Sideletter of Agreement
between
Mendocino County and All Bargaining Units Representing Mendocino County Employees
Mendocino Complex Fire Emergency Sideletter
July 27, 2018

The parties agree that emergency leave donation and emergency vacation cash-out could be of great assistance to Mendocino County employees who are unfortunate victims of the Mendocino Complex Fire and Mendocino Complex Fire. This one-time program would make donated leave and cash-out available to assist employees in dealing with the loss of their homes, property and community. A "directly impacted" employee is defined as evacuated from their primary residence by the Fire.

Emergency Leave Donation shall be subject to the following:

1. Leave donation is voluntary and shall be deposited into the Mendocino Complex Fire Catastrophic Leave Bank, upon submittal of the appropriate form to the Human Resources Department.

2. The window for donating leave to this bank begins on July 27, 2018 through December 31, 2018.

3. Leave that is eligible to be donated includes accrued vacation and compensatory time only.
   - Non-management employees may donate both vacation and compensatory time
   - Department Heads, Unrepresented, and Management employees may only donate vacation time

4. Employees donating vacation or compensatory leave must donate in increments of whole hours. Donating employees must have a vacation leave balance of at least twenty-four (24) hours remaining after such donation.

5. Leave donations are irrevocable.

6. Leave shall be available to victims of the Mendocino Complex Fire for the purpose of transacting business related to personal losses suffered as a result of the Mendocino Complex Fire and may be used beginning on July 27, 2018 and ending June 30, 2019. This portion of the Catastrophic Leave Bank shall be available to all directly impacted employees regardless of their bargaining unit.

7. Employees directly impacted by the Mendocino Complex Fire may replenish accruals of vacation time or compensatory time used between July 27, 2018 and August 10, 2018 with time donated to the Mendocino Complex Fire Catastrophic Leave Bank for the purposes of the Mendocino Complex Fire Emergency.

8. Employees using Leave Without Pay ("LWOP") are not eligible for replenishment from the Mendocino Complex Fire Catastrophic Leave Bank. However, an employee who uses LWOP for the purposes allowed under this sideletter may receive a direct donation of qualifying leave from another employee subject to the approval of the Human Resources Director.

9. Employees directly impacted by the Mendocino Complex Fire will not accrue vacation or sick leave while utilizing Emergency Leave, pursuant with the current Catastrophic Leave Policy.

10. Emergency Leave requests must be approved in advance by the employee's supervisor.

11. Eligibility for use of Emergency Leave must be verified by the Human Resources Director.

Emergency Vacation Cash-Out shall be subject to the following:

1. Employees directly impacted by the Mendocino Complex Fire may cash-out existing accrued vacation time up to a total of 160 hours, through the Emergency Vacation Cash-out process, during the 2018-19 fiscal year.

2. Employees with vacation accruals less than 80 hours may be allowed to cash-out up to 80 hours of vacation leave by utilizing their balance of accrued time and donations from the bank.

Flexible Time Off Accrual

Employees authorized and assigned to work providing disaster related services and disaster service workers providing mutual aid as part of their existing job duties, as a result of the fire, and are eligible for FTO in accordance with their MOU's, shall be allowed to accrue 120 hours of FTO.

FTO accrual will reset to standard accrual limits in accordance with current MOUs on July 1, 2019.

This Mendocino Complex Fire Emergency Sideletter expires on June 30, 2019 and is not subject to the grievance procedure.

This Sideletter is an update of the Redwood Complex Fire Sideletter and extended through June 30, 2019.

County of Mendocino

Department Head

Dated: July 27, 2018