



Mendocino County Human Resources Department

Side Letter of Agreement between the County of Mendocino and Teamsters Local 856 Probation Unit August 1, 2024

This Side Letter is entered into between the County of Mendocino ("County") and the Teamsters Local 856 Probation Unit (MCPEA), collectively referred to as "Parties."

The Parties have resolved meet and confer obligations, and, by this Side Letter, agree to amend the Article 10, Subsection 7 Education Incentive Pay, as follows:

7. Education Incentive Pay

A. Eligibility

Bargaining unit employees shall be eligible for an Educational Incentive premium as provided herein.

B. Eligibility Requirements

To qualify for award of this premium, applicants shall have completed combinations of experience and post-secondary education as prescribed by this Article.

- 1) Years of Service: Only current, continuous, full-time service in a bargaining unit position shall be counted. Years of service accrued during a prior term of employment shall not be counted for purposes of this premium.
- 2) Education Points: One semester unit shall equal one education point, and one quarter unit shall equal two-thirds of a point. Such units of credit shall have been awarded by a community college, college or university accredited by a national or regional accrediting body recognized by the United States Department of Education.

All education must be supported by copies of transcripts, diplomas and other verifying documents attached to the application for premium pay. Units of credit transferred from one educational institution to another must be documented by transcripts from both such educational institutions.

C. Premium Pay

An Educational Incentive premium of 3% shall be paid to eligible employees whose assignment class specifications minimum employment education qualifications were a high school diploma or GED:

- 1) Have completed no less than five (5) years of current, continuous, full-time service as defined above and have acquired no less than 25 education points as defined above; or
- 2) Upon hire with an Associate degree or upon having acquired an Associate degree.

~~An Educational Incentive premium of 3% shall be paid to eligible employees whose assignment class specifications minimum employment education qualifications were an Associate degree:~~

- ~~1) Have completed no less than five (5) years of current, continuous, full-time service as defined above and have acquired no less than 25 education points above and beyond an Associate degree as defined above; or~~
- ~~2) Upon hire with a Bachelor's degree or upon having acquired a Bachelor's degree.~~

An additional Educational Incentive premium of 2% (for a total of 5%) shall be paid to eligible employees whose assignment class specifications minimum employment education qualifications were a high school diploma or GED:

- 1) Have completed no less than ten (10) years of current, continuous, full-time service as defined above and have acquired no less than 30 education points above and beyond an Associate degree as defined above; or
- 2) Upon hire with a Bachelor's degree or upon having acquired a Bachelor's degree.

An Educational Incentive premium of 3% shall be paid to eligible employees whose assignment class specifications minimum employment education qualifications were an Associate degree:

- 1) Have completed no less than five (5) years of current, continuous, full-time service as defined above and have acquired no less than 25 education points above and beyond an Associate degree as defined above; or
- 2) Upon hire with a Bachelor's degree or upon having acquired a Bachelor's degree.

An additional Educational Incentive premium of 2% (for a total of 5%) shall be paid to eligible employees whose assignment class specifications minimum employment education qualifications were an Associate degree:

- 1) Have completed no less than ten (10) years of current, continuous, full-time service as defined above and have acquired no less than 30 education points above and beyond an Bachelor's degree as defined above; or
- 2) Upon hire with a Master's degree or upon having acquired a Master's degree.

An additional Educational Incentive premium of 3% (for a total of 8%) shall be paid to eligible employees whose assignment class specifications minimum employment education qualifications were an Associate degree:

- 1) Upon hire with a Doctorate degree or upon having acquired a Doctorate degree.

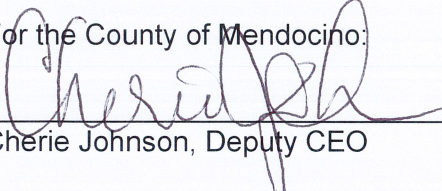
D. Application Process

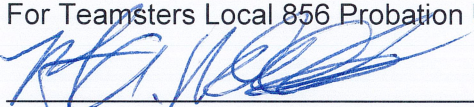
All applications for this premium shall be completed on a form prescribed by the Chief Probation Officer.

- 1) The applicant shall sign the form attesting that he/she meets the minimum requirements for the level of premium pay requested.
- 2) Documents verifying completion of the required education and training points shall be attached to the application.
- 3) Completed applications shall be submitted to the Chief Probation Officer.
- 4) The original application and its attachments shall be placed in the employee's personnel file maintained by the Probation Office.
- 5) Educational Incentive Pay will be effective in the first full pay period after all requirements are met *and* all required application documents have been completed and submitted to the Chief Probation Officer.

The Parties agree that whether Education Incentive Pay is compensation earnable for retirement purposes is governed by MCERA Resolution 2018-01 and MCERA Resolution 2018-02.

Date: August 1, 2024

For the County of Mendocino:

Cherie Johnson, Deputy CEO

For Teamsters Local 856 Probation Unit:

Robert Maddock, Teamsters Local 856