

Memorandum Of Understanding  
Between  
Contra Costa Mosquito and Vector Control District  
And  
Local 1021 Service Employees' International Union



March 1, 2025, through December 31, 2029

## Table of Contents

	<u>Page</u>
Preamble.....	1
Article 1 - Union Security.....	1
1.1. Dues Deductions.....	1
1.2. Employee List .....	1
1.3. New Employee Orientation .....	1
1.4. Release Time.....	1
1.5. Use of District Facilities.....	2
1.6. Notice to Union of Public Information Requests.....	3
1.7. Attendance at Meetings by Employees.....	3
1.8. Contract Negotiations Bargaining Team .....	3
1.9. Bargaining Unit Work.....	3
1.10. Notice of Meet and Confer.....	3
Article 2 - Non-Discrimination.....	3
Article 3 - Days and Hours of Work.....	4
Article 4 - Meal Periods and Rest Periods.....	4
Article 5 - Probationary Period .....	4
Article 6 - Salaries .....	4
6.1. Salary Schedule.....	4
6.2. Wages.....	4
6.3. Entry Salary Rate.....	5
6.4. Salary Rate Conversion .....	5
6.5. Salary Advancement.....	5
6.6. Salary Following Military Leave.....	6
6.7. Salary Step When Salary Range is Increased .....	6
6.8. Salary Step after Promotion or Demotion .....	6
6.9. Salary on Transfer .....	6
6.10. Salary on Reinstatement .....	7
6.11. Overtime.....	7
6.12. Overtime Authorization.....	7
6.13. Assignment of Overtime .....	7
6.14. Holiday Premium Pay.....	7
6.15. Minimum Shift.....	7
6.16. Longevity Pay.....	7
Article 7 - Holidays .....	8
7.1. Holidays Observed by the District.....	8
7.2. Floating Holiday .....	8
Article 8 - Vacation .....	9
8.1. Vacation Accrual .....	9
Article 9 - Sick Leave.....	10
9.1. Accrual.....	10
9.2. Usage .....	10
9.3. Procedures for Requesting and Approving Sick Leave.....	11
9.4. Use of Sick Leave While on Vacation .....	11
9.5. Doctor's Certificate or Other Proof .....	11

9.6.	Sick Leave Upon Retirement .....	11
9.7.	California State Disability Insurance .....	12
Article 10	- Leave of Absence .....	12
10.1.	General Provisions .....	12
10.2.	Disability Leave with Pay.....	12
10.3.	Disability Leave without Pay.....	13
10.4.	Leave of Absence.....	13
10.5.	Military leave .....	14
10.6.	Absence Due to Required Attendance in Court.....	14
10.7.	Bereavement Leave .....	15
10.8.	Absence without Leave .....	15
Article 11	- Health and Welfare .....	15
11.1.	PERS Health Benefit Program .....	15
11.2.	Dental and Vision .....	17
11.3.	Medical Waiver (In Lieu Coverage) .....	17
11.4.	Life Insurance.....	17
11.5.	Continuation of Benefits .....	17
11.6.	Flexible Benefit (125 Plan) .....	17
Article 12	- Retirement Benefits.....	18
12.1.	Retirement Benefit.....	18
12.2.	Retirement Plan Participation .....	18
Article 13	- Evaluations.....	18
Article 14	- Personnel Files .....	19
Article 15	- Layoff and Reemployment .....	19
15.1.	Layoff.....	19
15.2.	Reemployment .....	19
15.3.	Severance Upon Layoff.....	20
Article 16	- Discipline Procedure .....	20
16.1.	Employee Representation .....	20
16.2.	Progressive Discipline .....	20
16.3.	Pre-Disciplinary Process .....	21
16.4.	Appeals of Unpaid Suspension, Reduction in Pay, or Termination .....	21
16.5.	Conduct of the Hearing .....	21
16.6.	Costs .....	21
16.7.	Decision.....	21
16.8.	Disciplinary Reopener .....	22
Article 17	- Grievance Procedure .....	22
17.1.	Definitions.....	22
17.2.	Informal Step.....	22
17.3.	Step 1 .....	22
17.4.	Step 2.....	23
17.5.	Step 3.....	23
17.6.	Conduct of the Hearing .....	23
17.7.	Costs .....	23
Article 18	- Health and Safety.....	23
18.1.	General Principle.....	23

18.2.	Boot Allowance.....	23
Article 19 -	Miscellaneous .....	24
19.1.	Uniforms .....	24
19.2.	Education Reimbursement .....	24
19.3.	Public Complaints.....	24
19.4.	Employee Driver's Records .....	24
19.5.	Drug Policies .....	25
Article 20 -	No Strike / No Lockout .....	25
Article 21 -	Severability of Provisions .....	25
Article 22 -	Term.....	26
Appendix "A"	Salary Schedule .....	27
Appendix "B"	Vector Control Aide (VCA).....	28

## Preamble

Service Employees' International Union (SEIU), Local 1021, and representatives of the Contra Costa Mosquito and Vector Control District have met and conferred in good faith regarding wages, hours, and other terms and conditions of employment of employees in the representation unit identified in Exhibit "A", have exchanged freely information, opinions and proposals and have reached agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

This Memorandum of Understanding is entered into pursuant to the Meyers-Milias-Brown Act (Government Code Sections 3500-3510) and has been jointly prepared by the parties.

## Article 1 - Union Security

### 1.1. Dues Deductions

Upon certification from the Union that an employee has signed an authorization for the deduction of Union dues (Committee on Political Education (COPE) or other Union programs), the District shall make payroll deductions at an amount to be determined by the Union and communicated to the District annually. The District shall promptly remit deductions to the Union. Employee requests to cancel membership dues deductions must be directed to the Union. Upon notification from the Union that an employee has canceled membership, the District shall promptly cease Union dues deductions from the employee's paycheck. The Union shall hold the District harmless from any and all claims and will indemnify it against any unusual costs in implementing these provisions, and shall indemnify the District for any claims made by the employee for deductions made in reliance on that certification.

### 1.2. Employee List

The District shall provide the Union designee(s) with a list with each submission of dues payment in malleable electronic format of the full name, employee identification number, job classification, work, home and personal cellular telephone numbers, home address, and personal and work e-mail addresses, Pay Step and Longevity, Pay Status. This does not require the District to provide information that they do not possess.

### 1.3. New Employee Orientation

The District shall attempt to provide the Union at least ten (10) days' notice of a new employee orientation. The Union shall have one hour to present to the new employee without management present during the new employee orientation, the new employee and one Union representative shall attend the orientation on paid release time.

### 1.4. Release Time

- (a) The District shall grant to employees, upon request of the Union of that employee, reasonable leaves of absence without loss of compensation or other benefits for the purpose of enabling employees to serve as stewards

or officers of the Union, or of any statewide or national employee organization with which the Union is affiliated. Leave may be granted on a full-time, part-time, periodic, or intermittent basis.

- (b) Procedures for requesting and granting leave shall be determined by mutual agreement between the District and Union. The Union shall reimburse the District for all compensation paid to the employee on leave. Reimbursement by the Union shall be made on or before 30 days after receipt of the District's certification of payment of compensation to the employee.
- (c) At the conclusion or termination of leave granted under this section, the Union representative shall have a right of reinstatement to the same position held prior to the leave.
- (d) The Union has no obligation to use leave under this section for an employee and may terminate that leave at any time, for any reason.
- (e) Compensation during leave granted under this section shall include retirement fund contributions required of the District. The employee shall earn full service credit during the leave of absence and shall pay their member retirement contribution.
- (f) The District shall not be liable for an act or omission of, or an injury suffered by, an employee of the District if that act, omission, or injury occurs during the course and scope of the employee's leave under this section to work for the Union. If the District is held liable for such an act, omission, or injury, the Union shall indemnify and hold harmless the District.

#### 1.5. Use of District Facilities

- 1) The Union is allowed to use designated bulletin boards for Union business.
- 2) Union representatives must notify the General Manager prior to doing a site visit of the facility, the site visit is deemed approved unless the General Manager objects in writing. The Union may use conference rooms and other meeting areas specified by the District for the purpose of holding Union meetings during off-duty hours with the approval of the General Manager. The Union should generally request the use of the facilities at least five (5) days in advance.
- 3) Employees will be released during the month of January for three (3) hours to attend an annual membership meeting no earlier than 12:30 p.m. The Union must notify the General manager of the annual membership at least fourteen (14) days in advance.

#### 1.6. Notice to Union of Public Information Requests

The District shall notify the Union and the employee when in the determination of the District the Public Information Request may violate the employee's rights or cause harm to the employee.

#### 1.7. Attendance at Meetings by Employees

District employees who are official representatives or unit representatives of the Union shall be given reasonable time off with pay to attend meetings with District management representatives, or be present at District hearings where matters within the scope of representation or grievances are being considered. The use of official time for this purpose shall be reasonable and shall not interfere with the performance of District services as determined by the District. Such employee representatives shall submit a request for excused absence to the General Manager at least two (2) working days before the scheduled meetings whenever possible. Except by mutual agreement, the number of employees excused for such purposes shall not exceed two (2).

#### 1.8. Contract Negotiations Bargaining Team

For contract negotiations only, three (3) representatives shall be released to serve on the Union bargaining team. In all other instances, including Meet and Confer discussions, only one (1) representative (Union steward handling the issue) shall be released to attend the meeting with the Union Representative

#### 1.9. Bargaining Unit Work

Unrepresented employees shall not regularly perform bargaining unit work.

#### 1.10. Notice of Meet and Confer

The District will provide notice to the Union regarding changes that fall within the scope of representation under the MMBA. The Union has fourteen (14) days to request a meet and confer.

### Article 2 - Non-Discrimination

The District prohibits discrimination against employees on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (40 and over), sexual orientation, Union membership, or military and veteran status or any other basis protected by law. Employees who believe they have experienced any form of employment discrimination or abusive conduct are encouraged to report the conduct immediately by using the complaint procedures provided in these Policies, or by contacting the U.S. Equal Employment Opportunity Commission, or the California Civil Rights Department.

### Article 3 - Days and Hours of Work

The standard workweek for employees occupying full-time positions consists of five (5) eight (8) hour days.

Employees may request to modify their schedule to begin their shifts one (1) hour early subject to operational needs and approval of the General Manager.

If the District's operations requires a change in work schedules (other than temporarily), the District and the Union will meet and confer regarding the proposed schedule change.

### Article 4 - Meal Periods and Rest Periods

Employees receive a thirty (30) minute unpaid meal period per workday. Employees receive a fifteen (15) minute paid rest period for each four (4) hours they are scheduled to work. Employees may not combine their meal and rest periods.

Employees who exceed the time limits prescribed above may be subject to discipline.

### Article 5 - Probationary Period

New employees will serve an initial probationary period of twelve (12) months. New employees will receive evaluations at approximately six (6) and twelve (12) months of employment.

Any leave the employee takes will extend the probationary period. During the probationary period, the General Manager may release an employee at any time without any right of review.

Employees hired before January 1, 2025, who are promoted to the classification of Vector Control Technician will not serve a promotional probationary period.

### Article 6 - Salaries

#### 6.1. Salary Schedule

The salary schedule with five percent (5.0%) between steps will be attached as Exhibit "A" Salary Schedule.

#### 6.2. Wages

Effective March 1, 2025, all classifications will receive a one percent (1.0%) wage increase.

Effective March 1, 2026, all classifications will be adjusted to reflect a minimum of two percent (2.0%) and a maximum of a five percent (5.0%) increase based on the Consumer Price Index for Urban Wage Earners and Clerical Workers, revised, San Francisco - Bay Area, All Items. The increase will be based on the annual change in the Consumers Price Index (CPI) published for 2025.



Effective March 1, 2027, all classifications will be adjusted to reflect a minimum of two percent (2.0%) and a maximum of a five percent (5.0%) increase based on the Consumer Price Index for Urban Wage Earners and Clerical Workers, revised, San Francisco - Bay Area, All Items. The increase will be based on the annual change in the Consumers Price Index (CPI) published for 2026.

Effective March 1, 2028, all classifications will be adjusted to reflect a minimum of two percent (2.0%) and a maximum of a five percent (5.0%) increase based on the Consumer Price Index for Urban Wage Earners and Clerical Workers, revised, San Francisco - Bay Area, All Items. The increase will be based on the annual change in the Consumers Price Index (CPI) published for 2027.

Effective March 1, 2029, all classifications will be adjusted to reflect a minimum of two percent (2.0%) and a maximum of a five percent (5.0%) increase based on the Consumer Price Index for Urban Wage Earners and Clerical Workers, revised, San Francisco - Bay Area, All Items. The increase will be based on the annual change in the Consumers Price Index (CPI) published for 2028.

### 6.3. Entry Salary Rate

Except as herein otherwise provided, the entry salary for a new employee entering the classified service shall be the minimum salary for the class to which the employee is appointed. When circumstances warrant, the General Manager may approve an entry salary that is more than the minimum salary for the class to which that employee is appointed. Such a salary may not be more than the maximum salary for the class to which that employee is appointed.

### 6.4. Salary Rate Conversion

Any monthly, daily, or hourly rate of pay may be converted into any equivalent rate of pay or to any other time basis when such a conversion is advisable. In determining equivalent amounts on different time basis, the District shall provide tables or regulations for the calculation of payment for service of less than full time, and for use in converting monthly salaries to hourly rates as well as for calculating hourly rates.

### 6.5. Salary Advancement

Regular full-time and probationary employees serving in regular established positions shall be considered by the appointing authority on their salary anniversary dates for advancement to the next higher step in the salary range for their respective classes. The criteria for advancement from one step to the next and to maintain that step is a satisfactory performance appraisal at the present step.

Each employee shall be considered for salary step increases according to the date of that employee's appointment, or their revised salary anniversary date. If an employee begins their service later than the first business day of a month, or has changes that would cause their salary anniversary date to be on other than the first business day of a month, then their salary anniversary date shall be established as the first day of the following month.

Changes in an employee's salary because of promotion, demotion, postponement of a salary step increase will set a new salary anniversary date for that employee, which date shall be as stated in the preceding paragraph.

Salary range adjustments for a classification will not set a new salary anniversary date for employees serving in that classification.

An employee may be moved higher within the salary ranges in a shorter time period than outlined herein, provided that the employee possesses the necessary experience, skills and abilities, and that the employee meets the criteria outlined for the higher position, as determined by management.

#### 6.6. Salary Following Military Leave

All employees who have been granted military leave shall, upon their return to the District service, be entitled to the automatic salary advancements within the range scale of the established wage schedule of their classifications for the period they were in the military service.

#### 6.7. Salary Step When Salary Range is Increased

Whenever the monthly schedule of compensation for a class is revised, each incumbent in a position to which the revised schedule applies shall be entitled to the step in the revised range that corresponds to the employee's step held in the previous range.

#### 6.8. Salary Step after Promotion or Demotion

When an employee is promoted from a position in one class to a position in a higher class, and at the time of promotion is receiving salary equal to, or greater than, the minimum rate for the higher class, that employee shall be entitled to the next step in the salary scale of the higher class which is at least five percent (5.0%) above the rate the employee has been receiving, except that the next step shall not exceed the maximum salary of the higher class.

When an employee is demoted, whether such demotion is voluntary or otherwise, that employee's compensation shall be adjusted to the salary prescribed for the class to which the employee is demoted, and the specific rate of pay within the range shall be determined by the General Manager.

#### 6.9. Salary on Transfer

An employee who is transferred to a position in a class with the same entry salary shall be paid at their present rate, or at the next higher rate in case there is not exact conformity between the two (2) corresponding rates in the salary ranges of the classes.

#### 6.10. Salary on Reinstatement

If a former employee is reinstated in the same position previously held or to one (1) carrying a similar salary range, their salary shall not be higher than their salary at the time of their separation unless there has been an increase within the salary range.

#### 6.11. Overtime

Time worked in excess of eight (8) hours in any workday or forty (40) hours in any workweek shall be paid at time and one-half (1.5) of the employee's regular rate of pay.

#### 6.12. Overtime Authorization

In advance of overtime being worked, the General Manager or designee must authorize all overtime. If prior authorization is not feasible because of emergency conditions, a confirming authorization must be made on the next regular working day following the date on which the overtime was worked.

#### 6.13. Assignment of Overtime

When overtime work is necessary, the designated zone employee will have the first right of refusal for the overtime work within the assigned zone. If the designated zone employee is unable or does not wish to perform the work assignment or if additional help is needed to complete the work, it shall be offered on the basis of seniority in accordance with the District's policy and procedures on assignment of overtime. If all other qualified employees decline the assignment, the least senior employee qualified to perform the work shall be required to perform the assignment.

#### 6.14. Holiday Premium Pay

Employees required to work on a District observed holiday will receive half-time premium (.5) of their regular rate of pay for all hours worked on the holiday if they were in a paid status for forty (40) hours during the workweek.

#### 6.15. Minimum Shift

Employees assigned to work outside of their regular schedule will receive a minimum of three (3) hours at the applicable rate of pay. This does not include overtime contiguous to the employee's scheduled shift.

#### 6.16. Longevity Pay

Employees with ten (10) years of service receive Longevity Pay in the amount of two percent (2.0%) of their base hourly rate of pay.

Employees with fifteen (15) years of service receive an additional one percent (1.0%) of their base hourly rate of pay.

Employees with twenty (20) years of service receive an additional one percent (1.0%) of their base hourly rate pay.

Employees with twenty-five (25) years of service receive an additional one percent (1.0%) of their base hourly rate pay.

Employees with thirty (30) years of service receive an additional one percent (1.0%) of their base hourly rate pay.

Longevity pay is cumulative and not compounded.

## Article 7 - Holidays

### 7.1. Holidays Observed by the District

Employees shall be entitled to take District observed holidays off with pay not to exceed eight (8) hours provided they are in a paid status. The following days shall be holidays for employees:

1. January 1
2. The third Monday in January, known as "Martin Luther King, Jr. Birthday"
3. Presidents' Day
4. March 31, known as "Cesar Chavez Day"
5. The last Monday in May, known as Memorial Day
6. July 4
7. First Monday in September, known as Labor Day
8. November 11, known as "Veteran's Day"
9. Thanksgiving Day
10. The day after Thanksgiving Day
11. December 25

If any said holiday falls on Sunday, the following Monday shall be observed as a holiday. If any said holiday falls on a Saturday, the preceding Friday shall be observed as a holiday.

### 7.2. Floating Holiday

Employees accrue one point three-four (1.34) hours of floating holiday per pay period. Floating holidays may accumulate to a maximum of thirty-two (32) hours. Floating holidays will be paid upon separation at the employee's current hourly rate of pay.

## Article 8 - Vacation

### 8.1. Vacation Accrual

1) Employees accrue vacation as follows:

Completed Years of Regular Service	Monthly Accrual Rate
0	6.67 hours
1	10.0 hours
5	13.33 hours
10	16.67 hours

2) For the purpose of this Section, years of service shall mean years of unbroken seniority with the District, which shall in no event be calculated from a date prior to the time the employee actually commenced working for the District.

### 8.2 Annual Vacation Bid

Employees must submit their annual bid for vacation weeks during November for the following calendar year. They may only bid for time off in increments of one full workweek and a maximum of their annual accrual plus two (2) backup weeks. Vacations will be approved based on seniority and the number of vacation slots available as determined by Management. Between March 1 and November 1, two (2) vacation slots are available daily. Employees may not have more than three (3) consecutive weeks off between March 1 and November 1. The District will post the approved vacation schedule annually by December 15<sup>th</sup>.

After November 30<sup>th</sup>, vacation will be approved on a first-come, first-served basis, without restricting the number of hours or days requested, subject to available vacation slots. Additional daily vacation slots may be approved at the sole discretion of the supervisor. Vacation requests must be submitted to all supervisors. Employees will receive a response to their request within seven (7) days, approving or denying the vacation request.

### 8.3 Vacation Allowance for Separated Employees

When an employee is separated from employment the employees remaining vacation hours shall be cashed out at the employees then regular rate of pay. Vacation may not be used to extend an employee's employment.

### 8.4 Holiday During Vacation

If any such paid holiday falls within an employee's vacation leave such holiday shall not be charged against the employee's vacation time.

## 8.5 Vacation Schedules in an Emergency

Vacation schedules are subject to suspension in case of a serious threat of mosquito or other vector-borne disease.

## 8.6 Accumulation of Vacation Time

An employee shall be allowed to accumulate one hundred and sixty (160) hours of vacation allowance more than the employee's vacation accrual for that year.

## 8.7 Vacation Buyback

Employees may elect once every twelve (12) months to cash-out accrued vacation at the employee's base rate of pay. A cash-out shall not be more than one hundred twenty (120) hours every twelve (12) month period. In order to elect a cash-out for future accrued vacation for the upcoming calendar year, an employee must file an irrevocable election with the District no later than December 31<sup>st</sup> of the prior year specifying the number of hours and designating the applicable pay period for the cash-out. At the time of the cash-out, the employee must have accrued the number of hours subject to the cash-out.

In addition, Employee must have taken one hundred twenty (120) hours of vacation in the previous twelve (12) months. The minimum amount for a cash-out is forty (40) hours and the employee must have a minimum remaining accrued vacation balance of one hundred sixty (160) hours.

## Article 9 - Sick Leave

### 9.1. Accrual

All regular employees, except temporary employees, shall accrue sick leave at the rate of eight (8) hours for each full month or major portion of a month of service. Unused sick leave shall accumulate from year to year. An employee shall be allowed to accumulate up to one thousand and forty (1040) hours of sick leave.

### 9.2. Usage

An eligible employee upon recommendation of the appointing authority may use sick leave for one of the following reasons:

- The employee diagnosis, care, or treatment of an existing health condition or for preventative care;
- The diagnosis, care or treatment of an existing health condition of, or preventative care for an employee's family member as specified below; or
- An employee who is a victim of domestic violence, sexual assault or stalking.

For the purpose of this Section, immediate family means spouse, domestic partner, parent or child or a member of the employee's household for whom the employee has responsibility.

An employee on approved unpaid leave of absence shall not be entitled to use sick leave during the leave of absence regardless of whether the employee has a sick leave balance.

An employee wishing to use sick leave for family illness must make the request in writing, including an explanation and any available documentation.

### 9.3. Procedures for Requesting and Approving Sick Leave

When the requirement for sick leave is known to the employee in advance of his/her absence, the employee shall request authorization for sick leave at such time, in the manner hereinafter specified. In all other instances the employee shall notify their supervisor as promptly as possible by telephone or other means.

An employee may be paid for the use of accrued sick leave when the employee completes and submits to the District a signed statement, on a prescribed form, stating the dates and hours of absence. If an employee does not return to work prior to the preparation of the payroll, other arrangements may be made with the approval of the District. The District may require, at the District's expense, a physician's statement from an employee who applies for sick leave before taking action on the request. The District shall arrive at a decision regarding the request in a reasonable period of time.

### 9.4. Use of Sick Leave While on Vacation

An employee who is injured or who becomes ill while on vacation may be paid sick leave in lieu of vacation provided that the employee:

- 1) Was hospitalized during the period for which sick leave is claimed, or
- 2) Received medical treatment or diagnosis and presents a statement indicating illness or disability signed by a physician covering the period for which sick leave is claimed.

### 9.5. Doctor's Certificate or Other Proof

If an employee's illness or use of family sick leave results in an absence from work for more than three (3) consecutive days, then upon the employee's return to work a doctor's certificate or other reasonable proof of illness may be required by the District.

### 9.6. Sick Leave Upon Retirement

Employees who retire directly from active service are eligible to convert their unused sick leave balance to service credits on an hour for hour basis.

## 9.7. California State Disability Insurance

Employees contribute to the California State Disability Insurance program (including SDI sick leave integration, and Paid Family Leave benefits).

## Article 10 - Leave of Absence

### 10.1. General Provisions

Employees shall not be entitled to leaves of absence as a matter of right, but only in accordance with the provisions of law and this Agreement. The granting of a leave of absence also grants to the employee the right to return to a position in the same classification as the employee held at the time the leave was granted. The granting of any leave of absence shall be based on the presumption that the employee intends to return to work upon the expiration of the leave.

All approval authority over leaves of absence exercised by the General Manager shall be final.

Employees on leaves of absence without pay shall not be entitled to payment by the District of the premiums for their health and dental and life insurance, except as provided under applicable law. The entitlement to District payment of premiums shall end on the last day of the month in which the employee last worked.

Authorized absence without pay, except military leave, shall not be included in determining salary adjustment rights based on length of employment. Periods of time during which an employee is required to be absent from their position by reason of an injury or illness for which the employee is entitled to and currently receiving Workers' Compensation benefits shall be included in computing length of service for the purpose of determining that employee's salary adjustments.

### 10.2. Disability Leave with Pay

- 1) Definition: Disability leave with pay is an employee's absence from duty with pay because of disability caused by illness or injury arising out of and in the course of their employment which has been declared to be compensable under the Workers' Compensation Law. Only regular or probationary employees occupying regular positions are eligible for disability leave with pay.
- 2) Salary Continuation: An employee who has worked for the District for three (3) or more continuous years and who is unable to work shall, at the employee's option, receive their full salary for the term of his/her disability but not to exceed a cumulative total of three (3) months. Such salary continuation shall be integrated with any additional applicable disability payments, including Workers' Compensation benefits.
- 3) Application for and Approval of Disability Leave with Pay: In order to receive pay for disability leave an employee must submit a request on the prescribed form to



the District describing the illness or accident and all information required for the District to evaluate the request. The employee must attach to the request a statement from a physician certifying to the nature, extent, and probable period of illness or disability.

No disability leave with pay may be granted until the illness or injury has been declared to be compensable under the California Workers' Compensation Law and has been accepted on behalf of the District.

No disability leave with pay may be granted until after the Vector Control Joint Powers Agency has declared the illness or injury to be compensable under the California Workers' Compensation Law and has accepted on behalf of the District.

- 4) The District shall pay the premiums specified in the Health and Welfare Section of this Agreement for employees granted a Disability Leave with pay. Such payments shall cease two (2) months after the expiration of said leave.

### 10.3. Disability Leave without Pay

- 1) Definition: Only regular full-time or probationary employees occupying regular full-time positions are eligible for disability leave without pay. Such leave is taken after the disabled employee has used up allowable disability leave with pay, as well as accrued credits for sick leave. At the employee's option, vacation accruals may also be used. Disability leave without pay is an employee's absence from duty without District pay because of disability caused by illness or injury arising out of and in the course of his employment which has been declared to be compensable under the Workers' Compensation Law.
- 2) Application for and Approval of Disability Leave without Pay: In order to receive disability leave without pay, an eligible employee must submit a request on the prescribed form to the District describing the illness or accident and all information required for the District to evaluate the request. The employee must attach to the request a statement from physician certifying to the nature, extent, and probable period of illness or disability.
- 3) Length and Amount of Disability Leave without Pay: Disability leave without pay may not exceed twelve (12) months.

### 10.4. Leave of Absence

- 1) Purpose and Length: Only regular full-time or probationary employees occupying regular full-time positions are eligible for leaves of absence without pay under the provisions of this section.
- 2) The District may grant leave of absence without pay for personal reasons up to a maximum of six (6) months and such leave may be extended for an additional six (6) months.

- 3) Leaves of Absence without pay on account of illness or injury that is not job incurred may be granted for a maximum period of twelve (12) months.
- 4) Such disability leave will be granted only after all accrued sick leave credits have been used and shall be substantiated by a physician's statement.
- 5) Application for and Approval of Leaves of Absence without Pay: In order to receive leave without pay an employee must submit a request on the prescribed form to the District describing the reasons for the request and all other information required to evaluate the request. A request for a leave of absence without pay shall not be unreasonably denied.

#### 10.5. Military leave

The District and the Union respect and support our military, military benefits can be found in the employee handbook.

#### 10.6. Absence Due to Required Attendance in Court

Upon approval by the District, an employee, other than a temporary employee, shall be permitted authorized absence from duty for appearance in Court because of jury service, in obedience to subpoena or by direction of proper authority, in accordance with the following provisions:

- 1) Said absence from duty will be with full pay for each day the employee serves on the jury or testifies as a witness in a court case, other than as a defendant, including necessary travel time. As a condition of receiving such full pay the employee must remit to the District, within fifteen (15) calendar days after receipt, all fees received except those specifically allowed for mileage and expenses.
- 2) Jury duty or appearances shall be considered in terms of "whole days" (8 hours) or "half days" (4 hours) of service. If an employee is not due to appear for jury duty or as a witness until an afternoon court session the employee will be expected to work their usual morning schedule. If an employee is required to appear for morning court session and is sent home before noon and not required to return in the afternoon the employee will be expected to work their usual afternoon schedule.
- 3) Any fees allowed, except for reimbursement of expenses incurred, shall be remitted to the District.

A temporary employee who has been employed seasonally during the course of at least two (2) consecutive calendar years shall be entitled to an annual maximum of five (5) days of paid absence from duty under this section.

Attendance in court in connection with an employee's usual official duties or in connection with a case in which the District is a party, together with travel time

necessarily involved, shall not be considered absence from duty within the meaning of this Section.

#### 10.7. Bereavement Leave

Employees who have been employed by the District for at least thirty (30) days are entitled to five (5) days of protected bereavement leave in the event of the death of a “family member.” Employees will also receive twenty (24) hours of paid leave that must be used concurrently with any bereavement leave taken. Employees must first utilize unused vacation, floating holiday, or sick leave for the remaining portion of any unpaid bereavement leave.

A “family member” means any parent, spouse, registered domestic partner, child, child of an employee’s registered domestic partner, grandchild, great grandchild, grandparent, great grandparent, grandparent in-law, brother, brother-in-law, brother and sister of an employee’s registered domestic partner, sister, sister-in-law, registered domestic partner’s brother and sister, mother-in-law, father-in-law, mother and father of an employee’s registered domestic partner, or the death of any child or close relative who resided with the employee at the time of death.

An employee who utilizes bereavement leave must notify their supervisor of the leave. Employees may use leave on a non-consecutive basis but must complete leave within three (3) months of the date of death of a “family member.” The District may request an employee seeking bereavement leave to provide documentation to support the leave.

#### 10.8. Absence without Leave

- 1) Disapproved Leave or Failure to Return after Leave: Failure to report for duty or failure to report for duty after a leave of absence request has been disapproved, revoked, or canceled by the District or at the expiration of a leave, shall be considered an absence without authorized approval. An employee whose leave of absence is revoked or canceled shall be notified by registered mail at their last known address of such action.
- 2) Absence without Authorized Approval: Absence from duty without authorized approval for any length of time without an explanation is cause for dismissal.

### Article 11 - Health and Welfare

#### 11.1. PERS Health Benefit Program

##### 1) Medical Insurance:

The District contracts with the California Public Employees' Retirement System (CalPERS) Health Benefits Program to provide medical insurance for all active employees and retirees. Eligibility of retirees to participate in this program shall be in accordance with the regulations promulgated by CalPERS. The District shall

pay the required minimum premium cost to CalPERS on behalf of each active employee and retiree.

2) Alternate Benefit Account:

In addition to the PERS minimum premium contribution, the District shall contribute up to eighty-three percent (83%) of the applicable CalPERS Region 1 Kaiser premium, less the CalPERS minimum contribution.

3) Employees hired before March 1, 2009:

Retirees receive monthly contributions from the District into their benefits account. Payment shall be sufficient to cover the retiree only premium of the CalPERS Region 1 Kaiser HMO medical plan, less the CalPERS minimum contribution. The retiree must enroll in the CalPERS medical plan at the time of separation and thereafter.

4) For employees hired on or after March 1, 2009, and before January 1, 2022:

Retirees receive the following percentage of the retiree only CalPERS Region 1 Kaiser HMO premium less the CalPERS minimum contribution according to the following vesting schedule:

<u>Years of District</u>	<u>Percentage of Premium</u>
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20	100%

5) Employees hired after December 31, 2021:

Retirees receive the following percentage of the contribution rate according to the below vesting schedule. Contribution Rate: The contribution rate is defined as the employer's contribution towards the active employee only premium less the CalPERS minimum contribution.

<u>Years of District</u>	<u>Percentage of Contribution Rate</u>
10	50%
11	55%
12	60%

13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20	100%

6) Eligible Dependents:

Employees have the right to inform the District of any change in either the number or status of their eligible dependents when a life changing event occurs and have the amount contributed be adjusted accordingly, in accordance with CalPERS or the insurance carrier's rules.

11.2. Dental and Vision

The District will provide dental and vision care benefits for the individual employee and eligible dependents.

11.3. Medical Waiver (In Lieu Coverage)

In lieu of coverage under a health plan provided by the District, an employee who provides proof of coverage comparable to that offered by the District through a spouse or other source, will be paid by the District the equivalent of eighty-three percent (83%) of single party coverage under the lowest cost HMO plan.

11.4. Life Insurance

The District will provide life insurance coverage of one year's annual salary up to a cap of \$150,000 for employees.

11.5. Continuation of Benefits

Upon severance from District service, an employee shall have the option, for up to one (1) year following severance, to continue their health, dental and vision benefits by paying an amount equal to the monthly premium costs directly to the District.

11.6. Flexible Benefit (125 Plan)

The District shall provide a Flexible Benefit Plan ("125 Plan") to afford employees the opportunity to pay medical, dental, dependent care and other permitted expenses on a pre-tax basis. The District shall pay the annual administrative costs.

## Article 12 - Retirement Benefits

### 12.1. Retirement Benefit

Employees are covered by the Contra Costa County Employees Retirement Association.

### 12.2. Retirement Plan Participation

- 1) "New Members" - For purposes of this section "New Member" is defined by PEPRA to be any of the following:
  - a) An individual who becomes a member of any public retirement system for the first time on or after January 1, 2013, and who was not a member of any other public retirement system prior to that date.
  - b) An individual who becomes a member of a public retirement system for the first time on or after January 1, 2013, and who was a member of another public retirement system prior to that date, but who was not subject to reciprocity with the previous system.
  - c) An individual who was an active member in a retirement system and who, after a break in service of more than six (6) months, returned to active membership in that system with a new employer. For purposes of this subdivision, a change in employment between state entities or from one school employer to another shall not be considered as service with a new employer.
  - d) Employees who are "New Members", as defined above, are eligible to participate in the Contra Costa County Employee Retirement Association. The retirement benefit is based on the highest average annual compensation over a three-year period and the 2% @ 62 formula.
- 2) "Classic Members": For purposes of this Section "Classic Member" is defined as a member who does not meet the definition of a "New Member". Employees who are "Classic Members", receive the enhanced benefit plan (2% @ 55) in either Tier I or Tier III depending on eligibility.

## Article 13 - Evaluations

Employees off probation will receive performance evaluations annually. The performance evaluation will be discussed with the employee, and the employee will sign the performance evaluation to indicate the employee has received the evaluation and it has been discussed with them. Such signature by the employee will not be construed as agreement by the employee with the evaluation and the employee will have seven (7) days to make written comments to be attached to the evaluation. Such comments will

become a permanent part of the evaluation. The employee will be given a copy of the annual performance evaluation.

The intent of the performance evaluation is to apprise the employee of the past year's performance. The intent of the evaluation is not to surprise the employee with negative issues that were not raised at the time of the occurrence.

#### Article 14 - Personnel Files

An employee or their representative, on presentation of written authorization from the employee, shall have access on request for inspection and review of the employee's personnel file at reasonable intervals during regular business hours. The District shall furnish the employee copies of all performance evaluation reports and letters of reprimand or warning prior to placement of such documents into the employee's personnel file, and copies of all letters of reprimand or warning shall be sent to the Union. The employee may be required to acknowledge the receipt of any document entered into their personnel file without prejudice to subsequent arguments concerning the contents of such documents. Warnings related to attendance or performance shall not be used for subsequent discipline, providing there has been no reoccurrence of discipline within two (2) years after issuance. All discipline shall remain in the personnel file.

#### Article 15 - Layoff and Reemployment

##### 15.1. Layoff

Any employee may be laid off by the General Manager in the event a shortage of work or funds requires a reduction in personnel. The General Manager shall in a reduction of forces lay off the last employee hired and in rehiring, the last employee laid off shall be the first employee rehired. The District shall meet and confer with the Union prior to layoff to consider Union alternatives to layoff. Employees will be given at least thirty (30) days' notice of layoff or furlough.

##### 15.2. Reemployment

- 1) The name of each employee who is laid off in accordance with this section shall be placed at the head of the eligible list for the class of positions, which that employee held, and shall be given preference in filling vacancies in that class.
- 2) This right of an employee to reemployment shall remain effective for one (1) year from the date of their latest separation from the service. The employee's place on said list or lists shall be at the head of the eligibility list for the class of positions for which the employee is deemed qualified as hereinabove set forth and the employee shall be given preference in filling vacancies except for those persons placed on said list or lists of reemployment in the same position they previously held.

### 15.3. Severance Upon Layoff

A regular full-time employee shall receive one (1) month's severance pay upon being laid off.

## Article 16 - Discipline Procedure

### 16.1. Employee Representation

Employees may have a representative present at all stages of the disciplinary process, provided the representative is not a party to the action. When an employee is required to meet with a supervisor or manager and reasonably anticipates that such meeting will involve questioning leading to disciplinary action (i.e., an investigatory interview), upon request, the employee is entitled to have a steward or other representative present. Upon request, the employee is entitled to know the general subject of any meeting the employee must attend.

Employees can request and designate their representative/attorney at any step of the discipline procedure. The request or designation at any step of the discipline procedure does not prevent an employee from requesting or designating a different representative/attorney to appear on the employee's behalf at a subsequent step in the discipline procedure.

### 16.2. Progressive Discipline

The District applies the principle of progressive discipline where a disciplinary penalty will depend on multiple factors, including but not limited to the severity of the offense, recidivism, aggravating and/or mitigating circumstances, and the employee's overall disciplinary history, if any. In its sole discretion, the District may utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment. Disciplinary actions may be monetary and/or non-monetary. Examples of disciplinary action include, but are not limited to:

Warnings – Warnings may be verbal or written reminders relating to the District's policy and represent notice and an effort on the part of the District to assist employees with improving performance. Warnings may include confirmations of discussion, documented coaching and counseling meetings with written policy reminders, counseling memoranda, or performance improvement plans (PIP). Warnings are not subject to appeal.

Written Reprimands – Written Reprimands are not subject to appeal.

Reductions in Pay

Unpaid Suspensions

Employment Termination



### 16.3. Pre-Disciplinary Process

The employee and the employee's representative will be given written notice of proposed disciplinary action at least seven (7) days before the date of the proposed disciplinary action.

Before the effective date of the disciplinary action that results in a pay reduction, unpaid suspension, or termination, the employee may request a Skelly meeting to discuss the proposed disciplinary action. The employee or their representative may respond to the proposed disciplinary action.

If the District decides to proceed with disciplinary action after the Skelly meeting, the Skelly Officer will prepare a Notice of Discipline that includes the facts, the discipline imposed, and the employee's appeal right.

### 16.4. Appeals of Unpaid Suspension, Reduction in Pay, or Termination

An employee or their representative may appeal reductions in pay, unpaid suspensions, or termination to an Administrative Law Judge by notifying the Human Resources and Administration Manager within seven (7) days of the issuance of the Notice of Discipline by the Skelly Officer.

### 16.5. Conduct of the Hearing

The Human Resources and Administration Manager will contact the California Office of Administrative Hearings to assign an Administrative Law Judge. The Human Resources and Administration Manager is responsible for scheduling and notifying the employee about the time and place of the hearing and notifying the Administrative Law Judge of the nature of the proceedings.

Unless otherwise stipulated, the hearing is closed to the public and conducted informally under the direction and authority of the Administrative Law Judge.

Employees called as witnesses serve without loss of pay.

### 16.6. Costs

The cost of the Administrative Law Judge and court reporter will be shared equally between the District and the Union. The transcript of the hearing becomes a record of the proceedings for the purpose of any future judicial review.

### 16.7. Decision

Within forty-five (45) days of the conclusion of the hearing, unless waived by the parties, the Administrative Law Judge will prepare the record of the hearing and will submit a written decision of findings of fact, rulings of law (if any), and a decision to the General Manager. Copies will be sent to the parties. The Administrative Law Judge's decision is final.

## 16.8. Disciplinary Reopener

Either party may request to reopen Article 16—Discipline Procedure in November 2028 or 2029. The parties may only trigger this provision if an administrative law judge has rendered a decision.

## Article 17 - Grievance Procedure

This procedure provides an orderly process for reviewing and resolving employee grievances at the lowest administrative level and in the shortest possible time.

### 17.1. Definitions

1. A grievance is a complaint of one (1) or more employees or a dispute between the Union and the District involving the interpretation and application of the express terms of this Agreement.
2. A grievant is one (1) or more employees or the Union who submits a grievance.
3. Disciplinary actions and an employee's release from probation are not subject to the grievance procedure.
4. The written grievance must include the following:
  - a. A statement of the grievance clearly indicating the question raised by the grievance and the article(s) and section(s) of this Agreement.
  - b. The remedy or correction requested.
  - c. The grievance form must be signed and dated by the grievant.

### 17.2. Informal Step

Within thirty (30) calendar days from the event giving rise to the grievance or from the date the employee could reasonably have expected to have known about the event, the grievant is encouraged to discuss the grievance informally with their supervisor in an attempt to resolve it.

### 17.3. Step 1

Within thirty (30) calendar days from the event giving rise to the grievance or from the date the employee could reasonably have expected to have had knowledge of the event, the grievant must file a formal written grievance with the Human Resources and Administration Manager. Within fifteen (15) calendar days of receiving the grievance, the Human Resources and Administration Manager or designee will investigate the grievance. Within thirty (30) calendar days of receiving the grievance, the Human Resources and Administration Manager or designee will provide the grievant a written response.

#### 17.4. Step 2

If the grievant is not satisfied with the step one (1) response, the grievant may, within fifteen (15) calendar days, file a written appeal to the General Manager. Within fifteen (15) calendar days of receiving the grievance, the General Manager will investigate the grievance. Within thirty (30) calendar days of receiving the grievance, the General Manager will provide the grievant a written response.

#### 17.5. Step 3

If the grievant is not satisfied with the step two (2) response, the Union may file an appeal to an arbitrator within thirty (30) calendar days by notifying the Human Resources and Administration Manager. The parties may agree on an arbitrator. If they cannot, the Human Resources and Administration Manager will request a list of arbitrators from the State Mediation and Conciliation Services. The arbitrators must reside in Northern California. The parties will alternate striking names until one (1) arbitrator remains. The moving party strikes first.

#### 17.6. Conduct of the Hearing

The Human Resources and Administration Manager will be responsible for scheduling and notifying the parties of the time and place of the hearing and notifying the Arbitrator of the nature of the proceeding.

Unless otherwise stipulated, the hearing is closed to the public and conducted informally.

Employees called as witnesses will serve without loss of pay.

The Arbitrator's decision is final and binding. An Arbitrator's decision may not alter any provisions of this Agreement, any District ordinance or resolution, or any State or Federal law or regulation.

#### 17.7. Costs

The cost of the Arbitrator and the list(s) from the State Mediation and Conciliation Service will be shared equally between the District and the Union. Should an Arbitrator require a court reporter, the parties will share the cost equally. The transcript of the hearing becomes a record of the proceedings for the purpose of any future judicial review.

### Article 18 - Health and Safety

#### 18.1. General Principle

As a statement of general principle, the District agrees to provide a safe and healthy work environment for all employees. This Section is not subject to the Grievance Procedure, and any complaints regarding health and safety should be made to the General Manager.

#### 18.2. Boot Allowance

Employees may request a voucher for the purchase of safety boots every other year. The Voucher will cover boots up to three hundred and fifty dollars (\$350.00) from a District-approved vendor. Boots must meet the ASTM International F2413-18 standard.

## Article 19 - Miscellaneous

### 19.1. Uniforms

The District Provides Uniforms and Safety Apparel for all employees

### 19.2. Education Reimbursement

An employee will be reimbursed for the cost of books, tuition, and entrance fees upon completion of any course of study approved by the General Manager, provided that the employee shall:

- 1) Obtain the approval of the General Manager before enrollment in any course of study; and
- 2) Present evidence of satisfactory completion of the course with a passing grade; and
- 3) Present a verified statement or receipts of the employee's books, tuition, and entrance fees following completion of the approved course of study.

### 19.3. Public Complaints

In the event the District initiates an investigation based in whole or in part on a public complaint regarding an employee, the District will notify the employee involved of the complaint, conduct an objective and informal investigation that is not accusatory in nature and inform the employee of the results of the investigation. Unless the complaining member of the public requests anonymity, the District will also identify the complaining party to the employee(s) involved.

### 19.4. Employee Driver's Records

- 1) Employees are required to maintain a driving record sufficient to be insurable under the District's insurance policy.
- 2) The District will make every effort to ensure that an employee covered by this Agreement will not be disciplined or become uninsurable the District's insurance policy as a result of driver's record points achieved due to compliance with a supervisor's directive or solely as a result of faulty District owned equipment/vehicles, it being understood that the employees are responsible for being generally aware of equipment/vehicle condition and for reporting faulty equipment/vehicles.

- 3) In the event an employee covered by this Agreement does become uninsurable under the District's insurance policy, as a result of excessive drivers record points, the employee will be placed on leave of absence without pay for up to six (6) months while the employee attempts to secure their own insurance coverage at liability levels acceptable to the District, or until the employee again becomes insurable, whichever is less. Such leave of absence may be extended by the District Board of Trustees for an additional six (6) months.
- 4) In the event there is alternative work available for which an uninsurable employee covered by this Agreement is qualified to perform which does not entail driving a vehicle, the District will assign the employee to such work, provided the District does not have to lay off any other employee, it being understood that the District has no obligation to create alternative work and that when such alternative work is completed, if the employee continues to be uninsurable, the employee will be placed on leave of absence without pay as provided in paragraph (3) hereinabove.

#### 19.5. Drug Policies

Inasmuch as employees covered by this Agreement must visit the premises of organizations which may have specific policies with respect to drug use by employees and visitors, employees covered by this Agreement may be required to submit to reasonable searches while on the premises of such organizations. A reasonable search shall be defined as including, but not necessarily limited to, the contents of the employee's pockets, parcels, equipment, containers and the District vehicle. Reasonable search may not include any physical contact, disrobing or drug testing. Failure of such an employee to fully cooperate with requests for reasonable searches, as defined above, in accordance with such policies shall be subject to discipline by the District, up to and including discharge. However, no disciplinary action shall be taken based solely on the report from an outside organization, which has not been independently investigated and verified by the District.

#### Article 20 - No Strike / No Lockout

The Union, its members and representatives, agree that it and they will not engage in, authorize, sanction, or support any strike, sympathy strike, slowdown, stoppage of work, curtailment of production, refusal to operate designated equipment (provided such equipment is safe and sound) or to perform customary duties; and neither the Union nor any of its representatives will engage in job action for the purpose of effecting changes in the directives or decisions of management of the District, nor to effect a change of personnel or operations or management or of employees not covered by this Agreement.

The District will not engage in any lockout during the term of this Agreement.

#### Article 21 - Severability of Provisions

If any provision of this Agreement is declared by a court of competent jurisdiction to be illegal or unenforceable, that provision of the Agreement shall be null and void but such

nullifications shall not affect any other provisions of this Agreement, all of which other provisions shall remain in full force and effect.

Article 22 - Term

This Memorandum of Understanding is effective March 1, 2025, and remains in full force and effect through December 31, 2029. This Agreement supersedes all prior Memoranda of Understanding. This Agreement may only be changed by written mutual agreement.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

CCMVCD

SEIU

\_\_\_\_\_  
Paula Macedo, General Manager

\_\_\_\_\_  
Ronald Collins, SEIU 1021

\_\_\_\_\_  
Michael W. Jarvis  
Liebert Cassidy Whitmore

\_\_\_\_\_  
Shaun Redmond

\_\_\_\_\_  
Chris Doll

\_\_\_\_\_  
Brandon French

## Appendix "A" Salary Schedule

## Appendix "B" Vector Control Aide (VCA)

Vector Control Aides are at-will employees who perform seasonal work for the District on a temporary basis, generally six (6) months at a time. VCAs are to supplement and assist Vector Control Technicians and Inspectors. The top step of the VCA classification will be benchmarked at fifty-five percent (55%) below the top step of the VCT classification. Employees will automatically advance a step upon completing one thousand hours (1000) at the current step until the maximum step is reached.

### Sick Leave

VCAs receive all sick leave required by law upon hire. Sick leave does not carry over and must be used by December 31st of the year it was received.

### Health and Welfare

VCAs are eligible to participate in the health plans offered by the District at the full expense of the employee.

### Safety Shoes

Each calendar year and after three (3) months' employment, VCAs will be reimbursed for the receipted purchase of safety shoes up to a maximum of two hundred dollars (\$200.00)

The terms and conditions of this Agreement do not apply to VCAs, except as follows:

Article 1 – Union Security

Article 3 – Meal and Rest Periods

Article 13 – Personnel Files

Article 17.1 – General Principle

Article 18 – Miscellaneous

Article 19 – No Strike Clause

Article 20 – Severability of Provisions

Article 21 – Scope of Agreement

Article 22 – Term of Agreement