

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**COUNTY OF SISKIYOU**

**AND**

**ORGANIZED EMPLOYEES OF SISKIYOU COUNTY –  
MISCELLANEOUS UNIT**



**SEPTEMBER 4, 2022 - SEPTEMBER 27, 2025**

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## Preamble

This agreement between the County of Siskiyou (County) and the Organized Employees of Siskiyou County (OESC) – Miscellaneous Unit, has as its purpose the promotion of harmonious labor relations between the County and OESC, and the establishment of rates of pay, hours of work, and other conditions of employment.

## Article 1 - Recognition

The County recognizes OESC as the sole and exclusive representative for regular employees in the classifications in Appendix "A" Recognition as amended.

## Article 2 - Employee Rights

### 2.1. Non-Discrimination

The County affords equal employment opportunity for all qualified employees and applicants as to all terms of employment, including compensation, hiring, training, promotion, transfer, discipline and termination. The County prohibits discrimination against employees or applicants for employment 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/non-membership, political affiliation, or military and veteran status or any other basis protected by law.

### 2.2. Reinstatement

The County agrees that employees reinstated pursuant to County Personnel Policy, Section 6.4, within two (2) years of a resignation in good standing shall have seniority reinstated for purposes of County service for layoffs, leave accruals, salary step placement, etc.

## Article 3 - Association Rights

### 3.1. Association Payroll Deduction

Upon certification from OESC that an employee has signed an authorization for the deduction of dues, the County shall make payroll deductions in an amount determined by OESC. The County shall promptly remit deductions to OESC with a list of dues paying members. The County may transmit payment to OESC through Electronic Funds Transfers (EFT). Employee requests to cancel membership dues deductions must be directed to OESC. Upon notification from OESC that an employee has canceled membership, the County shall promptly cease dues deductions from the employee's paycheck. The County may only request a copy of a dues authorization card in the event of a dispute. OESC shall hold the County harmless from any and all claims and will

indemnify it against any unreasonable costs in implementing these provisions, and shall indemnify the County for any claims made by the employee for deductions made in

reliance on that certification, in accordance with Government Code §1157.12(a).

### 3.2. Employee Lists

The County will provide the Association with the name, job title, department, home or personal contact telephone numbers, work and personal email, and home address of new employees within thirty (30) days of hire, and a complete list of all employees every quarter. Employees have the ability to opt out in writing of the disclosure of their home address, home telephone number, personal cellular telephone number and personal email address on file with the employer.

### 3.3. Employee Orientation

Employees will be allowed thirty (30) minutes to attend a virtual Association orientation scheduled by OESC within sixty (60) days of hire. The employee must notify their supervisor reasonably in advance in order to secure this paid release time. Such time shall not be unreasonably denied.

### 3.4. Notice of Meet and Confer

The County shall provide notice to the Association President regarding changes in job classifications or policy that fall within the scope of representation under the MMBA. The Association shall have fifteen (15) days to request a meet and confer.

### 3.5. Bulletin Boards

The Association shall be allowed by a County department in which it represents employees, use of available bulletin board space for communications having to do with official organizational business (meeting notices, etc.). Such use may not interfere with the needs of the department.

All posted notices are subject to County approval (not prior), must have clearly indicated removal dates, and may not contain any inflammatory or derogatory statements.

## Article 4 - County Rights

The rights of the County include, but are not limited to, the exclusive right to determine the mission of its constituent departments, commissions and boards; set standards of service; determine the procedures and standards of selection for employment and promotion; direct employees; take disciplinary action; relieve employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operation; determine the methods, means and personnel by which government operations are to be conducted; determine the content of job classifications; take all necessary action to carry out its mission in emergencies and exercise complete control and discretion over its organization and the technology of performing its work.

### 4.1. Volunteers/Contracting Out

The County has an existing practice of using volunteers. Should the County intend to significantly expand the use of volunteers and as a result cause the displacement of employees, the County will so notice the Association and upon request, meet and confer with the Association on the impact of the expanded volunteer use.

In those instances where the County elects to contract out or has elected to contract out such work, activities, or services as determined to be in the County’s best interest, and which do not displace any current, represented employee(s) the County shall not be obligated to provide any notice or any information to the Association. The County reserves the right to contract out at its sole discretion.

### Article 5 - Wages

#### 5.1. Salary Schedule

The salary schedule consists of six (6) steps, with five percent (5.0%) between steps one (1) through five (5), and two and a half percent (2.5%) between steps five (5) and six (6). The salary schedules are attached as Appendix “B” Salary Schedule.

Effective September 1, 2024, the salary schedule will consist of seven (7) steps, with five percent (5.0%) between steps one (1) through five (5), and two and a half percent (2.5%) between steps five (5) through seven (7). The salary schedules are attached as Appendix “B” Salary Schedule.

#### 5.2. Step Advancement

Employees automatically receive a step advancement until they reach the top step of their salary schedule unless they receive a performance evaluation prior to their anniversary date where the overall rating is equivalent to “Unacceptable” or “needs improvement.”

#### 5.3. Work Periods

The standard work period is a seven (7) day period beginning on Sunday at 12:01 a.m. and continuing to Saturday at 12:00 a.m. (midnight).

#### 5.4. Salary Increases

Effective September 4, 2022, the following range adjustments shall be made:

Accountant/Auditor II	IG041	Air Pollution Specialist I	IG039
Accountant/Auditor III	IG054	Air Pollution Specialist II	IG047
Accounting Specialist	IG036	Animal Control Officer	IG017
Administrative Support Assistant	IG007	Animal Shelter Coordinator	IG007
Agriculture & Standards Technician I	IG022	Animal Shelter Technician	IG007
Agriculture & Standards Technician II	IG036	Assessor-Recorder Technician	IG015

Assistant Planner	IG036	Community Service Officer	IG012
Associate Planner	IG045	Cooperative Extension Coordinator	IG017
Behavioral Health Services Specialist I	IG022	County Trapper	IG036
Behavioral Health Services Specialist II	IG036	Crime Analyst	IG036
Behavioral Health Clinician I	IG036	Criminal Records Technician I	IG007
Behavioral Health Services Crisis Worker I	IG041	Criminal Records Technician II	IG012
Behavioral Health Services Crisis Worker II	IG052	District Attorney Investigative Technician	IG039
Behavioral Health Services Peer Specialist	IG012	Driver	IG007
Building Inspector I	IG031	Elections/Board Clerk I	IG007
Building Inspector II	IG041	Elections/Board Clerk II	IG012
Building Inspector III	IG062	Eligibility Worker I	IG022
Building Maintenance Worker I	IG007	Eligibility Worker II	IG029
Building Maintenance Worker II	IG017	Eligibility Worker III	IG036
Building Maintenance Worker III	IG025	Eligibility/Social Service Assistant I	IG007
Bus Driver	IG012	Eligibility/Social Service Assistant II	IG012
Cadastral Mapping Technician	IG012	Eligibility/Social Service Assistant III	IG020
Certified AOD Counselor I	IG034	Employment & Training Worker I	IG022
Certified AOD Counselor II	IG039	Employment & Training Worker II	IG029
Chief Animal Control Officer	IG031	Employment & Training Worker III	IG036
Child Support Specialist I	IG017	Engineering Technician I	IG027
Child Support Specialist II	IG025	Engineering Technician II	IG041
Child Support Specialist III	IG031	Engineering Technician III	IG050
Civil Engineer Assistant	IG074	Evidence/Property Coordinator	IG039
Civil Service Coordinator	IG031	Executive Secretary	IG027
Code Enforcement Officer	IG045	Fiscal Assistant	IG007
Communications Dispatch I	IG022	Fiscal Technician I	IG017
Communications Dispatch II	IG037	Fiscal Technician II	IG025
Community Outreach Coordinator I	IG022	Fiscal Technician III	IG031
Community Outreach Coordinator II	IG027	Fleet Coordinator/Information System Specialist	IG036

Forensic Technician	IG034	Senior Assessor-Recorder Technician	IG030
Geographic Information System Specialist	IG054	Senior Bus Driver	IG017
Health Assistant	IG012	Senior Cadastral Mapping Technician	IG027
Health Educator	IG067	Senior Communications Dispatcher	IG046
Health Information Assistant	IG017	Senior Forensic Technician	IG043
Health Navigator	IG012	Senior Legal Secretary	IG017
Health Support Assistant	IG007	Social Worker Assistant	IG016
Information System Specialist I	IG036	Social Worker I	IG030
Information System Specialist II	IG045	Social Worker II	IG038
Information System Specialist III	IG054	Social Worker III	IG045
Information System Specialist IV	IG062	Staff Services Analyst I	IG036
Information Systems Technician	IG027	Staff Services Analyst II	IG043
Institutional Cook	IG007	Support Services Technician	IG012
Legal Office Coordinator	IG036	Tax Collection Technician	IG027
Legal Secretary	IG010	Transportation Analyst II	IG025
Library Technician	IG010	Transportation Services Coordinator	IG045
Natural Resources Specialist	IG045	Treasury/Tax Collector Specialist I	IG041
Nutrition Assistant	IG012	Treasury/Tax Collector Specialist II	IG054
Nutrition/Lactation Coordinator	IG034	Vegetation Control Specialist	IG007
Nutrition Support Assistant	IG007	Veterans Services Officer	IG015
Patient Rights Advocate/Health Assistant	IG025	Veterans Services Representative I	IG007
Permit Technician	IG020	Victim/Witness Advocate I	IG017
Probation Aide	IG017	Victim/Witness Advocate II	IG025
Program Coordinator – Behavioral Health Services	IG045	Welfare Investigator I	IG039
Secretary	IG017	Welfare Investigator II	IG047

Effective September 3, 2023, all classifications shall receive a three percent (3.0%) salary increase.

Effective September 1, 2024, all classifications shall receive a one percent (1.0%) salary increase.



### 5.5. Overtime

Hours worked in excess of forty (40) hours per workweek will be considered overtime. Overtime are paid at one and one-half (1.5) times the employee's regular rate of pay. Employees may elect with approval of management to receive Compensatory Time Off (CTO) rather than payment. Employees may accrue a maximum of one hundred (100) hours of CTO. Employees in the classifications of Agriculture and Standards Technician and County Trapper, pursuant to the Fair Labor Standards Act, accrue a maximum of two hundred and forty (240) hours of CTO. On the final paycheck in December all CTO hours in excess of one hundred (100) hours shall be paid to the employee. CTO may be taken by an employee upon the reasonable advance request of the employee, with the approval of the department head or designee based on the needs of the department.

### 5.6. Standby Pay

An employee who is assigned to be on standby will receive fifty-five dollars (\$55.00) per standby shift. While on standby, employees will remain within fifteen (15) minutes of their residence or at a location approved by their Department Head or designee and be able to respond to duty within fifteen (15) minutes of being called to work.

### 5.7. Callback Pay

An employee who is called back and physically returns to work will receive either a minimum of three (3) hours at the overtime rate, or if the hours are contiguous to their normal work shift, the actual hours worked at the applicable rate of pay.

Employees who are able to perform work remotely will be paid for a minimum of thirty (30) minutes at the overtime rate per incident or actual time worked, whichever is greater.

## Article 6 - Other Pays

### 6.1. Bilingual Pay

Employees who are routinely and consistently required to speak a language other than English, and who are able to do so fluently will receive bilingual premium in the amount of five percent (5.0%) of their base hourly rate of pay.

### 6.2. Shift Differential

Employees assigned to a scheduled shift where at least fifty percent (50.0%) of the shift is between 4:00 pm and 6:00 am will receive two and one-half percent (2.5%) of their base hourly rate of pay for the entire shift.

### 6.3. Work Out of Class

Employees assigned by their Department Head to work in a higher classification due to the extended absence (ten (10) consecutive work days) of the incumbent shall receive out of class pay in the amount of five percent (5.0%) of the employee's base rate of pay, or step one (1) of the new classification, whichever is greater.

### 6.4. Recovery Time

Employees who respond to after-hour emergencies, who spend three (3) hours or more, may use up to four (4) hours of recovery time. An employee who wishes to use recovery time must use vacation or CTO and must have approval of their supervisor in advance. The denial of recovery time is not subject to the grievance procedure.

### 6.5. License/Certification Fees

The County pays employees or state agency for County-required professional license fees (required to obtain state licensure) or other fees associated with obtaining or renewing state licensure.

The County reimbursement/payment shall cover license/certifications required by the County or the State. Optional or extra certifications requested to be covered may only be covered at the discretion of the Department Head in consultation with the Deputy County Administrator – Personnel and Risk Management Officer.

If employee's state licensure or credentials require continuing education units (CEU's) in order to maintain currently/active status, the County will reimburse the employee or pay directly for the cost of such CEU's upon submission of proof of a passing grade.

## Article 7 - Flexibly Staffed Classifications

Flexible staffing is used to designate classifications in a promotional series in which both the entry and journey level classes are assigned the same kinds of duties, the difference being the range of duties performed, the level of skill required, and the amount of supervision received.

Eligibility requirements include: the employee must have successfully completed the probationary period for the entry-level classification, have completed the time in the current classification as required for advancement to the higher level positions, and meets the minimum experience qualifications in the classification specification for the higher level classification. Experience within and outside County employment may be used.

The employee must be currently assigned the full range of duties associated with the higher-level classification and demonstrating the potential to succeed at this level.

Employees will be flexed to the next highest class in the series as soon as they are eligible, unless Personnel is previously notified that the employee does not meet the above criteria.

## Article 8 - Leaves

### 8.1. Sick Leave

Employees will accrue sick leave at the rate of three and seven-tenths (3.7) hours per pay period. Part-time employees will accrue sick leave on a pro-rated basis.

Employees may use up to forty eight (48) hours annually for the care of an immediate family member. "Family Member" is defined as a parent, child, spouse, registered domestic partner, parent-in-law, sibling, grandchild, or grandparent.

Upon retirement employees may convert unused sick leave towards CalPERS service credit.

Employees with five (5) or more years of continuous service, upon death or retirement may receive thirty-three and one-third percent (33 1/3%) of the monetary value of their accrued and unused sick leave in excess of ninety-six (96) hours with a maximum payout of \$1,500.00.

### 8.2. Vacation

Employees with less than five (5) years of continuous employment will accrue 3.08 hours of vacation leave per pay period.

Employees with five (5) years but less than ten (10) years of continuous employment will accrue 4.62 hours of vacation leave per pay period.

Employees with ten (10) or more years of continuous employment will accrue 6.16 hours of vacation per pay period.

The maximum vacation accrual is 312 hours. Employees will be allowed to accrue above their vacation accrual limits during the calendar year. Employees who, on the first full pay period in January of any year, extend the vacation maximum of 312 hours, will not accrue additional vacation hours until the vacation balance is reduced to the limit allowed.

### 8.3. Holidays

The County observes the following holidays:

New Year's Day	Labor Day
Martin Luther King's Birthday	Veteran's Day
President's Day	Thanksgiving
Cesar Chavez Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day

Employees who are on a flexible schedule must use vacation or CTO to augment the normal eight (8) hour shift on a holiday, or work the additional hour(s) during the same week. Employees who are required by their Department Head or designee to work an alternate work schedule will receive holiday pay for their scheduled shift.

#### 8.4. Holiday-in-Lieu

Employees in the classifications of Communications Dispatch I and II, Senior Communications Dispatcher, and Institutional Cook are in positions that are scheduled to work without regard for the holidays listed above. Employees receive holiday-in-lieu in the amount of seven percent (7.0%) of their base hourly rate of pay in lieu of receiving any other form of holiday compensation.

#### 8.5. Treasurer-Tax Collector's Paid Holidays

Employees working in the Treasurer-Tax Collector's office who are designated by the Treasurer-Tax Collector to perform specific Treasury duties and who are required to work on County designated holidays for fraud protection purposes when the County's bank is required to remain open, shall receive comp time at the time-and-one-half. These employee(s) are typically required to work are Cesar Chavez Day, the Friday after Thanksgiving, and the day after Christmas.

### Article 9 - Health and Welfare

#### 9.1. Health Insurance

Medical Insurance – The County contracts for employee, dependents, retirees and dependents medical insurance benefit plans through the CalPERS Public Employees Medical and Hospital Care Program.

Effective October 1, 2022, the County will contribute up to the following amounts towards employee medical insurance coverage and cafeteria plan benefits:

Tier	Medical Benefit	Cafeteria Plan Benefit	Total Benefit
Employee only	Note 1	Note 2	Note 3
Employee plus one	Note 1	Note 2	Note 3
Employee plus family	Note 1	Note 2	Note 3

Note 1: The Medical Benefit is equal to the Minimum Employer Contribution (MEC) established annually by CalPERS.

Note 2: Cafeteria Plan Benefit is equal to the difference between Medical Benefit and the Total Benefit.

Note 3: The total benefit is equal to 100% of the Region 1 CalPERS Gold health plan plus 100% of the dental premium.

Effective plan year 2023, the County will contribute up to the following amounts towards employee medical insurance coverage and cafeteria plan benefits:

Tier	Medical Benefit	Cafeteria Plan Benefit	Total Benefit
Employee only	Note 1	Note 2	Note 3
Employee plus one	Note 1	Note 2	Note 3
Employee plus family	Note 1	Note 2	Note 3

Note 1: The Medical Benefit is equal to the Minimum Employer Contribution (MEC) established annually by CalPERS.

Note 2: Cafeteria Plan Benefit is equal to the difference between Medical Benefit and the Total Benefit.

Note 3: The total benefit is equal to 95% of the Region 1 CalPERS Gold health plan plus 95% of the dental premium.

Effective plan year 2024, the County will contribute up to the following amounts towards employee medical insurance coverage and cafeteria plan benefits:

Tier	Medical Benefit	Cafeteria Plan Benefit	Total Benefit
Employee only	Note 1	Note 2	Note 3
Employee plus one	Note 1	Note 2	Note 3
Employee plus family	Note 1	Note 2	Note 3

Note 1: The Medical Benefit is equal to the Minimum Employer Contribution (MEC) established annually by CalPERS.

Note 2: Cafeteria Plan Benefit is equal to the difference between Medical Benefit and the Total Benefit.

Note 3: The total benefit is equal to 90% of the Region 1 CalPERS Gold health plan plus 90% of the dental premium.

Effective plan year 2025, the County will contribute up to the following amounts towards employee medical insurance coverage and cafeteria plan benefits:

Tier	Medical Benefit	Cafeteria Plan Benefit	Total Benefit
Employee only	Note 1	Note 2	Note 3
Employee plus one	Note 1	Note 2	Note 3
Employee plus family	Note 1	Note 2	Note 3

Note 1: The Medical Benefit is equal to the Minimum Employer Contribution (MEC) established annually by CalPERS.

Note 2: Cafeteria Plan Benefit is equal to the difference between Medical Benefit and the Total Benefit.

Note 3: The total benefit is equal to 85% of the Region 1 CalPERS Gold health plan plus 85% of the dental premium.

## 9.2. Vision Insurance

Effective November 2022 the County provides vision insurance for employees and their dependents.

## 9.3. Retiree Insurance

Employees hired prior to September 2, 2020, who maintain medical insurance through the County will receive reimbursement of insurance from the Auditors Office equal to one half of employee only CalPERS Region 1 Platinum premium minus the Minimum Employer Contribution.

Employees hired prior to January 1, 2022, who retire from the County may maintain dental insurance at a cost to the retiree of twenty-five dollars (\$25.00) per month.

Employees hired after December 31, 2021, who retire from the County may maintain dental insurance for the employee only at a cost of twenty-five dollars (\$25.00) per month.

## 9.4. Life Insurance

Effective November 2022 the County provides employees a \$50,000 life insurance policy.

## 9.5. Disability Insurance

The County will discontinue providing employees with short term and long-term disability insurance at midnight on June 24, 2023.

## Article 10 - CalPERS Retirement

Employees hired prior to November 2, 2012, will receive the 2% at 55 miscellaneous CalPERS formula with the one (1) year final average compensation period. These employees pay the required seven percent (7.0%) member contribution, on a pre-tax basis.

Employees hired after November 1, 2012, who are not classified as a new member will receive the 2% at 60 miscellaneous CalPERS formula with the three (3) year final average compensation period. These employees pay the required seven percent (7.0%) member contribution, on a pre-tax basis.

Employees hired after December 31, 2012, who are classified as a new member will receive the 2% at 62 miscellaneous CalPERS formula with the three (3) year final average compensation period. These employees pay one half of the total normal cost as determined annually by CalPERS on a pre-tax basis.

All safety retirement formulas have the following optional CalPERS retirement benefits:

- Sick Leave Service Credit
- Military Service Credit
- Non-Industrial Disability Standard
- Post-Retirement Death Benefits: \$500.00 Lump Sum
- 2% Retirement COLA

## Article 11 - Miscellaneous

### 11.1. Tuition Reimbursement

Employees will be reimbursed for the cost of books and tuition for pre-approved classes, courses, seminars, and conferences which would enhance their job skills or qualifications for promotion or transfer, up to a maximum of \$500.00 per fiscal year. To be eligible for reimbursement, classes must be attended outside of the employee's normal working hours.

### 11.2. Uniform Allowance

Employees in the classifications of Animal Control Technician, Animal Shelter Coordinator, Bus Driver, Communications Dispatcher, Civil Processor, Criminal Records Technician I/II, Fiscal Technician assigned to the Civil/Training Division, and Senior Communication Dispatcher will receive ten dollars (\$10.00) per pay period for the purchase and maintenance of required uniforms.

Employees in the classifications of Animal Control Officer will receive forty-four dollars (\$44.00) per pay period for the purchase and maintenance of required uniforms.

### 11.3. Commercial Driver's License

County reimburses employees up to \$125.00 for the costs associated with a medical exam in order to maintain a commercial drivers' license or the County will pay for a medical exam for an employee to maintain a commercial license directly to the medical provider if the medical exam is conducted with a provider that has an established contract with the County.

County reimburses employees the additional costs of a Class A or B Driver's License for any classification required to maintain such commercial drivers' licenses, including any Departmental required endorsements, such as Hazardous Materials, etc. and for other classifications as determined by the Department Head to need such license or endorsement.

#### 11.4. Blood Bank Donations

Employees are allowed to donate blood during work hours, limited to a maximum of two (2) hours per donation and eight (8) hours per calendar year.

#### Article 12 - Deferred Compensation

Effective September 14, 2025, the County will match twenty-five dollars (\$25.00) per pay period to the employee's designated deferred compensation program.

#### Article 13 - Grievance Procedure

The purpose of these procedures is to afford employees simple means of obtaining consideration of their grievance by informal means at the department head level and review of the department head's decision without the use of legalistic forms and procedures.

A grievance may be filed if a management interpretation or application of a law, ordinance, resolution, regulation, or rule adversely affects the employee's wage, hours, or conditions of employment.

Excluded from the grievance procedure are performance evaluations and actions of the Board of Supervisors. This is not intended to limit the right of any employee or employee representative to approach the Board of Supervisors on any matter.

#### 13.1. Procedural Steps

All grievances or complaints shall be filed on a form provided by the Deputy County Administrator – Personnel and Risk Manager under the following procedure:

##### a. Step 1: Immediate Supervisor

Each employee believing, he or she has a grievance, before filing the same in writing, shall discuss his or her problem or complaint with the immediate supervisor in an attempt to resolve the matter as simply and informally as possible. Said grievance must be discussed with the immediate supervisor within fifteen (15) working days of the situation giving rise to the grievance or from the date the employee should reasonably have expected to know of the situation giving rise to the grievance.

If the grievance has not been resolved at the immediate supervisor level within ten (10) working days after the discussion, the grievance may be submitted to the next management level.

##### b. Step 2: Appointing Authority/Department Head

If the grievance is not resolved under Step 1, it may be submitted to the appointing authority/department head. The grievance shall be submitted within fifteen (15) working days after the verbal decision of Step 1. Within five (5) working days after



submission, the employee shall meet with the appointing authority or a designated representative, and within ten (10) working days after said meeting a written decision shall be delivered to the employee.

c. Step 3: County Grievance Panel

If the grievance is not resolved under Step 2, it may be submitted to a County Mediation Panel within ten (10) working days of the employee's receipt of the above decision. The panel will consist of the County Administrator or their designee and the Deputy County Administrator – Personnel and Risk Manager or their designee and two (2) representatives of the employee association. Within ten (10) working days after submission, the employee shall meet with the Mediation Panel and within five (5) working days after said meeting a written recommendation shall be delivered to the Deputy County Administrator – Personnel and Risk Manager. The Deputy County Administrator – Personnel and Risk Manager shall provide the employee and the appointing authority a written decision within five (5) working days after receiving the Panel's recommendation.

d. Step 4: State Mediation

If the grievance is not resolved under Step 2/3, it shall be submitted to Personnel. Within five (5) working days after receipt the Deputy County Administrator – Personnel and Risk Manager shall contact the State Mediation and Conciliation Service and a mediation date will be scheduled at the soonest possible date.

e. Step 5: Board of Supervisors

If the grievance is not resolved under Step 4, it may be appealed to the Board of Supervisors. Such appeal shall be filed in writing with the Clerk of the Board of Supervisors within ten (10) working days from the time a decision was rendered in Step 4. The Clerk of the Board of Supervisors shall advise the Board of the grievance appeal within fifteen (15) working days. As soon as practicable thereafter, the Board of Supervisors shall hear the grievance in accordance with the rules for hearing established by the Board and make a written decision which shall be binding on all parties involved.

If an employee does not appeal the decision rendered regarding the grievance within the time limits, the grievance shall be considered resolved.

If a County representative does not render a decision to the employee within the time limitations, the employee may, within five (5) working days thereafter, appeal to the next step in the procedure.

If the management representative does not feel they have the authority to resolve the grievance, the grievance may be referred to the next step in the procedure.

The Deputy County Administrator – Personnel and Risk Management Officer may temporarily suspend the grievance processing on a unit, division, department, or county-wide basis in an emergency situation. If OESC has a grievance suspended, OESC may appeal to the Board of Supervisors.

By agreement in writing, the parties may extend any and all time limitations of this procedure.

A grievance resolved at any step of the grievance procedure shall be final and binding on the County and the grievant.

A grievance may be withdrawn by the grievant at any time, in writing, without prejudice.

Upon consent of the person hearing the grievance and the grievant, a petition may be re-submitted to a lower step in the procedure for reconsideration.

This provision will supersede the grievance language in the Employer-Employee relations policy.

## Article 14 - Layoffs

### 14.1. Grounds for Layoff

Employee(s) may be laid off when the position is no longer necessary, for reasons of economy, lack of work, lack of funds, if the position can be consolidated with another position, or for such reason(s) that the County deems sufficient for abolishing the position(s).

### 14.2. Layoff Procedure

When a reduction in work force becomes necessary, layoff(s) shall be accomplished by first determining the number of positions within each class that shall be reduced. Layoffs shall be determined by classification seniority, which is defined by time in class plus higher class within the classification series. An employee who is being laid off has the option of bumping to a previously held position based on classification seniority. Laid off employees will be placed on a recall list for a period of two (2) years.

### 14.3. Recall Procedure

When a vacancy exists and employees are to be recalled, notice of the opening(s) shall be sent to the last mailing address as furnished by the laid off employee. To expedite the recall, more than one employee may be notified of an opening, but priority will be given to the employee who was laid off last. This recall notice shall be by certified mail and the employee shall have twenty-one (21) days to accept the offer of reemployment from the postmark date on the recall notice. Employees shall be required to report to work within forty-five (45) days of the postmark date on the recall notice. Employees shall be allowed to decline a recall one (1) time during the duration of the recall list. Declining a second recall opportunity will permanently remove an employee from the recall list.

## Article 15 - Concerted Activities

OESC agrees that under no circumstances will it recommend, encourage, cause or permit its members to initiate, participate in, nor will any member of the bargaining unit take part in, any strike, sit-down, stay-in, sick-out, slow-down, or picketing (hereinafter collectively referred to as work stoppage), in any office or department of the Employer, nor to curtail any work or restrict any production, or interfere with any operation of the County. Picketing shall be prohibited on matters involving wages, insurance coverage and leaves from work during the term of the Memorandum of Understanding. In the event of any such work stoppage by any member of the bargaining unit, the County shall not be required to negotiate on the merits of any dispute which may have given rise to such work stoppage until the work stoppage has ceased.

The County agrees not to lock out employees.

In the event of any work stoppage during the term of this Memorandum of Understanding, whether by OESC or any employee, OESC through its officers, shall immediately declare in writing and publicize that such work stoppage is illegal and unauthorized, and further direct its members in writing to cease the said conduct and resume work. Copies of such written notice shall be served upon the Employer. If in the event of any work stoppage OESC promptly and in good faith performs the obligations of this paragraph, providing the Association has not otherwise authorized, permitted or encourages such work stoppage, the Association shall not be liable for any damages caused by the violation of this provision. However, the Employer shall have the right to discipline, to include discharge, any employee who instigates, participates in, or gives leadership to, any work stoppage activity herein prohibited, and the Employer shall also have the right to seek full legal redress, including damages, against any employee.

It is understood that employees so disciplined retain appeal rights under the County's Employer Employee Relations policies and California law.

## Article 16 - Personnel Files

The County maintains one official personnel file for each employee. Employees have the right to inspect their personnel files, and may do so by scheduling review with the Deputy County Administrator – Personnel and Risk Manager during regular business hours of the County. No adverse comment will be entered into the employee's personnel file without the employee first receiving a copy of the document and the opportunity to read and sign the document except the document may be entered into the file if the employee refuses to sign the document, which shall be so noted.

The employee has the right to submit a rebuttal to any information being entered into their personnel file within thirty (30) days.

If the employee wishes to have a representative review their personnel file, the employee will provide the County written authorization.

### Article 17 - Employee Performance Evaluations

Employees shall be reevaluated at least once a year. A formal evaluation shall be completed for each permanent employee and usually immediately prior to their anniversary date (step increase date).

Probationary employees shall be rated at least twice during the probationary period, once at mid-point and again prior to the completion of the employee's probationary period.

Other performance evaluations may be required under special circumstances.

### Article 18 - Probationary Period

New employees will serve a one (1) year probationary period. Employees who promote within their classification series will serve a six (6) month probationary period. Employees who promote or transfer out of their classification series will serve a one (1) year probationary period.

### Article 19 - Mediation and Appeal of Disciplinary Matters

An employee may submit a disciplinary appeal to a voluntary, non-binding, advisory mediation step, utilizing the State Mediation and Conciliation Service, prior to submission to the Board of Supervisors. The initial appeal of disciplinary action is a 15-day appeal deadline.

### Article 20 - Effect of Prior Memorandums of Understanding

This Memorandum of Understanding supersedes and replaces all prior Memorandums of Understanding, side letters, personnel resolutions, oral or written, expressed or implied, between the parties, and shall govern the entire relationship and shall be the sole source of any and all rights.

### Article 21 - Severability

Should any provision of this Memorandum of Understanding be found to be inoperative, void, or invalid by a court of competent jurisdiction, all other provisions of this Memorandum of Understanding shall be in full force and effect.

### Article 22 - Term

This Memorandum of Understanding shall be effective as of September 4, 2022 and remain in full force and effect until September 27, 2025.

SIGNATURES ON FOLLOWING PAGE

Date: 8/1/2022 \_\_\_\_\_

County of Siskiyou

DocuSigned by:

*Angela Davis*

F2688EA8968C43D...

Angela Davis

County Administrative Officer

DocuSigned by:

*Michael Jarvis*

4790A6511664490...

Michael W. Jarvis

Liebert Cassidy Whitmore

DocuSigned by:

*Melissa Cummins*

C12D5E73E82D4F2...

Melissa Cummins

Deputy County Administrator

Personnel and Risk Management Officer

Date: 7/29/2022 \_\_\_\_\_

OESC

DocuSigned by:

*Christine M. Gannon*

ABE8AA21CB9D462...

Christine Gannon

President

DocuSigned by:

*Jenna Gabriel-Faris*

4642412FA5A5456...

Jenna Gabriel-Faris

Vice President

DocuSigned by:

*Matt Rokes*

B1338830A4C452...

Matt Rokes

Goyette, Ruano & Thompson, Inc.

## Appendix "A" Recognition

Accountant/Auditor II	Cooperative Extension Coordinator
Accountant/Auditor III	County Trapper
Accounting Specialist	Crime Analyst
Administrative Support Assistant	Criminal Records Technician I
Agriculture & Standards Technician I	Crimination Records Technician II
Agriculture & Standards Technician II	District Attorney Investigative Technician
Air Pollution Specialist I	Driver
Air Pollution Specialist II	Elections/Board Clerk I
Animal Control Officer	Elections/Board Clerk II
Animal Shelter Coordinator	Eligibility Worker I
Animal Shelter Technician	Eligibility Worker II
Assessor Recorder Technician	Eligibility Worker III
Assistant Planner	Eligibility/Social Services Assistant I
Associate Planner	Eligibility/Social Services Assistant II
Behavioral Health Services Specialist I	Eligibility/Social Services Assistant III
Behavioral Health Services Specialist II	Employment & Training Worker I
Behavioral Health Clinician I	Employment & Training Worker II
Behavioral Health Services Crisis Worker I	Employment & Training Worker III
Behavioral Health Services Crisis Worker II	Engineering Technician I
Behavioral Health Services Peer Specialist	Engineering Technician II
Building Inspector I	Engineering Technician III
Building Inspector II	Evidence Property Coordinator
Building Inspector III	Executive Secretary
Building Maintenance Worker I	Fiscal Assistant
Building Maintenance Worker II	Fiscal Technician I
Building Maintenance Worker III	Fiscal Technician II
Bus Driver	Fiscal Technician III
Cadastral Mapping Technician	Fleet Coordinator/Information System Specialist
Certified AOD Counselor I	Forensic Technician
Certified AOD Counselor II	Geographic Information System Specialist
Chief Animal Control Officer	Health Assistant
Child Support Specialist I	Health Educator
Child Support Specialist II	Health Information Assistant
Child Support Specialist III	Health Navigator
Civil Engineer Assistant	Health Support Assistant
Civil Service Coordinator	Information System Specialist I
Code Enforcement Officer	Information System Specialist II
Communication Dispatch I	Information System Specialist III
Communication Dispatch II	Information System Specialist IV
Community Outreach Coordinator I	Information System Technician
Community Outreach Coordinator II	Institutional Cook
Community Service Officer	Legal Office Coordinator

Legal Secretary  
Library Technician  
Natural Resources Specialist  
Nutrition Assistant  
Nutrition/Lactation Coordinator  
Nutrition Support Assistant  
Patient Rights Advocate/Health  
Assistant  
Permit Technician  
Probation Aide  
Program Coordinator – Behavioral  
Health Services  
Secretary  
Senior Assessor – Recorder Technician  
Senior Bus Driver  
Senior Cadastral Mapping Technician  
Senior Communications Dispatcher  
Senior Forensic Technician  
Senior Legal Secretary  
Social Worker Assistant

Social Worker I  
Social Worker II  
Social Worker III  
Staff Services Analyst I  
Staff Services Analyst II  
Support Services Technician  
Tax Collection Technician  
Transportation Analyst II  
Transportation Services Coordinator  
Treasury/Tax Collector Specialist I  
Treasury/Tax Collector Specialist II  
Vegetation Control Specialist  
Veterans Services Officer  
Veterans Services Representative I  
Victim/Witness Advocate I  
Victim/Witness Advocate II  
Welfare Investigator I  
Welfare Investigator II

## Appendix "B" Salary Range

<b>Salary Schedule Through September 3 ,2022</b>						
<b>Range</b>	<b>Step1</b>	<b>Step2</b>	<b>Step3</b>	<b>Step4</b>	<b>Step5</b>	<b>Step6</b>
IG030	\$15.00	\$15.75	\$16.54	\$17.37	\$18.24	\$18.70
IG031	\$15.33	\$16.11	\$16.92	\$17.77	\$18.65	\$19.11
IG032	\$15.72	\$16.54	\$17.35	\$18.22	\$19.11	\$19.59
IG033	\$16.11	\$16.92	\$17.77	\$18.65	\$19.59	\$20.08
IG034	\$16.54	\$17.35	\$18.22	\$19.11	\$20.08	\$20.59
IG035	\$16.92	\$17.77	\$18.65	\$19.59	\$20.58	\$21.09
IG036	\$17.35	\$18.22	\$19.11	\$20.08	\$21.08	\$21.61
IG037	\$17.77	\$18.65	\$19.59	\$20.58	\$21.59	\$22.14
IG038	\$18.22	\$19.11	\$20.08	\$21.08	\$22.15	\$22.68
IG039	\$18.55	\$19.49	\$20.49	\$21.49	\$22.57	\$23.14
IG040	\$19.02	\$19.98	\$20.99	\$22.05	\$23.15	\$23.72
IG041	\$19.49	\$20.49	\$21.49	\$22.57	\$23.68	\$24.28
IG042	\$19.98	\$20.99	\$22.05	\$23.15	\$24.29	\$24.90
IG043	\$20.49	\$21.49	\$22.57	\$23.68	\$24.87	\$25.50
IG044	\$20.99	\$22.05	\$23.15	\$24.29	\$25.50	\$26.13
IG045	\$21.49	\$22.57	\$23.68	\$24.87	\$26.13	\$26.79
IG046	\$21.73	\$22.81	\$23.93	\$25.13	\$26.38	\$27.05
IG047	\$22.24	\$23.34	\$24.50	\$25.74	\$27.04	\$27.71
IG048	\$22.81	\$23.93	\$25.13	\$26.38	\$27.70	\$28.39
IG049	\$23.34	\$24.50	\$25.74	\$27.04	\$28.38	\$29.09
IG050	\$23.93	\$25.13	\$26.38	\$27.70	\$29.11	\$29.84
IG053	\$25.74	\$27.04	\$28.38	\$29.80	\$31.28	\$32.06
IG055	\$27.04	\$28.41	\$29.84	\$31.28	\$32.84	\$33.66
IG058	\$29.11	\$30.57	\$32.10	\$33.70	\$35.39	\$36.28
IG130	\$16.26	\$17.12	\$18.00	\$18.91	\$19.86	\$20.34
IG136	\$18.82	\$19.76	\$20.71	\$21.79	\$22.85	\$23.42
IG139	\$20.24	\$21.26	\$22.31	\$23.40	\$24.57	\$25.20
IG142	\$21.79	\$22.85	\$23.99	\$25.23	\$26.46	\$27.12
IG143	\$17.415	\$18.286	\$19.200	\$20.160	\$21.168	\$21.697
IG144	\$20.217	\$21.228	\$22.289	\$23.403	\$24.573	\$25.187
IG145	\$22.110	\$23.216	\$24.377	\$25.596	\$26.876	\$27.548



<b>Salary Schedule Effective September 4, 2022</b>						
<b>Range</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
IG007	\$15.924	\$16.720	\$17.556	\$18.434	\$19.356	\$19.840
IG010	\$16.406	\$17.226	\$18.087	\$18.991	\$19.941	\$20.440
IG012	\$16.736	\$17.573	\$18.452	\$19.375	\$20.344	\$20.853
IG015	\$17.243	\$18.105	\$19.010	\$19.961	\$20.959	\$21.483
IG016	\$17.415	\$18.286	\$19.200	\$20.160	\$21.168	\$21.697
IG017	\$17.589	\$18.468	\$19.391	\$20.361	\$21.379	\$21.913
IG020	\$18.122	\$19.028	\$19.979	\$20.978	\$22.027	\$22.578
IG022	\$18.486	\$19.410	\$20.381	\$21.400	\$22.470	\$23.032
IG025	\$19.047	\$19.999	\$20.999	\$22.049	\$23.151	\$23.730
IG027	\$19.429	\$20.400	\$21.420	\$22.491	\$23.616	\$24.206
IG029	\$19.819	\$20.810	\$21.851	\$22.944	\$24.091	\$24.693
IG030	\$20.017	\$21.018	\$22.069	\$23.172	\$24.331	\$24.939
IG031	\$20.217	\$21.228	\$22.289	\$23.403	\$24.573	\$25.187
IG034	\$20.829	\$21.870	\$22.964	\$24.112	\$25.318	\$25.951
IG036	\$21.247	\$22.309	\$23.424	\$24.595	\$25.825	\$26.471
IG037	\$21.459	\$22.532	\$23.659	\$24.842	\$26.084	\$26.736
IG038	\$21.674	\$22.758	\$23.896	\$25.091	\$26.346	\$27.005
IG039	\$21.891	\$22.986	\$24.135	\$25.342	\$26.609	\$27.274
IG041	\$22.331	\$23.448	\$24.620	\$25.851	\$27.144	\$27.823
IG042	\$22.554	\$23.682	\$24.866	\$26.109	\$27.414	\$28.099
IG043	\$22.780	\$23.919	\$25.115	\$26.371	\$27.690	\$28.382
IG044	\$23.008	\$24.158	\$25.366	\$26.634	\$27.966	\$28.665
IG045	\$23.238	\$24.400	\$25.620	\$26.901	\$28.246	\$28.952
IG046	\$23.470	\$24.644	\$25.876	\$27.170	\$28.529	\$29.242
IG047	\$23.705	\$24.890	\$26.135	\$27.442	\$28.814	\$29.534
IG050	\$24.423	\$25.644	\$26.926	\$28.272	\$29.686	\$30.428
IG052	\$24.914	\$26.160	\$27.468	\$28.841	\$30.283	\$31.040
IG054	\$25.415	\$26.686	\$28.020	\$29.421	\$30.892	\$31.664
IG062	\$27.520	\$28.896	\$30.341	\$31.858	\$33.451	\$34.287
IG067	\$28.924	\$30.370	\$31.889	\$33.483	\$35.157	\$36.036
IG074	\$31.010	\$32.561	\$34.189	\$35.898	\$37.693	\$38.635

<b>Salary Schedule Effective September 3, 2023</b>						
<b>Range</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
IG007	\$16.401	\$17.221	\$18.082	\$18.986	\$19.935	\$20.433
IG010	\$16.898	\$17.743	\$18.630	\$19.562	\$20.540	\$21.054
IG012	\$17.238	\$18.100	\$19.005	\$19.955	\$20.953	\$21.477
IG015	\$17.760	\$18.648	\$19.580	\$20.559	\$21.587	\$22.127
IG016	\$17.938	\$18.835	\$19.777	\$20.766	\$21.804	\$22.349
IG017	\$18.117	\$19.023	\$19.974	\$20.973	\$22.022	\$22.573
IG020	\$18.666	\$19.599	\$20.579	\$21.608	\$22.688	\$23.255
IG022	\$19.042	\$19.994	\$20.994	\$22.044	\$23.146	\$23.725
IG025	\$19.618	\$20.599	\$21.629	\$22.710	\$23.846	\$24.442
IG027	\$20.012	\$21.013	\$22.064	\$23.167	\$24.325	\$24.933
IG029	\$20.414	\$21.435	\$22.507	\$23.632	\$24.814	\$25.434
IG030	\$20.618	\$21.649	\$22.731	\$23.868	\$25.061	\$25.688
IG031	\$20.824	\$21.865	\$22.958	\$24.106	\$25.311	\$25.944
IG034	\$21.454	\$22.527	\$23.653	\$24.836	\$26.078	\$26.730
IG036	\$21.886	\$22.980	\$24.129	\$25.335	\$26.602	\$27.267
IG037	\$22.105	\$23.210	\$24.371	\$25.590	\$26.870	\$27.542
IG038	\$22.326	\$23.442	\$24.614	\$25.845	\$27.137	\$27.815
IG039	\$22.549	\$23.676	\$24.860	\$26.103	\$27.408	\$28.093
IG041	\$23.002	\$24.152	\$25.360	\$26.628	\$27.959	\$28.658
IG042	\$23.232	\$24.394	\$25.614	\$26.895	\$28.240	\$28.946
IG043	\$23.464	\$24.637	\$25.869	\$27.162	\$28.520	\$29.233
IG044	\$23.699	\$24.884	\$26.128	\$27.434	\$28.806	\$29.526
IG045	\$23.936	\$25.133	\$26.390	\$27.710	\$29.096	\$29.823
IG046	\$24.175	\$25.384	\$26.653	\$27.986	\$29.385	\$30.120
IG047	\$24.417	\$25.638	\$26.920	\$28.266	\$29.679	\$30.421
IG050	\$25.157	\$26.415	\$27.736	\$29.123	\$30.579	\$31.343
IG052	\$25.663	\$26.946	\$28.293	\$29.708	\$31.193	\$31.973
IG054	\$26.179	\$27.488	\$28.862	\$30.305	\$31.820	\$32.616
IG062	\$28.348	\$29.765	\$31.253	\$32.816	\$34.457	\$35.318
IG068	\$30.091	\$31.596	\$33.176	\$34.835	\$36.577	\$37.491
IG074	\$31.942	\$33.539	\$35.216	\$36.977	\$38.826	\$39.797

<b>Salary Schedule Effective September 1, 2024</b>							
<b>Range</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
IG007	\$16.565	\$17.393	\$18.263	\$19.176	\$20.135	\$20.638	\$21.154
IG010	\$17.067	\$17.920	\$18.816	\$19.757	\$20.745	\$21.264	\$21.796
IG012	\$17.410	\$18.281	\$19.195	\$20.155	\$21.163	\$21.692	\$22.234
IG015	\$17.938	\$18.835	\$19.777	\$20.766	\$21.804	\$22.349	\$22.908
IG016	\$18.117	\$19.023	\$19.974	\$20.973	\$22.022	\$22.573	\$23.137
IG017	\$18.298	\$19.213	\$20.174	\$21.183	\$22.242	\$22.798	\$23.368
IG020	\$18.853	\$19.796	\$20.786	\$21.825	\$22.916	\$23.489	\$24.076
IG022	\$19.232	\$20.194	\$21.204	\$22.264	\$23.377	\$23.961	\$24.560
IG025	\$19.814	\$20.805	\$21.845	\$22.937	\$24.084	\$24.686	\$25.303
IG027	\$20.212	\$21.223	\$22.284	\$23.398	\$24.568	\$25.182	\$25.812
IG029	\$20.618	\$21.649	\$22.731	\$23.868	\$25.061	\$25.688	\$26.330
IG030	\$20.824	\$21.865	\$22.958	\$24.106	\$25.311	\$25.944	\$26.593
IG031	\$21.032	\$22.084	\$23.188	\$24.347	\$25.564	\$26.203	\$26.858
IG034	\$21.669	\$22.752	\$23.890	\$25.085	\$26.339	\$26.997	\$27.672
IG036	\$22.105	\$23.210	\$24.371	\$25.590	\$26.870	\$27.542	\$28.231
IG037	\$22.326	\$23.442	\$24.614	\$25.845	\$27.137	\$27.815	\$28.510
IG038	\$22.549	\$23.676	\$24.860	\$26.103	\$27.408	\$28.093	\$28.795
IG039	\$22.774	\$23.913	\$25.109	\$26.364	\$27.682	\$28.374	\$29.083
IG041	\$23.232	\$24.394	\$25.614	\$26.895	\$28.240	\$28.946	\$29.670
IG042	\$23.464	\$24.637	\$25.869	\$27.162	\$28.520	\$29.233	\$29.964
IG043	\$23.699	\$24.884	\$26.128	\$27.434	\$28.806	\$29.526	\$30.264
IG044	\$23.936	\$25.133	\$26.390	\$27.710	\$29.096	\$29.823	\$30.569
IG045	\$24.175	\$25.384	\$26.653	\$27.986	\$29.385	\$30.120	\$30.873
IG046	\$24.417	\$25.638	\$26.920	\$28.266	\$29.679	\$30.421	\$31.182
IG047	\$24.661	\$25.894	\$27.189	\$28.548	\$29.975	\$30.724	\$31.492
IG050	\$25.409	\$26.679	\$28.013	\$29.414	\$30.885	\$31.657	\$32.448
IG052	\$25.920	\$27.216	\$28.577	\$30.006	\$31.506	\$32.294	\$33.101
IG054	\$26.441	\$27.763	\$29.151	\$30.609	\$32.139	\$32.942	\$33.766
IG062	\$28.631	\$30.063	\$31.566	\$33.144	\$34.801	\$35.671	\$36.563
IG068	\$30.392	\$31.912	\$33.508	\$35.183	\$36.942	\$37.866	\$38.813
IG074	\$32.261	\$33.874	\$35.568	\$37.346	\$39.213	\$40.193	\$41.198