be recorded and are not evidentiary hearings.
- (3) The Human Resources Director or designee will email, mail or hand deliver a decision in writing within seven (7) working days of the pre-disciplinary meeting. This decision is final. The Human Resources Director's decision shall include the employee's right to appeal the decision to the County Manager. The written decision shall be either hand delivered to the employee (obtaining employee's signature of receipt of the decision) or be sent to the employee by certified mail, return receipt requested, mail, or by email. Failure

to issue a decision by the deadline shall result in termination of the disciplinary process.

C. Appeals to County Manager

1. Within ten (10) days of a hand delivered or emailed notification or thirteen (13) days of a mailing of the Human Resources Director's decision, the employee or previous employee may appeal the decision of the Human Resources Director, to the County Manager, by delivering a notice of appeal to the Human Resources Director; the notice of appeal will then be forwarded by the Human Resources Director to the County Manager.
2. The County Manager or designee will render a written decision, based upon a review of all documentation, within twenty (20) working days of receipt of the employee's appeal request; provided, however, that the County Manager or the County Manager's designee may, but is not required to, schedule a meeting to include the employee, the Union representative or licensed attorney, the supervisor who recommended the disciplinary action or designee, the HR Director or designee, and any other person the County Manager or designee deems appropriate before rendering a decision. The County Manager's or designee's decision will be delivered directly to the employee (obtaining employee's signature of receipt of the decision), or be sent to the employee or Union representative by certified mail, return receipt requested, mail, or by email. The County Manager's decision shall include the employee's right to appeal the decision to a third party arbitrator.

D. Appeals to Third-Party Arbitrator.

1. Notice of Appeal

Within ten (10) working days of their receipt of the County Manager's or designee's written decision, the employee or previous employee may appeal the County Manager's decision to a third-party arbitrator by delivering a written notice of appeal to the Human Resources Director. The notice of appeal will then be forwarded by the Human Resources Director to the County Manager.

2. Appeal Procedures.

Appeals of the County Manager's or designee's disciplinary decision shall be conducted in accordance with the arbitration procedures set forth in Article 16 of this agreement.

**ARTICLE 15. GRIEVANCE PROCEDURES**

A. Purpose

The purpose of these grievance procedures is to secure, at the lowest possible administrative level, the resolution and remedying of alleged violations of this Agreement but does not include issues pertaining to disciplinary proceedings. Employees should attempt to resolve any problem with their immediate supervisor before filing a formal grievance under the Grievance Procedures established in this Article. There shall be no other forum or procedures for remedying violations of this Agreement other than the grievance procedures contained in this Article. The Parties agree that this Article does not modify or violate PEBA.

#### B. Definitions

1. "Grievance" is an allegation that a violation, misapplication, or misinterpretation of any provision of the Agreement has occurred other than an issue pertaining to disciplinary proceedings.
2. "Grievant" means the person or entity claiming that this Agreement has been violated and may be a bargaining unit employee, a group of bargaining unit employees, the Union, if bringing a grievance on the bargaining unit employees' behalf, or the County.
3. "Days" mean business days, Monday through Friday, but not including holidays observed by the County.

#### C. General Procedures

1. The time limits specified at each step of these are maximums, and the parties agree to try and expedite the process when possible.
2. Despite any time frames set forth in this Article, if the County offers a bargaining unit employee a formal settlement proposal, the grievant shall have no more than seventy-two (72) hours to reach a settlement after receipt of the formal settlement proposal by either accepting the settlement or submitting a counter-proposal and negotiating to a final settlement. Alternatively, the grievant may proceed to the next step in the grievance process in accordance with the time frames for initiating that step in the grievance process or at the conclusion of the seventy-two (72) hour period, whichever is longer.
3. If the County fails to comply with the time limits set forth with respect to any step of these procedures, the grievance shall be considered automatically appealed to the next step in the procedures.
4. If the grievant fails to comply with any time limit applicable to grievant, the grievance shall be considered abandoned.



5. The time limits set forth herein may be extended by mutual written agreement of the parties.
6. A grievance is initiated whenever a written "Notice of Grievance" is delivered to the person to whom it must be delivered under these procedures. A grievant must initiate a grievance within ten (10) days of the date upon which the grievant knew, or reasonably should have known, of the facts upon which the grievance is based. If the grievant determines that they need additional time to obtain supporting documentation in order to commence the grievance, they may submit a written request to the Human Resources Director for an extension of time, and that request must be submitted within five (5) days of the date upon which the grievant knew, or reasonably should have known, of the facts upon which the grievance is based. The Human Resources Director shall respond to the extension request within seventy-two hours, and may agree to extend the time limit by no more than three (3) days.
7. A Notice of Grievance filed by an employee or the union must be signed by the grievant and/or their Union representative, and contain, at a minimum, the following:
  - i. the name(s) of the bargaining unit employee(s) affected by the alleged violation of this Agreement;
  - ii. the name, address and telephone number of the Union representative, if any, representing the bargaining unit employee(s);
  - iii. what provision(s) of this Agreement are alleged to have been violated;
  - iv. the alleged facts constituting the alleged violation;
  - v. the date of the alleged incident;
  - vi. the names of individuals with information relevant to the grievance to include what information each individual possesses; and
  - vii. the relief sought.

D. Steps for Grievances by and on behalf of Bargaining Unit Employees

1. The parties encourage the resolution of disputes between affected bargaining unit employees and their immediate supervisors outside of the formal grievance procedures. The parties agree that in some cases a voluntary meeting with their supervisor can be an effective way to reach resolution of the matter prior to the commencement of a grievance. A pre-grievance meeting may occur if the bargaining unit employee and supervisor agree to the meeting either in person, telephonically, and/or by videoconferencing.

2. To be considered timely, the grievant must deliver a written "Notice of Grievance" to the immediate supervisor of the affected bargaining unit employee(s) and the Elected Official/Department Director in charge of the employee's department within the time limits set forth in Article 15.C.4 of this Agreement. Ten (10) days shall be allowed for the grievance to be resolved at the immediate supervisor level. The Elected Official/Department Director may, but is not required to, intervene at the immediate supervisor level to help resolve the grievance. In situations where an Elected Official/Department Director is the subject of a grievance, the written Notice of Grievance may be delivered to the Elected Official/Department Director rather than the supervisor. In addition to providing the Notice of Grievance to the Elected Official/Department Director, the Grievant may provide a copy of that Notice of Grievance to the Human Resources Director.
3. If the grievance is not resolved within ten (10) days of the date the Notice of Grievance is delivered in accordance with Section 2 above, and the grievant desires to proceed to the next step in these procedures, the grievant must file a "Notice of Grievance" with the Human Resources Director within fifteen (15) days of the date when the notice of grievance was delivered. No later than ten (10) days following receipt of the Notice of Grievance, the Human Resources Director or designee shall schedule a meeting to consider the grievance. The grievant and the Elected Official/Department Director or designee shall be entitled to bring documents and/or witnesses (at the expense of the party bringing the documents or witnesses) to the meeting in order to present evidence on their behalf. Each party shall have the right to cross-examine witnesses brought by the other party.
4. The Human Resources Director or designee shall render a written decision resolving the grievance within ten (10) days of the meeting.
5. The grievant may appeal the Human Resources Director's Decision to the County Manager by delivering a notice of appeal and all supporting documents to the County Manager, with a copy to the Human Resources Director, within ten (10) days of their receipt of the Human Resources Director's written decision. The County Manager or designee may, but is not required to, schedule a meeting within ten (10) days of their receipt of the notice of appeal, to which each party shall be entitled to bring documents. The County Manager or designee shall, within ten (10) days of the meeting or within ten (10) days of their receipt of the notice of appeal, whichever is later, render a written decision resolving the grievance.
6. The grievant may appeal the County Manager's or designee's decision to an arbitrator by serving a notice of appeal on the County Manager, with a copy to the Human Resources Director, within five days of their receipt of the County Manager's or

designee's written decision. Such arbitration shall be in accordance with Article 16 of this Agreement.

7. If the Union initiates the grievance which results in arbitration, the Union shall be responsible for 50% of the arbitration costs.
8. If the bargaining unit employee initiates the grievance, or proceeds to arbitration without the Union, the bargaining unit employee shall explicitly state that they are proceeding independent of the Union in their notice of appeal to the County Manager. Thereafter, the bargaining unit employee shall be responsible for 50% of the arbitration costs, and the union shall bear no responsibility for the cost of the arbitration. In that instance, the arbitrator shall require the grievant and the County to place in escrow four thousand dollars (\$4,000) each, to be applied to the arbitrator's fees, expenses, and costs. The grievant and the County must ensure that their portion of the escrow funds are received by the arbitrator within fifteen days of the arbitrator designating how to submit the funds. If the fees, expenses, and costs exceed the amount in escrow, the grievant and the County will share the additional fees, expenses, and costs equally. If the fees, expenses, and costs are less than the amount in escrow, the unused escrow funds shall be divided evenly between the parties. Failure of the grievant to timely submit the full amount of escrow funds to the arbitrator shall constitute abandonment of the grievance.

#### E. Steps for Grievances by the County

1. The County initiates a grievance by delivering a Notice of Grievance to the Union President. The County and Union shall meet within ten (10) days to try and resolve the grievance.
2. If the grievance is not resolved within ten (10) days of the Union President's receipt of the Notice of Grievance, the County may seek resolution through the Public Employees Labor Relations Board. However, if the Public Employees Labor Relations Board declines or fails to resolve a matter submitted for resolution by the County, or the County chooses to proceed through arbitration instead, the County through the County Manager, may initiate arbitration by serving a demand for arbitration on the Union within twenty (20) days of the date on which the Public Employees Labor Relations Board declines or fails to resolve a matter submitted for resolution by the County. Such arbitration shall be in accordance with Article 16 of this Agreement. As a preliminary step prior to arbitration, the County may, with the consent of the Union, initiate mediation in accordance with section F below. Mediation must be completed within fifteen days after the County and Union meet to try and resolve the grievance. If mediation is attempted and unsuccessful at resolving

all issues, the County may commence arbitration within twenty (20) days of the mediation.

3. If the County initiates the grievance which results in arbitration, the County shall be responsible for 70% of the arbitration costs.

F. Miscellaneous

1. No reprisal or retaliation by any party shall be taken against any person who participates or, is a witness in a grievance proceeding.
2. A grievant may be accompanied and represented at any hearing or meeting conducted under these grievance procedures. A bargaining unit employee who proceeds to arbitration without the Union shall be solely responsible for the cost of representation.
3. A bargaining unit employee, acting individually, may present a grievance without intervention of the union so long as:
  - a. The grievance must be processed in accordance with this Agreement.
  - b. An adjustment made shall not be inconsistent with or in violation of this Agreement.
  - c. The Union must be notified of the resolution of the grievance.
4. If a grievance affects a group of two (2) or more bargaining unit employees or involves an action or a decision by the County or the Department Head that has a County wide or department wide impact, the Union may submit the grievance on behalf of the effected bargaining unit employees.
5. All documents related to a grievance shall be maintained as a separate file from an employee's personnel file.
6. All grievances and grievance responses shall be filed and processed in accordance with this Agreement.
7. The processing of grievances by the Union and/or bargaining unit employees shall be conducted on non-County paid time unless otherwise agreed by the parties.
8. Grievances may be withdrawn or modified by the Union at any step of the grievance procedure.
9. Tape recorders or other electronic devices may be used by any party participating in the grievance, provided notice of the use of the recording device is provided to the other party prior to commencement of the proceeding, and provided a copy of the recording is provided to the other party if requested at the requesting parties' expense.

## **ARTICLE 16. ARBITRATION**

The parties are prohibited from violating written agreements in force, which were negotiated in accordance with the Public Employee Bargaining Act. Any controversy concerning an alleged contract violation or disciplinary action of suspension, demotion, or dismissal may be submitted for binding arbitration.

### **A. Initiation of Arbitration.**

1. Bargaining unit employees and/or the Union may initiate arbitration by delivering a Notice of Appeal, in accordance with this agreement. The County initiates arbitration by serving a Demand for Arbitration concerning grievances, in accordance with this Agreement.
2. The County and the Union agree to pursue settlement of issues before proceeding to binding arbitration within five (5) working days of receipt of notice of arbitration.
3. No work shall be commenced with the arbitrator once selected until the County has secured a purchase order or other binding contract for the arbitrator's services, if needed.

### **B. An arbitrator shall be selected in the following manner:**

1. Within five (5) days of the date of delivery of the Notice of Appeal or Demand for Arbitration, the parties shall meet to determine whether they can choose a mutually agreeable arbitrator. If at that meeting the parties are unable to settle the matter or agree upon an arbitrator, the party initiating arbitration shall on the sixth day after delivery of the Notice of Appeal or Demand for Arbitration request a list of seven (7) names from the FMCS and will bear the cost for the list. The party initiating arbitration shall request from the Federal Mediation and Conciliation Service ("FMCS") a list of seven (7) arbitrators from the region who are licensed attorneys. Prior to submitting the request to the FMCS, the party initiating arbitration shall make a good faith effort to consult with the other party to determine whether the parties can agree to further limit the universe of acceptable arbitrators by specifying additional special requirements (e.g., specializations, organizational membership and certification requirements, etc.) on the FMCS Request for Arbitration Panel form. The party initiating the arbitration must deliver a copy of the list to the non-requesting party within twenty-four (24) hours of receipt. An arbitrator shall be selected within five (5) business days of receiving the list.
2. Each party will strike one (1) name alternately until a single name remains

and that individual shall be the Arbitrator. The party initiating arbitration shall strike the first name from the FMCS list of arbitrators.

- C. The Arbitrator shall decide issues of arbitrability prior to hearing the merits of the case. If the Arbitrator determines the case is arbitrable, then the Arbitrator shall consider the facts of the grievance in arbitration and following the hearing shall prepare and submit to the parties, in writing, a report and decision within thirty (30) calendar days after the conclusion of the hearing.
- D. The cost of services of the Arbitrator shall be shared equally by the parties. Each party will be responsible for compensating its own witnesses and representatives.
- E. As soon as practicable after the arbitrator's appointment, the arbitrator shall schedule a pre-hearing conference. The following issues shall be discussed at the pre-hearing conference:
  - 1. Deadlines for the exchange of lists of hearing exhibits and witnesses;
  - 2. A deadline for the filing of pre-hearing motions;
  - 3. A mutually agreeable hearing date;
  - 4. Stipulations regarding the issues in dispute and hearing exhibits; and
  - 5. Such other matters as may facilitate the just, speedy, and inexpensive disposition of the arbitration.

The arbitrator shall issue an order reciting the action taken at the pre-hearing conference.

- F. The pre-hearing conference and all other conferences and hearings except the hearing on the merits shall be conducted telephonically, unless otherwise agreed to by the parties, if the arbitrator does not reside or have a place of business in Santa Fe County.
- G. The grievant - the party alleging the violation of this Agreement - shall have the burden of proof in grievances. The County shall have the burden of proof in appeals of disciplinary actions. The party with the burden of proof shall present their case first and, after presentation of the other side's case, shall be allowed to offer evidence to rebut the other side's evidence. Each party shall be responsible for securing the presence of their own witnesses at the hearing.
- H. The Arbitrator shall have the authority to determine if there was just cause for any disciplinary action. However, in no case shall the arbitrator have the power to add to, nor subtract from, or modify this Agreement, nor shall the arbitrator substitute their discretion for that of the employer where such discretion has been retained by the employer, nor shall the arbitrator exercise any responsibility or function of the employer.
- I. The Arbitrator's award in disciplinary cases is limited to back pay and/or

reinstatement, or reinstatement to a similar position at the parties' discretion if irreconcilable personality conflicts exist. The award shall be limited to the amount of wages and benefits the employee otherwise would have earned subject to discount based on any earnings or compensation received by the grievant including, but not limited to, unemployment insurance benefits. The employee has an obligation to mitigate their damages. The arbitrator shall not have the authority under any circumstances to:

1. Award punitive damages;
  2. Award attorney's fees, costs and other expenses of arbitration;
  3. Award general compensatory damages;
  4. Make any award that adds to, subtracts from, modifies, amends, or in any way changes the provisions of this Agreement;
  5. Substitute their judgment for that of the County or the Union in any matter where the County or Union is vested with discretion under this Agreement;
- J. The arbitration shall be conducted according to the rules established by FMCS. The Arbitration Award shall be considered an award issued under the provisions of the State's Uniform Arbitration Act.
- 
- K. Failure to meet any of the timelines set forth in this Article shall be deemed abandonment of the arbitration process if the failure to meet the deadline is caused by the party seeking arbitration.
- L. The hearing shall be held within Santa Fe County, New Mexico. Failure to conduct the arbitration within six (6) months of filing the request shall be deemed abandonment of the arbitration process, except as mutually agreed to by the parties in writing.
- M. The hearing on the merits shall be tape recorded. Either party may arrange for a transcription to be made from the recording or to have the hearing on the merits also recorded by stenographic means. Unless the parties otherwise agree, the cost of creating such a transcript or the cost of the stenographer shall be borne by the party making the arrangements, and the other party may pay for a copy of the transcript.

## **ARTICLE 17. LEAVE OF ABSENCE**

### **Section 1. General**

All requests for leaves of absence, with or without pay, shall be made to the immediate supervisor for approval electronically where appropriate or where electronic requests are not possible, on forms prescribed by the Employer. All requests shall be submitted in advance of the beginning date of the leave as specifically outlined in this article-except for requests of unanticipated sick leave which shall be submitted for approval upon return to work.

## **Section 2. Sick Leave**

Sick leave shall be authorized by the employee's supervisor when an employee is unable to perform normal job duties due to medical considerations, or when a member of the employee's immediate family is ill. The employer shall not ask the employee to provide information as to the employee's diagnosis or condition, or the condition of immediate family members, except as permitted by applicable law. For purposes of this section, an "Immediate family member" is defined as a spouse, child, parent, sibling, grandparent, grandchild, step-parent, step-child, step-sibling, foster child, father-in-law, mother-in-law, son- and daughter-in-law, and brother and sister-in-law, domestic partner, domestic partner's child and domestic partner's parent, aunt and uncle, and shall include persons living in the employee's household.

- B. Bargaining unit members are eligible for sick leave accrual based on actual hours worked and during paid leave in accordance with the following schedule:
  - 1. Regular employees shall accrue a maximum of 3.08 hours of sick leave per paid period.
  - 2. Part-time employees shall accrue sick leave on a pro-rated basis.
- C. There is no accrual limitation and there shall be no pay for sick leave upon termination.
- D. If during the term of this agreement, non-bargaining unit employees' accrual rates are increased, bargaining unit employees' accrual rates shall be increased proportionately.
- E. The employee or immediate family member (if the employee is physically unable) shall request sick leave a minimum of thirty (30) minutes prior to the bargaining unit employee's scheduled start time. In the cases of employees assigned to shift work at facilities that maintain a 24-hour operation, sick leave shall be requested a minimum of two (2) hours prior to the scheduled beginning of their work period.

## **Section 3. Sick Leave Sell Back**

An employee may, at the time of retirement, sell back all unused leave over 240 hours at one-half (1/2) the employee's hourly rate, providing the following criteria are met:

- 1. An employee must state in writing their intention to retire to the Department Director/Elected Official.
- 2. An employee has submitted an officially executed copy of an approved PERA retirement form.



3. An employee will not receive their sick leave buy back proceeds prior to the effective date of retirement.

#### **Section 4. Medical Certification/Physician's Certificate**

- A. A physician's certificate shall be required when the employee is absent from work for three or more consecutive days.
- B. A physician's certificate is also required when sick leave is due to the serious illness of an immediate family member or when the employee is absent from work for three or more consecutive days for this reason.
- C. A physician's certificate may be required by a supervisor when an identified pattern of sick leave usage develops, in order to preclude the possibility of sick leave misuse.

#### **Section 5. Donation of Annual Leave**

- A. Employees may donate annual leave to other employees within the County if a catastrophic and unplanned medical situation arises which forces the employee to exhaust all of the employee's sick leave, personal leave, compensatory time, and annual leave. The annual leave will be removed from the employee donating leave, and placed in sick leave balance of the employee receiving the leave.
- B. Any donation of leave is strictly voluntary. Requests by bargaining unit employees who require the donated leave and their reasons for such requirement will be made to the Department Director and the Human Resources Director. The Human Resources Director shall forward the request to the County Manager. Upon approval of the County Manager, the Human Resources Office will send out a County-wide e-mail requesting the donations of leave to include the deadline to donate leave. The Human Resources Offices shall transfer the donated leave to the leave balance of the employee converting the dollar value of the donor's leave based on the donor's hourly rate of pay, to hours of leave based on the recipient's hourly rate of pay using a form approved by the Human Resources Director.
- C. Donated annual leave shall revert to the employees who donated the leave on a prorated basis when the catastrophic medical emergency ends or the employee separates from the County.

#### **Section 6. Sick Leave Incentive Program**

- A. Full time employees who use (8) eight hours of sick leave or less from January 1, through June 30, shall receive (8) eight hours of additional annual leave. Employees who work less than (40) forty hours per week and use (4) four hours or less of sick leave shall receive (4) four hours of additional annual leave.

- B. Full time employees who use (8) eight hours of sick leave of less from July 1, through December 31 shall receive (8) eight hours of additional annual leave. Employees who work less than (40) forty hours per week and use (4) four hours or less of sick leave shall receive (4) four hours of additional annual leave.

## **Section 7. Annual Leave**

Bargaining unit employees shall accrue and utilize annual leave pursuant to the following:

- A. Employees shall make requests for annual leave to their immediate supervisor in advance within the time proportionate to the amount of leave requested, i.e., if the employee is requesting two weeks of annual leave, the employee shall request it two weeks in advance, etc. Annual leave will not be granted in advance of accrual.
- B. Requests for annual leave shall be considered on a first come first served basis; however, when more than one employee has requested the same annual leave time off at the same time, the supervisor shall select the requesting employees for approval of annual leave based on County seniority.
- C. Bargaining unit members are eligible for annual leave accrual based on actual hours worked and during paid leave in accordance with the following schedule:
- 4.62 hours per pay period if more than one year but less than five years of continuous service
  - 6.13 hours per pay period if more than five years but less than ten years of continuous service
  - 6.46 hours per pay period if more than ten years of continuous service
- D. Part-time employees shall receive annual leave on a pro-rated basis, according to the number of hours actually worked.
- E. A maximum of two hundred and forty hours (240) of annual leave may be carried forward to the next calendar year.
- F. Upon separation from employment, an employee shall be entitled to payment of accrued annual leave at their current hourly rate, as of the date of separation. In the event of the death of an employee, the employee's estate shall be entitled to payment of the accrued annual leave as of the last day worked.
- G. If during the term of this agreement, non-bargaining unit employee's accrual rates are

increased, bargaining unit employee's accrual rates shall be increased proportionately.

### **Section 8. Administrative Leave**

Any employee may be placed on administrative leave with pay when it is in the best interest of the County to do so. The County Manager or designee must authorize administrative leave.

### **Section 9. Civic Duty Leave**

#### **A. Voting**

1. Employees who are registered voters shall be granted administrative leave to vote in accordance with the provision of Section 1-12-42 NMSA 1978.
2. The Employer shall specify the hours during this period in which the employee may be absent.
3. If an employee is found to have abused this leave, the employee shall be subject to disciplinary action.

#### **B. Jury Duty**

1. When in accordance to a subpoena, an employee appears as a witness before a federal or state grand jury or court, or before a federal or state agency, the employee shall be entitled to leave with pay for the required period. Fees received as a witness, excluding reimbursement for travel and meal shall be remitted to the County of Santa Fe Finance Department. In cases where employees are testifying against the County as the plaintiff or such appearances are for personal reasons, employees must use accrued annual, compensatory or personal holiday leave time.
2. A person shall be entitled to leave with pay for serving on a federal or state grand or petit jury. Fees received as a juror excluding reimbursement for travel, shall be remitted to the County of Santa Fe Finance Department.
3. An employee who is released from jury duty shall report to work upon release. Failure to adhere to this provision will be considered unauthorized absence and may result in disciplinary action.

### **Section 10. Leave for Inclement Weather**

- A. The County may delay opening, close offices and/or send non-essential employees home due to inclement weather and grant administrative leave with pay to those who are not working remotely on the date when inclement weather occurs. Essential employees are employees charged with the responsibility for public health, safety and welfare and are required to report and remain at their posts during work hours.

- B. Essential employees who are not granted administrative leave, and are required to remain on- duty, shall be granted equivalent administrative leave. The employees shall be notified of their right to take equivalent administrative leave the first pay day following the day of inclement weather. The notice to the employees shall be from the Human Resources Office and attached to the employee's paycheck. The employee shall have two full pay periods from notification to take the leave. Leave not used will be forfeited.
- C. Employees shall be responsible for time taken in excess of administratively approved amounts and employees shall be charged with leave for all normal work hours missed.
- D. If an employee leaves work due to inclement weather with a supervisor's approval prior to administrative leave being granted by the County Manager, the employee will only be credited for the administrative leave granted by the County Manager.
- E. Leave requests for public school delay for those employees with school age children are the responsibility of the employees unless notified of official county government weather related delay. Employees are still responsible for notifying their supervisor and securing leave approval for official school delays.

#### **Section 11. Leave Without Pay (LWOP)**

- A. An Elected Official/Department Director or designee may approve LWOP for up to ten working days upon receipt of a written request from the employee. A request by an employee for LWOP in excess of ten working days must be approved by the Department Director/Elected Official, Human Resources Director, and the County Manager or designees.
- B. LWOP, when requested, may be granted only when the Elected Officials/Department Director can assure a position of like status, pay, and at the location upon the return of the person from LWOP.
- C. If the Elected Officials/Department Director cannot assure a position in the same location and the employee agrees in writing to waive that requirement, LWOP may be granted.
- D. LWOP may not exceed six (6) months during any twelve (12) month period in the case of a bargaining unit employee.
- E. Employees shall not accrue sick or annual leave while on LWOP.
- F. Failure to report to work upon the expiration of approved LWOP, or unauthorized absence from work for two or more consecutive work days, shall be considered as a voluntary resignation on the part of the employee. Voluntary resignation is not subject to grievance, but shall be subject to disciplinary procedures.
- G. Benefits at Employee's Expense:

1. An employee does not accrue leave while on leave without pay. In order to receive the County's contributions to group health benefits, employees must meet the current threshold for paid status per pay period which is established by Santa Fe County. Employees on leave under the Family Medical Leave Act are an exception to this paid status requirement.
2. An employee on leave without pay wishing to continue receiving group health benefits may do so, at the employee's expense, by submitting the employee's and the County's share of the premium, as required, to the Human Resources office on each regular pay day.

## **Section 12. Personal Leave Day**

- A. Bargaining unit employees shall be entitled each calendar year to receive one (1) personal leave day equivalent to a normal work shift. The leave may be used for any purpose. Employees may not divide the personal leave day.
- B. The personal leave day must be taken by the last full pay period each December, or it will be forfeited
- C. The employees will not be compensated for the personal leave day upon separation if not used.

## **Section 13. Military Leave**

### **A. Paid Military Leave for Reserves or National Guard Activities**

1. Paid military leave is granted for authorized reserve or National Guard activities for a maximum of fifteen (15) workdays per Federal Fiscal year (October-September). Military leave must be requested (20) twenty working days in advance when possible. The employee must furnish proof of duty order or other documentation prior to leave being granted unless the leave is for emergency purposes.
2. The Board may grant members of National Guard paid military leave for emergency/crisis situations in addition to that already given by law. Such additional leave shall not exceed (15) fifteen work days per federal fiscal year unless otherwise approved by the County Manager or designee.

### **B. Unpaid Military Leave**

Employees voluntarily or involuntarily serving on active duty for more than (15) fifteen working days shall be placed on leave without pay. The employee taking military leave will not first be required to exhaust annual and sick leave.

### **C. Employees Returning from Unpaid Military Leave**

1. Any employee who leaves a position held with the County, other than a temporary position, to enter the armed forces of the United States, National Guard or organized reserve, and who serves on active duty to complete their remaining service in reserve component, and who is still qualified to perform the duties of the County position previously held, shall be re-employed in such a position or to a position of like seniority, status, and pay.
2. To be re-employed in such position, the employee must make application for re-employment within (90) ninety calendar days after being relieved from training or duty, or from hospitalization of a service-related injury continuing after discharge for a period of not more than (1) one year.
3. The returning employee will be deemed to have accrued seniority and length of service rights as though employment with the County had been continuous since the date of initial employment.
4. The returning employee shall have all annual and sick leave accrued at the time of departure for military service restored.

#### **Section 14. Family Medical Leave (FMLA)**

Employees shall be granted family medical leave pursuant to the Family and Medical Leave Act of 1993 (FMLA) and the Human Resources Handbook.

#### **Section 15. Injury Leave**

Injury Leave will be granted in accordance with the provisions of the New Mexico Workers' Compensation Act Section 52-1-1 NMSA 1978 et seq.

#### **Section 16. Bereavement Leave**

Each bargaining unit employee shall be eligible to use up to three (3) days of bereavement leave in the event of the death of an immediate family member.

For purposes of this section, an "immediate family member" is defined as a spouse, child, parent, sibling, grandparent, grandchild, step-parent, step-child, step-sibling, foster child, father-in-law, mother-in-law, son and daughter-in-law, and brother and sister-in-law, domestic partner, domestic partner's child and domestic partner's parent, aunt and uncle and shall include persons living in the employee's household.

Additional leave may be granted at the request of the employee in the event of a death in the employee's immediate family as defined in this article. This additional leave shall be charged to annual leave, personal leave, sick leave, or comp time or be taken as leave without pay.

An additional two days of administrative bereavement leave may be granted by the County Manager if requested by the employee.

### **Section 17. Mentor Leave**

The Employer shall allow bargaining unit employees up to one hour of administrative leave per week to participate in a recognized mentorship program as designated by the Human Resources Division.

## **ARTICLE 18. FILLING OF VACANCIES**

### **Section 1. Posting of Vacancies**

- A. Santa Fe County encourages the professional growth of its employees. Employees will not be discouraged from applying for any vacant position.
- B. All vacant bargaining unit positions shall be posted simultaneously in-house and publicly for a minimum of five (5) calendar days by the Human Resources Division or its designee unless the County deems it beneficial to advertise internally only or delay filling the position. ~~All vacant bargaining unit positions that are advertised shall be advertised on designated County bulletin boards and on the County website. A copy of the job announcement shall be provided to the designated Local 1782 Union official.~~
- C. The job announcement shall contain the classification of the position, the minimum qualifications for the position, the FLSA status, the work location of the vacancy, a description of working conditions, a general description of the position, examples of work, the pay range of the position, the location where applications are to be filed, whether the position is AFSCME eligible, and the closing date for accepting job applications.

### **Section 2. Selection**

- A. The Human Resources Division will compile a certified list of eligible candidates consisting of qualified applicants. The certified list of eligible candidates shall be valid for the specified classification for a period of ninety (90) days unless otherwise approved by the Human Resources Director. All qualified bargaining unit employees shall be interviewed.
- B. Selection of applicants to classified bargaining unit positions shall be made only from a list of eligible candidates. Pre-selection for a bargaining unit position is strictly prohibited.
- C. First consideration for all vacant bargaining unit positions will be given to applicants that are current County employees or former County employees who have been laid off within the previous six (6) months and who meet minimum qualifications; however this does not guarantee that bargaining unit employees or previous

bargaining unit employees will be selected for the position. Current County employees selected for a transfer or promotion, shall be transferred or promoted according to the pay period and on a date which best meets the needs of the Departments/Offices impacted.

- D. If bargaining unit employees are interviewed but not selected, they can meet with their designated Human Resources Liaison to discuss whether there are available trainings that would augment their skills and contributions to the County.
- E. Within fourteen (14) calendar days of selection from a certified list of eligible candidates, departments shall notify the applicants not selected for the position.
- F. Final recommendations for hire shall be made by the Department Director/Elected Official, Human Resources Division Director, Finance Division Director, to the County Manager or designees for approval.

### **Section 3. Qualification for Promotion**

Promotion is made on the basis of education, experience, training, skills, job performance, and dependability.

### **Section 4. Promotion**

- A. A promotion shall be defined as movement of an employee from the employee's position to a position of a higher pay range within the bargaining unit.
- B. Upon promotion into a Step Eligible Position, an employee's compensation shall be determined in accordance with Article 28, Section 2 and the employee's relevant qualifications compared to the minimum qualifications for the position. No compensation upon promotion shall exceed the maximum compensation of the new position, nor fall below the minimum compensation of the new position.
- C. An employee may be temporarily promoted for a period not to exceed six (6) months to a vacant position for which that employee meets the minimum qualifications. Upon temporary promotion into a Step Eligible Position, an employee's compensation shall be determined in accordance with Article 28, Section 2 and the employee's relevant qualifications compared to the minimum qualifications for the position. However, in no instance shall a temporary promotion result in a salary reduction.

### **Section 5. Classification Reduction**

- A. Bargaining unit employees may voluntarily request a classification reduction to a classification with a lower salary range than their current classification.
- B. Employees must meet the minimum qualifications for the classification requested.



- C. Bargaining unit employees may voluntarily request a classification reduction without prejudice and may be granted upon approval of the Department Director/Elected Official, Human Resources Director, Finance Division Director, and County Manager. The bargaining unit employee's compensation shall be determined in accordance with Article 28, Section 2 and the employee's relevant qualifications compared to the minimum qualifications for the position.

#### **Section 6. Transfer**

- A. At the request of a Department Director/Elected Official and upon approval of the Human Resources Director, Finance Division Director, and County Manager, the Employer may transfer an employee from one position, division, and/or department to another position, division, and/or department within the County, provided the employee meets the minimum qualifications of the job classification. Transfers may not be made for arbitrary or capricious reasons and shall not result in a reduction of salary.
- B. Transfers will be effective at the beginning of a new pay period. Employees will retain all accrued annual, sick, personal leave, and compensatory leave upon a transfer.
- C. Lateral transfers from one pay range to a different bargaining unit position of the same pay range shall be set in accordance with Article 28, Section 2 and the employee's relevant qualifications compared to the minimum qualifications for the position, provided however that a lateral transfer shall not result in a reduction in salary.
- D. Transfers of employees into currently vacant bargaining unit positions must be mutually agreed upon by the Union and the County.
- E. Notwithstanding any seemingly contrary limitations set forth in Sections 6(A) through (D) above, an employee whose supervisor approves their voluntary temporary transfer to the Clerk's Office for purposes of serving as a poll worker during an election, may be temporarily transferred to the Clerk's Office to work as a poll worker.
- F. Compensation of an employee who is transferred shall remain the same unless the employee is transferred to a different position or a non-Step Eligible Position. If the transfer is into a Step Eligible Position, the employee's compensation shall be determined in accordance with Article 28, Section 2 and the employee's relevant qualifications compared to the minimum qualifications for the position.

### **ARTICLE 19. HEALTH AND SAFETY**

#### **Section 1. Health and Safety Measures**

Safety is an integral part of the responsibilities of every manager, supervisor, and employee. Safety management exists to assist managers, supervisors and employees

in the better performance of their duties. All employees shall comply with such rules, regulations and practices as may be prescribed in the Santa Fe County Safety Management Manual, other County policies or procedures, and other applicable laws in order to provide safe, sanitary and healthy working conditions. The parties agree to work together to:

- A. Improve health and safety conditions and practices
- B. Improve the health, safety, and cleanliness of work sites and grounds
- C. Maintain County owned motor vehicles, tools, and equipment in safe working conditions
- D. Provide employees with adequate information on communicable diseases and infestations to which they may have routine exposure
- E. Provide a clean and safe area for employee meal and break periods.

## **Section 2. Personal Protective Equipment**

The Employer shall provide to employees all necessary safety equipment to employees needed for the performance of their duties and as outlined below:

- A. Employees required by the Employer to wear safety footwear meeting ANSI or ASTM standards will be provided one pair of safety footwear not to exceed \$170.00 via a boot allowance paid directly to the vendor no later than November. The type and style of safety footwear meeting ANSI or ASTM standards shall be determined by the employee and approved by the supervisor and Deputy Human Resources and Risk Management Director, and any cost over the allowance shall be borne by the employee. Certain positions are designated to receive two pairs of safety footwear. That designation is set forth on Exhibit B to this Agreement. Those individuals will be eligible for two separate \$170.00 boot allowances available every six months.
- B. Employees who may be exposed to biological, chemical or pathogenic hazards shall be provided safety and protective equipment, i.e. protective gloves, protective boots, and/or other protective garments, as needed for the performance of their duties.
- C. Safety/protective helmets or other protective headgear, eye wear, raingear or insulated/un-insulated work gloves shall be provided as needed for the performance of their duties.
- D. Snow boots shall be issued every two years to bargaining unit positions identified as receiving snow boots as part of their uniform. Eligible bargaining unit employees will be allocated a snow boot allowance of \$150 and purchase of those boots shall be processed in the same manner as safety boots.

- E. Employees have a duty to exercise due care to maintain the safety footwear and boots provided by the County.
- F. The County will replace safety footwear at no expense to the employee, with footwear selected by the County, if an employee's safety footwear is damaged and is no longer fit for its intended purpose prior to the employee being eligible for their next boot allowance.

### **Section 3. Safety Committee**

- A. Santa Fe County recognizes the need to establish a policy, which promotes the health and safety of County personnel and the public, the conservation of County resources, and the reduction of injuries, property damage, and other losses due to accidents. With this goal in mind, Santa Fe County will seek input from the Safety Committee. The County agrees to maintain a Safety Committee to include at least one member of management and one bargaining unit employee from each department. The objective of this Safety Committee is to eliminate and/or control conditions within reasonable expectations, which can lead to accidents with injuries, property damage and other losses.
- B. In order for the loss control to be effective, Elected Officials, Division and Department Directors, all level of supervisory personnel and all other employees must take a serious interest in the prevention of accidents involving injury to person or damage to resources as a result of unsafe acts, procedures or conditions. Full participation and cooperation in the loss control effort is expected and required of all bargaining unit employees.
- C. Failure by an employee to comply with the County Safety Policy(s) shall be considered a safety violation and the individual (s) may be subject to disciplinary action, up to and including termination.
- D. The Safety Committee shall be an advisory board that evaluates loss control and safety related concerns and makes recommendations that promote and maintain a healthy and safe working environment. The Safety Committee shall function pursuant to the Resolution adopted by the County Commission that established the Committee. (Incorporated herein by reference).

### **Section 4. Emergency Transportation**

An employee who suffers an on-the-job injury or illness and requires immediate emergency care shall be transported to a treatment facility by an ambulance and certified emergency personnel only and at the Employer's expense.

### **Section 5. Critical Incident Stress Debriefing**

The Employer shall provide employees appropriate and adequate Critical Incident Stress Debriefing (CISD). CISD is to be used for critical job-related incidents including, but not limited to, mass casualty, work peer suicide, serious work injury, and/or other work related death of a co-worker. Such CISD shall include when appropriate, initial debriefing, individual or group therapy/counseling, and/or follow-up. All debriefings and other CISD sessions shall be strictly confidential.

#### **Section 6. Modified Work Assignments**

- A. Taking into account budget, administrative restrictions, and work availability, the Employer shall make reasonable efforts to provide employees covered by this Agreement with opportunities for returning to work on a modified work assignment due to temporary medical restrictions while recovering from injury or illness.
- B. An employee requesting an early return to work in a modified duty assignment shall provide an essential functions checklist specifying physical limitations not to exceed six (6) months. The Human Resources Office may request additional an essential functions checklist and any other requested medical documentation specifying that the employee may perform the modified work assignment and such other medical documentation as deemed necessary to evaluate the employee's request. The Human Resources Office shall only disclose to the department/designee, the restrictions set forth for the employee by the employee's physician for the purposes of evaluating the employee's ability to perform these functions of the employee's job in a modified duty assignment.
- C. An employee who returns to work on modified work assignment shall be paid no less than the employee's last hourly rate of pay. In implementing this provision, the Employer will give preference for modified work assignments to workers injured on the job.
- D. Any modified work assignment will comply with applicable federal, state and local laws and regulations including, but not limited to the Americans with Disabilities Act, the Family Medical Leave Act, and the State of New Mexico Workers' Compensation Act.

#### **ARTICLE 20. WASH UP TIME**

The County will provide no more than fifteen (15) minutes prior to the end of their work shift

#### **ARTICLE 21. UNIFORMS, FOOTWEAR, AND TOOL ALLOWANCE**

##### **Section 1. Uniforms**

- A. Uniforms shall be provided to all bargaining unit employees as determined by the attached chart, identified as Exhibit B.
- B. Bargaining unit positions identified on the chart as eligible to receive a clothing allowance will receive the allowance no later than August 31.

- C. Bargaining unit employees will be required to wear the uniform while on duty as a condition of employment and will not be allowed to wear any clothing that bears a County logo to include hats with a County logo while off duty. Alternate uniform requirements may exist at work sites with various work conditions. Some employees may only be required to wear uniform shirts on days designated by the supervisor.
- D. It is the responsibility of the employees to maintain and clean their uniforms to present a professional image to the public.
- E. Uniforms that bear a County logo or that are adaptable for street wear will be taxable as per IRS regulations.

## **Section 2. Tool Allowance**

For those employees required to provide their own tools, the employer shall provide a tool allowance for reimbursement or replacement of tools that are inoperable as a result of normal job related duties not to exceed \$400 per employee per year. The allowance can be used for the purchase of new tools to keep up with changes in the automotive or equipment industry.

## **ARTICLE 22. SPECIAL LICENSE AND CERTIFICATION**

- A. Employees who acquire certification/licensure, which enable the employee to perform additional job duties and/or duties in another classification, are an asset to the County. The LMC will address these types of situations on a case-by-case basis and make recommendations to the Human Resources Director for a final decision.
- B. The parties recognize that there are certain licenses and/or certifications required in order to be qualified to perform the duties of some classifications in the bargaining unit. It shall be the responsibility of each employee to be qualified for their position at all times.
- C. Employees who fail to maintain the required licenses and/or certifications for their position may be removed from their position.
- D. The employer shall reimburse employees the fees for renewal of certifications and licensures required to perform their job as identified in the job classification specification. Should the renewal require travel, the employer will pay associated per diem and mileage. However, the employee shall be responsible for ensuring that the employee meets all requirements of certifications, including pertinent application and training credits.

## **ARTICLE 23. PRINTING AGREEMENT AND DISTRIBUTION**

- A. Each party to this Agreement shall print sufficient copies for its own use.

- B. The Union shall ensure all bargaining unit employees receive a copy of this agreement upon its initial distribution.

## **ARTICLE 24. DRUG AND ALCOHOL TESTING**

### **Commitment**

Santa Fe County is committed to the goal of drug-free work place in compliance with the Drug-Free Work Place Act of 1988.

#### **A. Illegal Use of Drugs and/or Alcohol**

1. The use of controlled substances, drugs or alcohol, prescribed and non-prescribed, is a concern to Santa Fe County when it interferes with job performance, conduct, attendance, safety, or when it is in violation of the law.
2. The unlawful manufacture, distribution, possession or use of a controlled substance by any employee while on County premises or while on County business is strictly prohibited.
3. Conducting County business, which includes driving vehicles or operating County equipment, while under the influence of alcohol or other drugs is also strictly prohibited.
4. Engaging in any of these prohibited activities may result in disciplinary action up to and including termination.

#### **B. Reasonable Suspicion**

Any Santa Fe County Employee shall be tested for alcohol and/or drugs if the County has reasonable grounds to suspect that the employee is engaging in the use of drugs or alcohol on the job or is reporting to work under the influence of drugs or alcohol. Reasonable suspicion includes but is not limited to the following:

1. Any job accidents involving loss of life, limb, or extensive damage to property where the employee is a contributing factor to the accident.
2. Evidence of alcohol, drugs, or paraphernalia, discovered at the employee's work place or County vehicle.
3. The employer shall administer drug/alcohol testing per federal guidelines when there is a reasonable suspicion that an employee is in possession of, consuming, or under the influence of drugs and/or alcohol. Failure of an employee to cooperate in such testing shall result in the employee's termination.

#### **C. Random Alcohol and Drug Testing (CDL Employees ONLY)**

In compliance with federal mandated Department of Transportation (DOT through the Federal Highway Administration (FHWA) with the implementation of the Controlled Substance and Alcohol Use and Testing Rule and the Federal Transit Administration (FTA with the implementation of the Prevention of Alcohol Misuse in the Transit Operations Rules, employers of the drivers who are required to obtain a commercial driver's license (CDL), (Federally mandated employees) are required to adopt federally mandated Rule 49 CFR Part 40. Random alcohol and/or substance abuse testing is required for Santa Fe County Federally mandated employees effective January 1, 1996. Random alcohol and/or substance abuse testing is characterized by randomly selecting Federally mandated employees for drug and alcohol testing on an unannounced basis. Random alcohol or substance abuse testing will be conducted in compliance with federal DOT rules. Random alcohol testing shall be administered at a minimum annual rate of 25 percent of the average number of Federally mandated employees. Random controlled substances testing shall be administered, at a minimum annual rate of 50 percent of the average number of Federally mandated employees. Santa Fe County shall ensure testing site facilities and procedures to be in compliance with federal DOT rules through the approved contactor providing such services.

All applicants or present employees being considered for a job that requires a CDL must be controlled substance tested using a split sample method. Before the first time the driver performs a safety sensitive function, a confirmed negative result is required.

**D. Random Alcohol and Drug Testing (Safety Sensitive Positions)**

In accordance with the Santa Fe County drug testing process used for testing CDL employees, all employees in safety sensitive positions, as identified by the County Manager shall be randomly tested. An employee who tests positive for drugs or alcohol shall be afforded the administrative process prescribed in Article 24 G.

**E. Voluntary Self-Identification by Employees**

An employee who self-identifies or requests referral to a drug or alcohol rehabilitation program prior to being randomly selected for drug or alcohol testing shall be referenced to such program without reprisal or disciplinary action, provided that self-identification is not made to avoid disciplinary action. An employee shall be afforded the administrative process prescribed in Article 24 G. Employees shall be randomly tested during the rehabilitation period. A positive test result may be grounds for dismissal.

**F. Refusal to Submit to Alcohol or Drug Testing**

Any employee who refuses or fails, without good cause, to cooperate in the drug or alcohol testing procedure shall be subject to disciplinary action, up to and including dismissal.

**G. Positive Results of Alcohol and Drug Testing**

1. The guidelines established by the National Institute of Drug Abuse will be used to determine whether an employee tests positive.
2. If an employee tests positive for drugs or alcohol, the employee will be placed on administrative leave with pay (up to ten (10) working days), pending disciplinary action and/or rehabilitation alternatives.
3. If the employee is required to successfully complete an approved drug rehabilitation program as part of the disciplinary action, the employee shall be responsible for paying the cost of the rehabilitation program personally or through insurance coverage for such treatment. Employees shall be randomly tested during the rehabilitation period. A positive test result may be grounds for dismissal.
4. Accrued annual, compensatory and sick leave may be used to attend any rehabilitation program scheduled during normal working hours. If leave is exhausted, the employee shall be placed on leave without pay.
5. Prior to the employee's return to work, the employee shall be required to submit to an alcohol/drug test. If the employee tests positive, the employee shall be subject to disciplinary action, up to and including immediate dismissal.
6. Upon the employee's return to work after completion of the rehabilitation program, the employee shall be required (by work contract) to submit to unannounced, unscheduled tests for drugs/alcohol for a period of twelve (12) months.
7. If the employee tests positive during this twelve (12) month period, the employee shall be subject to disciplinary action, up to and including immediate dismissal.
8. If the employee successfully completes this twelve (12) month testing period, all records of the previous test and related case documentation shall be destroyed after three (3) years of completion of the twelve (12) month contractual testing period.
9. The employee shall be responsible for any costs incurred for random drug alcohol screening as a result of a work contract after a positive drug/alcohol result.

#### H. Confidentiality

No laboratory reports or test results shall appear in the employment human resource file unless they are a part of a disciplinary action, but shall be placed in a



confidential file.

It is recognized that the Employer/Union may initiate additional drug/alcohol testing policies and procedures in order to ensure a drug/alcohol free work environment per LMC.

- I. Positive Drug Test Results for Delta-9-Tetrahydrocannabinol or Delta-9-Tetrahydrocannabinol Metabolite (Non CDL and Non Safety Sensitive Positions).

An employee who is not required to hold a CDL and is not employed in a position identified by the County Manager as safety sensitive, shall not be subject to disciplinary action solely because a positive drug test indicates a detectable amount of delta-9-tetrahydrocannabinol or delta-9-tetrahydrocannabinol metabolite. A positive drug test indicating a detectable amount of delta-9-tetrahydrocannabinol or delta-9-tetrahydrocannabinol metabolite may, however, be used as evidence in disciplinary proceedings if relevant.

## **ARTICLE 25. OVERTIME, COMPENSATORY TIME AND INCENTIVE PAY**

### **Section 1. Overtime**

---

~~Bargaining unit employees covered by the Fair Labor Standards Act (FLSA)~~ shall, at the discretion of the employee, receive cash overtime pay or compensatory time for time actually worked in excess of forty (40) hours in a work week at the rate of one and one half times the employee's regular rate of pay if budget permits as identified by management. If there is not sufficient budget, employees covered by the Fair Labor Standards Act shall be paid in accordance with section three of this article. All overtime work requires the supervisor's prior authorization. Paid holidays shall be considered as time worked for the purposes of computing overtime compensation. Refusal to work overtime shall constitute just cause for disciplinary action. Leave is not time worked and shall not be counted as time worked for the purpose of computing overtime. Approved time away from work to take job related classes and/or training required for satisfactory job performance shall be counted as time worked for overtime purposes.

### **Section 2. Overtime Scheduling**

- A. Management will assign overtime to employees as necessary to ensure the delivery of quality services to the public. The distribution of overtime assignments shall be made as equitably as possible. A minimum notice of three (3) calendar days will be provided when overtime is prescheduled. Except in the cases of emergencies or unforeseen circumstances, supervisors shall provide employees with as much notice as possible regarding required overtime work.
- B. Each Department/Division/Crew shall maintain and post a seniority list in descending order where the most senior employee is listed first.

- C. Employees shall be offered overtime work on a rotational basis from the seniority list of their specific classification within their crew. The first employee on the list will be offered overtime first. When an employee works the requested overtime, that employee shall be rotated to the bottom of the list. If an employee declines the overtime, the subsequent employee on the list shall be offered the overtime, etc., until all employees on the list have been offered the opportunity to work overtime. If all employees decline overtime work then the employer shall assign overtime on a rotational basis in inverse order of the seniority list.

### **Section 3. Compensatory Time**

Compensatory time is defined as time off in lieu of overtime pay. Compensatory time is accrued at the rate 1 ½ times the hours worked in excess of 40 hours in a work week for FLSA covered employees. Employees may not accrue more than sixty (60) hours of compensatory time. If employees are required to work and have a compensatory accrual balance of sixty (60) hours, they shall be compensated in accordance with the FLSA. The employer shall not adjust an employee's work day or work week on a temporary basis (i.e. for a period of less than two weeks) to avoid the payment of overtime or accrual of comp time by non-exempt employees. Employees shall be required to use compensatory time off in lieu of annual so long as they have any accrued compensatory leave, unless the employee has exceeded their maximum accruable annual leave.

### **Section 4. County Assessor employees**

County Assessor employees who are eligible under state statutes will receive pay increases in accordance with the provisions of Sections 4-39-2, 4-39-3 and 4-39-5 NMSA, 1978 and in accordance with resolutions adopted by the Board of County Commissioners.

## **ARTICLE 26. CALL-IN GUARANTY**

- A. An employee called back to work in addition to that employee's regular work week will receive two (2) hours straight time pay or actual hours worked at an overtime rate, whichever is greater. Employees released from call in and recalled during the guaranteed straight time shall not receive additional straight time compensation.
- B. Call in time shall commence at the time the employee is contacted and shall include a reasonable amount of time for travel to work.
- C. Employees may receive compensatory leave in lieu of payment for call in, at their discretion. Compensatory leave must be scheduled with supervisory approval.
- D. This benefit shall not apply if the employee's call in immediately precedes or immediately follows the employee's regular work assignment.
- E. This provision applies only to call-in guaranty pay, and does not govern on-call time, which is addressed by Article 27 below.

## ARTICLE 27. ON-CALL TIME

A. On-call time is defined as time that an employee is required by their Department Director/elected Official, or designee to be ready to report for duty or to respond to a work related call during their time off for a minimum of twenty-four (24) consecutive hours. An employee who is on-call is not required to remain at any particular location, and is free to engage in the employee's own chosen activities so long as the below criteria are met. Employees shall be considered to be on-call only when designated in writing and in advance by the employee's Department Director, Elected Official or designee.

1. The employee on-call shall ensure the pager, cell phone or other means of communication between the County and the employee is working properly.
2. Must call back within ten (10) minutes of receiving a call, and report to work in thirty (30) minutes if needed.
3. Employees will be considered engaged by the County from the time the employee is in route to the handle call until the work is complete. This time is considered actual worked time.
4. Arrive in "fit" condition.
5. On-call employees that do not respond to a call, or are otherwise unable to respond to a call in a timely fashion shall forfeit all on-call pay for that 24-hour period and will be subject to disciplinary action.
6. On-call pay cannot be paid when an employee is on any type of leave.
7. Each job classification that is FLSA exempt will not be eligible to receive on-call pay unless otherwise approved in advance by the Department Director or Elected Official and the Human Resources Director.

B. In addition to other applicable provisions of this agreement, the Employer shall compensate all bargaining unit employees placed on on-call as follows:

1. One (1) hour of compensatory time or paid time as mutually agreed to between the supervisor and employee and contingent upon budget availability for each 24-hour on call duty during the normal workday.
2. Two (2) hours of compensatory time or paid time as mutually agreed to between the supervisor and employee and contingent upon budget availability for each twenty-four (24) hours on-call duty during weekends.
3. Two (2) hours of compensatory time or paid time as mutually agreed to between the supervisor and employee and contingent upon budget availability for each

twenty-four (24) hours on-call duty during approved County holidays.

4. The employee shall be compensated in accordance with the FLSA for an actual call.

## **ARTICLE 28. CLASSIFICATION AND COMPENSATION SYSTEM**

### **Section 1. Purpose**

- A. Santa Fe County utilizes a classification and compensation system that classifies each position and establishes a set salary or range of compensation for each position. A range establishes a minimum and maximum amount of compensation for each position. The Human Resources Classification and Compensation Study (Study), completed in the fall of 2022, established competitive pay ranges to allow the County to recruit and retain qualified employees. An update was completed at the end of 2023 and forms the basis for the pay structure set forth in this Agreement (Updated Study). The resulting increases to the pay ranges and steps thus represent a market rate adjustment based upon prevailing and projected increases to wages. For the avoidance of doubt, the parties acknowledge and agree that this increase is not a cost of living increase. The objectives for the Study and Updated Study for the County of Santa Fe were to:
  1. Offer competitive salaries relative to the labor market in which the organization recruits;
  2. Sustain external competitiveness;
  3. Maintain internal equity between similar positions;
  4. Comply with applicable federal, state and local laws and regulations;
  5. Operate within the constraints of the budgetary process and financial limitations;
  6. Ensure administrative efficiency.
- B. The pay ranges associated with each AFSCME 1782 job title set forth on Exhibit A, attached hereto, as well as the step-based salary structure set forth on Exhibit C attached hereto, are hereby adopted and shall be implemented effective the first full pay period following adoption of this Agreement. Compared to the last pay scale implemented for bargaining unit employees in July of 2023, the pay ranges and individual steps have increased by 6% based upon the Updated Study.

### **Section 2. Definition of Step Eligible Position**

- A. A position within the County's Classification and Compensation System identified by the Human Resources Director as one for which the incumbent's salary up until the midpoint of the range should be determined in accordance with defined steps that correspond to the incumbent's combined years of education and experience compared to the minimum qualifications for the position.

B. Exhibit C sets forth the steps for Step Eligible Positions based on the following:

1. The range for Step Eligible Positions shall include six steps derived by dividing the percentage difference between the minimum and midpoint for the range by five (5) to derive the Step Progression for the range. Step 1 shall be the minimum salary for the range. Steps 2 through 6 shall equal the salary for the previous step plus the Step Progression for the range, rounded down to the closest whole cent. The following example demonstrates these principles. Assume the minimum, midpoint, and maximum salary for Range 3 are \$19.07/hour, \$21.94/hour, and \$24.80/hour. The Step Progression would equal 3%, calculated as follows:  $(\$21.94 - \$19.07) / \$19.07 = 15\%$ ;  $15\% / 5 = 3\%$ . The salary for Steps 1 through 6 of Range 3 areas follows:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$19.07	\$19.64	\$20.25	\$20.85	\$21.47	\$21.94

2. Each Step corresponds to the employee's years of relevant experience and/or education compared to the minimum qualifications for the position, as follows: An employee who just meets the minimum qualifications for the position would be placed at Step 1; an employee with one year of relevant education and/or experience beyond the minimum qualifications for the position would be placed at Step 2; an employee with two years of relevant education and/or experience beyond the minimum qualifications for the position would be placed at Step 3; an employee with three years of relevant education and/or experience beyond the minimum qualifications for the position would be placed at Step 4; an employee with four years of relevant education and/or experience beyond the minimum qualifications for the position would be placed at Step 5; and an employee with five or more years of relevant education and/or experience beyond the minimum qualifications for the position would be placed at Step 6.

### **Section 3. Maintenance of the Classification and Compensation System**

The HR Director shall be responsible for the continuous maintenance and administration of the Classification and Compensation System and has the authority to make changes to bargaining unit job classifications, job titles, and the set salary or range for a position in the best interest of the County. To accomplish this, the Human Resources Director will analyze rates of pay in comparable labor markets, collect information on the prevailing cost of living, and analyze the County's budget.

### **Section 4. Wages**

A. Effective the first full pay period after the adoption of this Agreement and except as provided in Subparagraph 4 of this Section, bargaining unit employees shall be compensated in accordance with Exhibit C. That pay scale shall remain in effect until the expiration of this Agreement, and shall expire on December 31, 2027, even if the Agreement remains in effect pursuant to NMSA 1978, Section 10-7E-18(D).

- B. For bargaining unit employees currently earning in excess of the compensation for which they would be eligible pursuant to Exhibit C and their relevant education and/or experience, , such bargaining unit employee (i) shall be compensated at the same rate of pay they received at the time of adoption of this Agreement; and (ii) shall remain at that rate of pay until demoted, promoted, they are entitled to additional compensation pursuant to the step-based salary structure of Exhibit C, or when a cost of living increase is granted to bargaining unit employees.
- C. Exhibit A reflects a modification of the range for the following positions based upon the Updated Study:
  - i. Housing Inspector shall be moved from a range 5 to a range 6;
  - ii. Workzone Coordinator shall be moved from a range 3 to a range 4.
- D. The ranges and salary structure shall be increased in accordance with any across-the-board cost of living increases comparable to non-bargaining unit employees approved by the BCC through December 31, 2027. Upon implementation of a cost-of-living adjustment, the Human Resources Director shall adjust the ranges of the Classification and Compensation System by the applicable cost-of-living adjustment, including each step, and the increase will go into effect at the start of a full pay period designated by the BCC for non-bargaining unit employees.
- E. Bargaining unit employees will receive any across-the-board cost of living increases comparable to non-bargaining unit employees and appropriated by the Commission for payment through December 31, 2027.
- F. Each year, all pay increases are contingent on specific appropriation by the BCC.

### **Section 3. Salary Survey**

- A. The Union may recommend classification and compensation studies be conducted by the County, indicating the reasons for the need of such studies. The County shall reply, setting a target date for completion of the study or explaining the reasons for a decision not to conduct such a study. A decision by the County not to conduct a study is final and not subject to appeal or the grievance and arbitration process.
- B. The County's Human Resources Director or designee, including, but not limited to, any contractors, shall be responsible for performing applicable salary surveys and classification and compensation studies. The County shall forward a copy of the proposed alpha list, wage scale, and any classification changes resulting from the salary survey or classification and compensation study to the Union, and at the Union's request, the parties shall meet to discuss the proposed alpha list, wage scale, and any classification changes. Exhibit C shall thereafter be modified only if funding for such modifications is appropriated by the BCC in its discretion and Exhibit C is amended through a duly adopted amendment.

#### **Section 4. Right to Job Description**

The employer shall implement and provide the revised job descriptions to the Union and shall thereafter provide a written job description to bargaining unit employees upon request.

#### **Section 5. Temporary Salary Increase**

- A. Employees shall not be required to perform duties of higher classification as a regular assignment. However, when a bargaining unit employee is assigned to temporarily work in a higher classification, the Employer shall select a bargaining unit employee based on current performance and class seniority.
- B. The Employer shall compensate bargaining unit employees temporarily assigned to work at a higher classification in accordance with Exhibit C, provided they qualify for the position. If the employee is not temporarily promoted to a higher classification but performs some or all of the duties of a higher classification, the employee's salary shall be increased by five percent (5%) or mid-point for their position, whichever is less. The Employer shall not alternate duties between employees to avoid paying temporary salary increases.
- C. In cases where the immediate supervisor can plan in advance and assign an employee to work out of class prior to it taking effect, the immediate supervisor shall notify the Department Director/Elected official immediately. The Department Director/Elected Official shall notify the Human Resources Department in writing no less than five working days prior to the effective date of reassignment so that all necessary actions may be processed. Temporary Salary Increases shall commence effective the first workday of a new pay period from the date it was approved by the Director/Elected Official. Temporary assignments shall be terminated only at the conclusion of a pay period. In cases of emergency, the immediate Department Director/Elected Official shall notify the Human Resources Department the first opportunity possible.

#### **Section 6. Reclassification**

- A. Any bargaining unit employee covered by this agreement who believes that the employee's actual job position is not assigned to the classification that best represents the duties assigned by the employer, may initiate a request to their immediate supervisor for a position classification review through procedures established by the Human Resources Department. Such procedures may include a desk audit of the employee's job by the Human Resources Department.
- B. If the reclassification makes the employee's position a Step Eligible Position, the employee's compensation shall be determined based upon Article 28, Section 2(B)(2) and the employee's relevant qualifications compared to the minimum qualifications for the position; provided, however, that a reclassification will not result in a reduction in salary.

An employee may be reclassified either voluntarily or involuntarily, if in the best interests of the County. A reclassification is not grievable.

- C. All actions related to a request for a classification review must be completed by the Employer in a period not to exceed 60 calendar days from the date the Position Classification Questionnaire is submitted to the Human Resources Department. The employee requesting the classification review shall be notified in writing by the Human Resources Department after completion of the review to inform the employee of its status-approval or disapproval, and an explanation of the decision.
- C. Since adoption of the Classification and Compensation System in January of 2023, the following reclassifications have been implemented:
  - 1. Utilities Maintenance Workers, Utility System Operators I-III, and Utilities Foremen were not originally placed in step-based positions. In June of 2023, the job descriptions were revised through negotiations with Union representatives and those positions became step-based positions;
  - 2. Emergency Vehicle Technician job descriptions were modified and retitled to Emergency Vehicle Technician Trainee, Emergency Vehicle Technician I, II, and III and were placed on the scale at ranges 3, 5, 6 and 7 respectively, in approximately June of 2023;
  - 3. Equipment Operator, Heavy Equipment Operator and Heavy Equipment Operator Leads were placed at a higher range to address historic difficulties filling those positions. They were moved to ranges 5, 7 and 8 respectively in approximately July of 2023.

#### **Section 7. Equity Adjustments**

- 1. Equity issues shall be addressed on a case-by-case basis by the Human Resources Department and the Union.

#### **ARTICLE 29. COUNTY VEHICLES, PER DIEM AND MILEAGE**

- A. The County shall make a good faith effort to provide a vehicle for all mandatory work related Employee transportation or travel purposes, including from worksite to worksite, from worksite to County required meetings, trainings, or events, from worksite to healthcare appointments scheduled during normal working hours that are necessary due to work related or on-the-job injuries, or from worksite to any other job related activity.
  - 1 In the event a County vehicle is unavailable, the employee may, but shall not be required to, use their personal vehicle, and then only if the employee has met all County requirements for driving during working hours. Employees must have prior written approval to use their personal vehicle for County business to be reimbursed mileage.
  - 2. If there is not a county vehicle, the employee does not have a personal vehicle, or there are problems with their personal vehicle, efforts will be made to secure



alternate transportation.

3. Employees who are approved to use their personal vehicles for such work related transportation or travel by the county shall be eligible to receive mileage reimbursement in accordance with established County Policy and the State of New Mexico Mileage and Per Diem Act.
- B. Employees required to work or travel out of town shall receive the appropriate per diem, mileage, and/or actual expenses as provided by State Law
- C. When requested in writing by the employee at least ten (10) calendar days in advance, 80% of per-diem shall be advanced prior to the employee's travel date. All other per-diem reimbursements must be paid to the employee within two weeks of the written request for reimbursement.

#### **ARTICLE 30. SHIFT DIFFERENTIAL**

- A. Employees who are assigned to work a shift outside of the normal day shift for a period of at least 1 full pay period shall be compensated shift differential as stated below, regardless of worksite's hours of operations.
- B. A normal day shift is defined as a shift, which begins between 6 a.m. to 8 a.m. A day shift is not eligible for shift differential.
- C. Employees who do not work a normal day shift shall receive an additional 8% of their hourly rate for each hour of work performed after 5 p.m.
- D. Bargaining unit employees who have requested a temporary modified work schedule outside of their regular work day are ineligible for shift differential compensation.
- E. The employer shall not change the employee's work schedule to avoid paying shift differential.
- F. Animal Control Officers will comply with the most current Sheriff's Office Standard Operating Procedures.

#### **ARTICLE 31. HOLIDAYS**

- A. Holidays shall be observed on the days indicated on the Employee Calendar.
- B. Employees who are required to work on an observed holiday shall be compensated at the rate of 2 ½ times their hourly rate including any pay differential for their regular scheduled shift.
- C. Employees whose day off falls on the observed holiday shall be given compensatory time to be taken at a later date. Hours to be taken at a later date will be equivalent to the hours in which the employee would have worked on the day in which the holiday is observed.

Holidays that occur during an employee's sick leave will not be charged to sick leave, and will be recorded and paid as a holiday.

## **ARTICLE 32. BENEFITS**

- A. The County shall offer to the covered bargaining unit members and their eligible dependents medical, life, dental, and optical insurance in accordance with the following contributions to the cost of the insurance, as defined in NMSA 1978, Section 10-7-4.2(B):

	<b>County's Contribution</b>	<b>Union Employee's Contribution</b>
Employees who earn \$37,100 annually or less	80%	20%
Employees who earn \$37,100.01 to \$79,500 annually	75%	25%
Employees who earn more than \$79,500	70%	30%

- B. Percentages may be revised to comply with state law. Medical, life, dental, and optical benefits shall be available during the life of this Agreement. Bargaining unit employees will pay 100% of disability insurance offered by the County.

## **ARTICLE 33. COMPLETE AGREEMENT**

### **Section 1. General**

This Agreement is the complete and only agreement between the parties. Each party has negotiated on all issues identified for negotiations and such negotiations have led to this Agreement. There shall be no additional negotiations on any item, whether contained herein or not and whether contemplated by either party at the time of negotiations or not, except by written mutual agreement of the parties. This Agreement replaces any and all previous Agreements between the parties.

### **Section 2. Memorandum of Understanding**

The matters within this Agreement may be interpreted during the term of the Agreement by mutual written agreement in the form of a Memorandum of Understanding approved by the Union, appropriate Elected Official, County Management, the County Manager, and the Board of County Commissioners

#### **ARTICLE 34. SEVERABILITY**

If any portion of this Agreement is determined by a final order of an administrative agency or a court of competent jurisdiction to be contrary to law, the affected provision shall be rendered null and void. All other provisions not affected by the illegal provision shall remain in full force and effect. Should this occur, the parties agree to meet within thirty (30) working days to negotiate a suitable provision to replace the provision held invalid.

#### **ARTICLE 35. TERM OF AGREEMENT**

- A. This Agreement will become effective upon ratification by the Union Membership and the Board of County Commissioners and signature by both parties. This Agreement will remain in full force and effect until December 31, 2027.
- B. Each party reserves the right to re-open one (1) financial article and one (1) non-financial article no earlier than January 1, 2026.
- C. Either party may request the negotiation of a successor agreement by filing a written request with the other party no earlier than six (6) months of its scheduled expiration. If no successor agreement has been ratified and executed by the parties by the term end of this agreement, this agreement shall continue in full force and effect until a successor agreement has been ratified and executed by both parties.

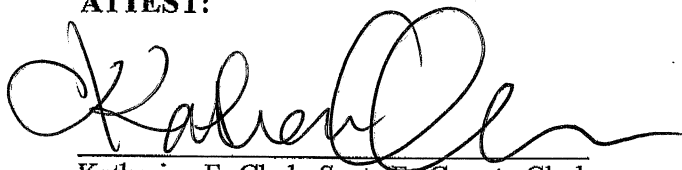
All items in this financial package are contingent upon sufficient budget appropriation.

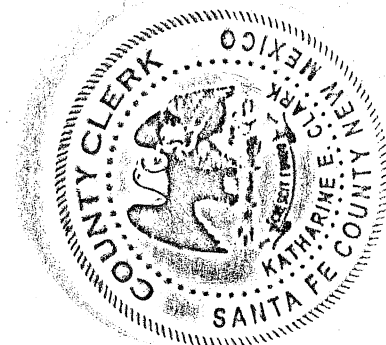
IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

**SANTA FE COUNTY**

  
Hank Hughes, Chairperson

**ATTEST:**

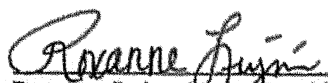
  
Katharine E. Clark, Santa Fe County Clerk



APPROVED AS TO FORM:

 for  
Jeff Young, Santa Fe County Attorney

AFSMCE COUNCIL 18, LOCAL 1782

  
Roxanne Lujan, Union President

1/26/24  
Date

AFSCME COUNCIL 18

  
Sam Chavez

1-26-24  
Date

**EXHIBIT A TO AFSCME 1782 CBA**

<b><u>Title</u></b>	<b><u>Range</u></b>
Accountant	U8
Accountant Senior	U9
Account Technician	U3
Account Technician Senior	U9
Activity Program Coordinator	U4
Administrative Assistant (non-confidential)	U4
Animal Control Officer	U3
Appraiser	U5
Appraiser Senior	U7
Assessment Specialist	
Assessment Specialist II	U4
Assessor's Office GIS Technician	U8
Auto Part Technician	U3
Automobile Body Repairer	U3
Clerical Assistant	U1
Clerk's Office Training Specialist	U7
Code Enforcement Inspector	U5
Code Enforcement Inspector Senior	U6
Collection Center Caretaker	U4
Collection Center Maintenance Foreman	U7
Community Planner	U8
Construction Inspector	U8
Cook	U3
Cook's Assistant	U1
Custodian	U1
Custodian Lead	U2

<u>Title</u>	<u>Range</u>
Database Administrator	U11
Delinquent Tax System Specialist I	U4
Delinquent Tax System Specialist II	
Desktop Support Specialist I	U6
Desktop Support Specialist II	U8
Desktop Support Specialist III	U10
Detention Records Clerk	U2
Development Review Specialist	U7
Development Review Specialist Senior	U8
Development Review Team Leader	U9
Driver Cook Assistant	U1
DWI Compliance Monitor	U3
DWI Prevention Specialist	U7
Election Administrative Specialist	U3
Electrician	U6
Emergency Vehicle Technician I	U5
Emergency Vehicle Technician II	U3
Emergency Vehicle Technician III	U7
Emergency Vehicle Trainee	U3
Equipment Operator	U5
Equipment Service Worker	U4
Evidence and Property Specialist	U4
Fleet Specialist	U4
GIS Technician	U8
GPS Technician	U4
Graffiti Prevention and Removal Specialist	U3

<u>Title</u>	<u>Range</u>
Heavy Equipment Mechanic Senior	U6
Heavy Equipment Operator	U7
Heavy Equipment Operator Lead	U8
Housing and Self-Sufficiency Specialist	U7
Housing Inspector	U4
Housing Intake Specialist	U1
Housing Program Specialist	U5
Housing Project Manager	U8
Hydrogeologist	U9
Maintenance Foreman	U8
Maintenance Technician	U3
Maintenance Technician Lead	U6
Maintenance Technician Senior	U5
Medical Billing Clerk	
Medical Records Technician	U2
Nutrition Inventory Specialist	U4
Open Space Resource Management Specialist	U9
Planning Team Leader	U10
Procurement Planner Analyst	U10
Procurement Specialist	U6
Procurement Specialist Senior	U8
Production Controller	U6
Project Manager I	U9
Project Manager II	U10
Recording Clerk	U2
Recording Clerk Senior	U3
Records Manager	U7
Road Maintenance Foreman	U9

<b><u>Title</u></b>	<b><u>Range</u></b>
Secretary (non-confidential)	U2
Secretary Senior (non-confidential)	U3
Senior Planner	U9
Sheriff Records Clerk	U1
Sheriff Records Clerk Lead	U3
Sign Technician	U2
Sign Technician Senior	U4
Soils Lab Technician	U7
Solid Waste Compliance Officer	U8
Solid Waste Maintenance Worker	U3
Solid Waste Transportation Foreman	U7
Special Projects Administrator	
Tax Cashier	U3
Title Examiner	U5
Traffic Engineering Technician	U5
Traffic Mobility Technician	U3
Truck Driver I	U3
Truck Driver II	U4
Utilities Engineering Associate	U9
Utilities Systems Operator I	U6
Utilities Systems Operator II	U7
Vehicle Mechanic	U3
Vehicle Mechanic Lead	U4
Volunteer Coordinator	U7
Voter Information Specialist	U2
Voter Outreach Coordinator	U7
Voter Registration Clerk	U2



<u>Title</u>	<u>Range</u>
Voting System Administrator	U7
Work Zone Coordinator	U3

ADDITIONAL JOB TITLES MAY BE RECOGNIZED OR JOB TITLES REMOVED THROUGH ACCRETION DURING THE TERM OF THE CURRENT CBA AS SET FORTH IN ARTICLE 3, SECTION 1(A) OF THE CBA.

EXHIBIT B AFSCME 1782 CBA  
Santa Fe County Uniform Position List

Position Title	Taxable Collared Shirt	Taxable Work Shirt	Clothing Allowance	Safety Boots	Column1	Snow Boots	Column3	Column4
ACCOUNTANT				1 pair every odd year				
ACCOUNTANT SR (fixed assets)								
ACCOUNTING TECH. SR								
ACCOUNTING TECHNICIAN								
ACTIVITY PROGRAM COORDINATOR								
ADMINISTRATIVE ASSISTANT								
ANIMAL CONTROL OFFICER	2 annually	0		1 pair every odd year				as assigned and paid for by Sheriff's Office
APPRAISER	2 annually	0		1 pair every odd year				
APPRAISER SENIOR	1 annually	0	0					
ASSESSMENT SPECIALIST I	1 annually	0	0					Eligible for uniforms once accreted into the bargaining unit
ASSESSMENT SPECIALIST II	1 annually	0	0					
ASSESSORS OFFICE G.I.S TECHNICIAN	0	5 annually	\$350 annually	2 pair annually				
AUTO PARTS TECHNICIAN	0	5 annually	\$350 annually	2 pair annually				
AUTOMOBILE BODY REPAIRER								
CLERICAL ASSISTANT								
CLERK'S OFFICE TRAINING SPECIALIST	as assigned by director	0		1 pair annually				
CODE ENFORCEMENT INSPECTOR	as assigned by director	0		1 pair annually				
CODE ENFORCEMENT INSPECTOR SR	0	5 annually	\$350 annually	2 pairs annually				
COLLECTION CENTER CARETAKER	0	5 annually	\$350 annually	2 pair annually				
COLLECTION CENTER MAINTENANCE FOREMAN								
COMMUNITY PLANNER								
CONSTRUCTION INSPECTOR	0	5 annually	\$350 annually	2 pair annually				
COOK	0	0	0	1 pair annually				
COOK'S ASSISTANT	0	0	0	1 pair annually				
CUSTODIAN	0	5 annually	\$300 annually	1 pair annually		1 Pair every 2 years		
CUSTODIAN LEAD	0	5 annually	\$300 annually	1 pair annually		1 Pair every 2 years		
CUSTOMER SERVICE PROGRAM SPECIALIST								Eligible for uniforms once accreted into the bargaining unit
DATABASE ADMINISTRATOR								
DELINQUENT TAX SYSTEM SPECIALIST I		0	0	0				
DELINQUENT TAX SYSTEMS SPEC II								
DESKTOP SUPPORT SPECIALIST I								
DESKTOP SUPPORT SPECIALIST II				1 pair annually				
DESKTOP SUPPORT SPECIALIST III				1 pair annually				
DETENTION RECORDS CLERK								
DEVELOPMENT REVIEW SPECIALIST								
DEVELOPMENT REVIEW SPECIALIST SR								
DEVELOPMENT REVIEW TEAM LEADER								
DRIVER/ COOK'S ASSISTANT	5 annually	0	\$100 annually	1 pair annually				
DWI COMPLIANCE MONITOR								
DWI PREVENTION SPECIALIST								
ELECTION ADMIN SPECIALIST	2 annually	0	0	1 pair every odd year				Eligible for uniforms once accreted into the bargaining unit
ELECTRICIAN	0	5 annually	\$350 annually	1 pair annually				
EMERGENCY VEHICLE TECHNICIAN I								

EMERGENCY VEHICLE TECHNICIAN II	5 annually	\$300 annually	1 pair annually	
EMERGENCY VEHICLE TECHNICIAN III	5 annually	\$300 annually	1 pair annually	
EMERGENCY VEHICLE TECHNICIAN TRAINEE	0	\$300 annually	1 pair annually	
EQUIPMENT SERVICE WORKER				
EQUIPMENT OPERATOR	0	\$350 annually	2 pairs annually	
EVIDENCE & PROPERTY SPECIALIST	as assigned and paid for by Sheriff's Office			
FLEET SPECIALIST	0	\$300 annually	1 pair annually	
G.I.S. TECHNICIAN				
G.P.S. TECHNICIAN	5 annually	\$300 annually	1 pair annually	
GRAFFITI PREVENT & REMOVAL SPEC	0	\$300 annually	1 pair annually	
HEAVY EQUIPMENT MECHANIC SR	0	\$350 annually	2 pair annually	
HEAVY EQUIPMENT OPERATOR	0	\$350 annually	2 pair annually	
HEAVY EQUIPMENT OPERATOR LEAD	0	\$350 annually	2 pair annually	
HOUS. & SELF. SUFF. SPECIALIST				
HOUSING INSPECTOR	0	\$300 annually	1 pair annually	
HOUSING INTAKE SPECIALIST				
HOUSING PROGRAM SPECIALIST				
HOUSING PROJECT MANAGER				
HVAC TECH	5 annually	\$350 annually	2 pairs annually	Eligible for uniforms once accreted into the bargaining unit
HYDROGEOLOGIST	0	\$100 every odd year	1 pair every odd year	
MAINTENANCE FOREMAN	0	\$350 annually	2 pairs annually	
MAINTENANCE TECHNICIAN	0	\$350 annually	2 pairs annually	1 Pair every 2 years
MAINTENANCE TECHNICIAN LEAD	0	\$350 annually	2 pairs annually	1 Pair every 2 years
MAINTENANCE TECHNICIAN SR	0	\$350 annually	2 pairs annually	1 Pair every 2 years
MEDICAL BILLING CLERK				
MEDICAL RECORDS TECHNICIAN				
NUTRITION INVENTORY SPECIALIST	0	0	1 pair annually	
OPEN SPACE RESOURCE MGT. SPECIALIST				
PLANNING TEAM LEADER				
PROCUREMENT PLANNER/ANALYST				
PROCUREMENT SPECIALIST				
PROCUREMENT SPECIALIST SR				
PRODUCTION CONTROLLER				
PROJECT MANAGER I	0	\$100 every odd year	1 pair every odd year	
PROJECT MANAGER II	0	\$100 every odd year	1 pair every odd year	
QUALITY CONTROL DATA ANALYST				Eligible for uniforms once accreted into the bargaining unit
RECORDING CLERK	1 annually	0	0	
RECORDING CLERK SR	1 annually	0	0	
RECORDS MANAGER				
ROAD MAINTENANCE FOREMAN	0	\$350 annually	2 pair annually	Eligible for uniforms once accreted into the bargaining unit
SECRETARY				
SECRETARY SR				
SENIOR PLANNER				
SENIOR SERV. TRANSPORTATION DISPATCHER				Eligible for uniforms once accreted into the bargaining unit
SHERIFF RECORDS CLERK				
SHERIFF RECORDS CLERK LEAD				
SIGN TECHNICIAN	5 annually	\$350 annually	2 pair annually	

[illegible]

**AFSCME 1782 Pay Ranges****EXHIBIT C TO CBA**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 /Mid	Max
1	\$ 17.10	\$ 17.44	\$ 17.80	\$ 18.14	\$ 18.51	\$ 18.80	\$ 20.52
2	\$ 18.05	\$ 18.50	\$ 18.97	\$ 19.44	\$ 19.93	\$ 20.31	\$ 22.57
3	\$ 19.07	\$ 19.64	\$ 20.25	\$ 20.85	\$ 21.47	\$ 21.94	\$ 24.80
4	\$ 20.61	\$ 21.22	\$ 21.86	\$ 22.51	\$ 23.18	\$ 23.69	\$ 26.79
5	\$ 22.25	\$ 22.92	\$ 23.61	\$ 24.32	\$ 25.04	\$ 25.59	\$ 28.93
6	\$ 24.03	\$ 24.75	\$ 25.50	\$ 26.27	\$ 27.05	\$ 27.63	\$ 31.24
7	\$ 25.95	\$ 26.73	\$ 27.54	\$ 28.37	\$ 29.22	\$ 29.85	\$ 33.75
8	\$ 27.86	\$ 28.97	\$ 30.13	\$ 31.34	\$ 32.60	\$ 33.43	\$ 39.01
9	\$ 31.21	\$ 32.46	\$ 33.75	\$ 35.10	\$ 36.50	\$ 37.44	\$ 43.69
10	\$ 34.95	\$ 36.35	\$ 37.80	\$ 39.30	\$ 40.88	\$ 41.93	\$ 48.94
11	\$ 39.15	\$ 40.71	\$ 42.35	\$ 44.03	\$ 45.79	\$ 46.97	\$ 54.80
12	\$ 43.85	\$ 45.60	\$ 47.42	\$ 49.32	\$ 51.28	\$ 52.61	\$ 61.38
13	\$ 49.11	\$ 51.07	\$ 53.12	\$ 55.25	\$ 57.44	\$ 58.93	\$ 68.75

