

Δ Proposal

June 1, 2023
11:23 AM/PM

Negotiations between Santa Clara County and SEIU Local 521 Master Table

Article 3	Union Security	Hold to CP April 14, 2023 <i>TA to CP 3.8 5/2/23</i>
Article 4	Official Representatives, Stewards And Negotiating Committee	Hold to CP April 14, 2023 <i>TA to CP 4.1(a) 5/2/23</i>
Article 6	Personnel Action	Hold to CP May 9, 2023 <i>TA to CP 6.11 4/14/23</i>
Article 7	Pay Practices	See Attached
Article 8	Hours Of Work, Overtime, Premium Pay	See Attached
Article 9	Uniforms And Clothing	Reviewing <i>TA to CP 9.2 5/4/23</i> <i>TA to CP 9.3 5/4/23</i>
Article 10	Holidays	Hold to CP April 14, 2023
Article 12	Leave Provisions	Hold to CP April 14 & 20, 2023
Article 13	Benefits	Hold to CP April 14, 2023 <i>TA to CP 13.2 a) 1.</i> <i>TA to CP 13.2 a) 1.h.</i> <i>TA to CP 13.2 c)</i>
Article 19	Grievance Procedure	Hold to CP May 23, 2023
Article 21	Reorganization	Hold to CP April 14, 2023
Article 26	Strikes And Lockouts	Hold to CP April 14, 2023
New Article	Management Rights	Hold to CP April 14, 2023
Term of Agreement		Hold to CP April 14, 2023
Appendix J	Employee Assistance Program	Hold to CP April 20, 2023
Appendix K	Contracting Out	See Attached
Appendix L	Extra Help and Intermittent Workers	See Attached
Appendix M – N and Sideletters		Hold to CP April 20, 2023

The County reserves the right to add proposals, or modify, delete, and/or supplement these proposals at any time during MOA negotiations.

These proposals do not modify, withdraw, or settle any County proposals already presented to SEIU, unless specifically noted herein. Any SEIU proposals not addressed herein are rejected at this time.

ARTICLE 7 – PAY PRACTICES

County not in agreement w/ UP from May 25 and Counter Propose June 1

Section 7.1 – Salaries and Payments

Effective after ratification by the Board of Supervisors (salary ordinance amendment effective the first pay period after the second reading by the Board of Supervisors), but no earlier than June 26, 2023, Pay Period 23/14, all salaries shall be increased by three four percent (3.004.00%) and shall be listed in the appendices attached hereto and made a part hereof.

~~Effective June 1516, 2020, Pay Period 20/14, all salaries shall be increased by three percent (3%) and shall be listed in the appendices attached hereto and made a part hereof.~~

Effective June 14, 2021 24, 2024, Pay Period 21/1324/14, all salaries shall be increased by three and one quarter percent (3.25%) and shall be listed in the appendices attached hereto and made a part hereof.

Effective June 13, 202223, 2025, Pay Period 22/1325/14, all salaries shall be increased by three percent (3%) and shall be listed in the appendices attached hereto and made a part hereof.

The parties agree that the rates of pay established by this Agreement are commensurate with those prevailing throughout the County for comparable work as required by the Charter of the County of Santa Clara.

~~a) Lump Sum Payment(s)~~

- ~~1. Effective after ratification by the Board of Supervisors (salary ordinance amendment effective the first pay period after the second reading by the Board of Supervisors) current employees at time of signing of successor contract who are in SEIU represented positions shall receive a three percent (3%) lump sum bonus based on coded status from June 17, 2019 to the first pay period after the second reading by the Board of Supervisors. The lump sum for full and part time employees will be based on base salary only. The lump sum for extra help workers will be based on actual hours worked during that period.~~
- ~~2. All SEIU represented employees in a paid status effective Pay Period 20/26 (excluding Extra Help) whose classification receives a total of less than 0.51% in realignments (inclusive of all unit realignments, equity realignments, and any other special realignments) shall receive a lump sum bonus based on coded status of one thousand dollars (\$1,000.00) per FTE. For the purpose of this lump sum bonus, the total amount of realignments shall be computed by adding the amounts of all unit, equity, and any other realignments.~~

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Section 7.2 – Basic Pay Plan -CCL

Section 7.3 – Effect of Promotion, Demotion or Transfer on Salaries -CCL

Section 7.4 – Part-Time Work

a) Salary Ranges

The salary ranges provided in the attached appendices are for full-time service in full-time positions, and are expressed in dollars per the number of working days in a biweekly pay period. If any position is established on any other time basis, the compensation for such position shall be adjusted proportionately.

b) Benefits

Workers filling part-time positions of half-time or more shall receive all other benefits of this Agreement except as listed below:

1. Those workers who elect to be covered by either the County's insurance package (medical, dental, vision and life) or medical coverage only shall authorize a payroll deduction for the appropriate prorated cost.
2. Workers may withdraw from the insurance package (medical, dental, vision and life) or medical coverage only at any time when they have a qualifying event. Workers may enroll in the County's insurance package or medical coverage only upon entering part-time, upon changing from any increment of part-time to any other increment of part-time or to full-time, or once per year during the County-wide insurance window.
3. Any worker who becomes a part-time worker as a result of layoff from a full-time position will continue to receive full-time benefits until such time as he/she is offered a full-time position in his/her current classification or higher.
4. Any worker in a part-time status who pays for the insurance package (medical, dental, vision and life) or medical coverage only shall have his/her pay adjusted for the additional pro-rated premiums consistent with any hours worked above their coded status the previous month.

c) Split Codes

The County shall provide a minimum of two hundred (200) full-time codes to be filled on a half-time basis at any one time. The County shall provide an additional eleven (11) full-time codes to be filled on a half-time basis at any one time for Social Services Unit. The location and choice of these codes will be determined on a departmental basis. Requests for split codes shall not unreasonably be denied. Reasonable denial shall include, but not be limited to, demonstration that

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the work is not divisible, demonstration that qualified partners, if needed, are not available, or that the two hundred (200) available codes are filled. Workers shall make a written request for a split code to their immediate supervisor. If the request is denied, it shall be reviewed by their department head and they shall receive a written response. If the worker is not satisfied with the decision of the department head, the worker, through the Union, may proceed in the manner listed in Article 8.3 of this Agreement.

d) **Variations of Part-Time Work**

The County may establish positions at 1/2, 3/5 and 3/4 positions. In addition the County may establish positions in configurations that are less than full time but at least one half-time at the Santa Clara Valley Health and Hospital System, except for Public Health Nursing.

e) **Filling Part-Time Codes -CCL**

Within each department workers working fewer hours shall be offered any established or vacated higher hours level coded positions before new workers are hired into them. In addition, within the Santa Clara Valley Health and Hospital System, workers in less than full-time positions shall be offered established or vacated full-time positions before new workers are hired into them. In order to be offered the full-time position, the worker must advise the appointing authority in writing annually.

f) **Extra Hours of Work**

Absent a Departmental Agreement, no extra help worker shall receive extra hours when part-time regular employees would like to work extra hours and are available for such work.

The extra hours will be subject to the following:

1. extra hours are within the same classification; and
2. extra hours do not result in overtime; and
3. are within the immediate work area and assignment; and
4. extra hours do not create partial coverage issue in assignment that must be completed by extra help (e.g. part-time worker can only complete 4 hours of a 5 hour assignment or a project that requires continuity; and
5. extra hours are distributed equitably (as much as possible) provided the part-time worker submits a memo each year stating his/her interest to the manager for extra hours and provides the appropriate contact information

Note: When the manager is authorizing extra hours that would result in overtime pay and those overtime hours do not affect continuity of services as outlined in #4,

then coded workers shall have preference over extra-help workers. Hours shall be distributed in accordance with Section 8.2(f).

Section 7.5 – Work Out of Classification -CCL

Section 7.6 – Paychecks

a) Night Workers

The County agrees to provide paychecks for night workers by 12:01 a.m. on payday.

b) Shortage Errors

Cash advance by the Finance Department to cover shortage errors in worker's paycheck, shall be provided to workers within ~~two (2)~~ five (5) working days after written notification of discrepancy to Finance. This provision is to cover only those discrepancies above a net one hundred dollars (\$100.00). This provision only covers regular hours worked or use of paid leave that was not paid; it does not apply to other payroll adjustments.

c) Overpayment Errors

When the County has overpaid a worker by a net one hundred dollars (\$100.00) or more, the County shall provide to the worker notice of the amount of the overpayment as well as a proposed repayment schedule. If the worker would like to negotiate a different repayment schedule, the worker must respond to the County within ten (10) business days of receiving the notice.

If the worker does not respond within ten (10) business days or the worker and the County do not reach a repayment agreement within thirty (30) business days, the County shall send the overpayment to DOR (County collections) to be recouped.

Section 7.7 – Automatic Check Deposit

All workers shall be paid by Automatic Check Deposit unless the worker certifies he/she does not have a bank account.

ARTICLE 8 – HOURS OF WORK, OVERTIME, PREMIUM PAY

County Not in Agreement w/ UP from May 18 and Counter propose June 1

Section 8.1 – Hours of Work

Eight (8) hours' work shall constitute a full day's work and forty (40) hours work shall constitute a full week's work unless otherwise provided by law, code or other agreement. Workers assigned to an eight (8) hour shift which is shortened to seven (7) hours due to daylight savings time shall be paid for eight (8) hours.

Section 8.2 – Overtime Work

a) **Overtime Defined - Workers Covered by the Fair Labor Standards Act (FLSA) County is reviewing and may make a future proposal**

For hospital workers, overtime is defined as time worked beyond eighty (80) hours in any fourteen (14) consecutive day work period, or beyond eight (8) hours in any workday except as mutually agreed upon between the County and the Union. For workers, who do not meet FLSA criteria for different work periods, overtime is defined as time worked beyond forty (40) hours in any seven consecutive day work period or beyond eight (8) or ten (10) hours in any workday (depending on the number of hours in the duty shift to which the worker is assigned). Workers assigned under FLSA to work periods other than seven (7) or fourteen (14) consecutive day work periods, shall have work periods and daily overtime defined accordingly. Time for which pay is received but not worked such as vacation, sick leave, and authorized compensatory time off, will be counted towards the base period. Workers shall not be assigned irregular work hours to avoid the payment of overtime. The County Executive shall determine by administrative order those classes and positions which shall be eligible for overtime work and for cash payment.

The County and Union agree that in any arbitration involving an FLSA non-exempt employee and Section 8.2 the arbitrator shall be strictly bound by U.S. Department of Labor, Wage and Hour Division, Regulations, Bulletins, Regional Opinion Letters and provisions of the Fair Labor Standards Act in reviewing, deciding and rendering a decision. The arbitration award and remedy must be in strict compliance with said Regulations, Bulletins, Regional Opinion Letters and provisions of the FLSA and cannot exceed that which would have been ordered by the DOL, Wage and Hour Division if the dispute had been submitted for their review.

If the Fair Labor Standards Act is determined by the U.S. Supreme Court or Legislation to not apply to state and local government Section 8.2(a) will be deleted and Section 8.2(b) shall apply to all classifications, in addition, Section 8.2(c) will be deleted and Section 8.2(d) shall apply to all classifications.

b) **Overtime Defined -Workers Exempt from the FLSA -County is reviewing and may make a future proposal**

For hospital workers, overtime is defined as time worked beyond eighty (80) hours in a biweekly pay period, or beyond eight (8) hours in any workday except as

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mutually agreed upon between the County and the Union. For all other workers, overtime is defined as time worked beyond forty (40) hours in any workweek or beyond eight (8) or ten (10) hours in any workday (depending on the number of hours in the duty shift to which the worker is assigned). Time for which pay is received but not worked such as vacation, sick leave, and authorized compensatory time off, will be counted towards the base period. Workers shall not be assigned irregular work hours to avoid the payment of overtime. The County Executive shall determine by administrative order those classes and positions which shall be eligible for overtime work and for cash payment.

c) **Rate of Pay -Workers covered by the Fair Labor Standards Act (FLSA)**

When overtime work is assigned and is authorized by an appointing authority to be worked, compensation for such time worked shall be time off with pay computed at the rate of one and one-half (1-1/2) hours off for every hour of overtime worked, except that such overtime work shall be paid in cash at the rate of one and one-half (1-1/2) times the regular hourly rate when specifically directed authorized by administrative order of the County Executive. Workers may request in writing in advance to be paid in cash at the rate of one and one-half (1-1/2) times the regular hourly rate subject to approval of the appointing authority or designee.

FLSA compensatory time off accruals/balance shall be limited to a maximum of two hundred and forty (240) hours or four hundred and eighty (480) hours for Communication Dispatcher I, II, III and Complaint Center Dispatcher.

All compensatory time off must be taken within twelve (12) months of the date the overtime was worked. Any balance remaining after twelve (12) months shall be paid in cash at the regular rate. Compensatory time balances shall be paid in cash on separation. ~~A worker may elect in advance to receive compensatory time off credit in lieu of cash compensation for overtime where compensatory time off is allowed, if the appointing authority agrees.~~

d) **Rate of Pay -Workers Exempt from the FLSA**

When overtime work is assigned and is authorized by an appointing authority to be worked, compensation for such time worked shall be time off with pay computed at the rate of one and one-half (1-1/2) hours off for every hour of overtime worked, except that such overtime work shall be paid in cash at the rate of one and one-half (1-1/2) times the hourly rate of pay when specifically directed authorized by administrative order of the County Executive. Workers may request in writing in advance to be paid in cash at the rate of one and one-half (1-1/2) times the regular hourly rate subject to approval of the appointing authority or designee.

All compensatory time off must be taken within twelve (12) months of the date the overtime was worked, and failure to take the compensatory time off shall be deemed a waiver of the compensatory time by the worker. In the event the appointing authority does not provide compensatory time off during the mandatory

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time period, the worker may take compensatory time off as a matter of right immediately before the end of the pay period in which the compensatory time would be lost. Compensatory time balances shall be paid in cash on separation. A ~~worker may elect in advance to receive compensatory time off credit in lieu of cash compensation for overtime where compensatory time off is allowed, if the appointing authority agrees.~~

e) The Union and the Department of Labor Relations, where permitted by law, may waive the overtime provisions of this Agreement in order to implement mutual agreements reached pursuant to Section 8.14 - Varying Hours.

f) **Distribution of Overtime**

In the absence of a departmental agreement on the subject, overtime work assignments shall be distributed among workers in the same classification and applicable work unit as equally as practicable, where volunteers exist, volunteers will be utilized first, when possible. Overtime work required beyond the regular eight (8) hour or ten (10) hour duty shift shall be offered first to the regular workers who normally work such assignments.

Section 8.3 – Work Schedules -CCL

Section 8.4 – Meal Periods

a) **Length**

Workers shall be granted an unpaid meal period of not less than thirty (30) minutes nor more than one (1) hour, scheduled at approximately the mid-point of the workday. Workers required to be at work stations for eight (8) or more consecutive work hours shall have their meal during work hours.

b) **Overtime Meals**

If a worker is assigned and works two (2) or more hours of overtime work at the worker's County worksite (excludes telework worksites) contiguous to his/her regular work shift or is called into the worker's County worksite (excludes telework worksites) within three (3) hours of his/her their scheduled quitting time and then works two (2) or more hours of overtime work, the County will pay a meal reimbursement of up to fourteen (\$14.00) dollars. Workers shall be provided an additional reimbursement as above for every seven (7) hour period of overtime completed thereafter. If a worker is called into the worker's County worksite (excludes telework worksites) after three (3) hours of his/her scheduled quitting time and if less than two (2) hours prior notice is given and the worker then works four (4) or more hours of overtime, then the County will pay a meal reimbursement of up to fourteen (\$14.00) dollars.

Workers authorized meals pursuant to Section 8.4(c) or otherwise provided meals at no cost, are not eligible for meal reimbursement as outlined in this section.

The assigned overtime must be consecutive hours either before or after the workers' normal work hours and cannot be split.

Workers must provide a receipt for reimbursement up to the maximum amount.

c) **County Facilities**

Whenever the duties or responsibilities of any County worker require him/her to be present and on duty during the serving of meals in a County facility and where such duty or responsibility occupies that worker's meal period, such individual shall be entitled to that meal without charge.

d) **Meal Rates**

In each County dining facility where meals are served to workers at the worker's expense, the department head in charge of the operation of that facility shall prescribe the rates to be charged. The rates so prescribed shall, as a minimum, be sufficient to defray the costs of the food served.

e) Acute Care Hospital, Clinic, or Public Health Meal and Rest Periods
County Proposes Side table discussion May 18, 2023

Section 8.5 – Rest Periods -CCL

Section 8.6 – Clean-up Time -CCL

All workers whose work causes their person or clothing to become soiled shall be provided with reasonable time and adequate facilities for washup purposes at shift end.

Section 8.7 – On-Call Pay

a) **Definition**

On-call is defined as the requirement to remain immediately available to report for duty to perform an essential service when assigned by the appointing authority, subject to approval by the County Executive. On-call duty is in addition to and distinct from the normal workweek. This Section is not applicable to those situations where workers are recalled to work when not previously placed on an on-call status.

b) **Classifications Eligible**

Each department head, subject to approval by the County Executive, shall designate which class(es) of worker(s) shall be subject to on-call duty.

c) **Rates of Pay**

Workers assigned to on-call duty shall receive, in addition to their regular salary, ~~thirty eight~~ forty dollars (~~\$4038~~) for each eight (8) hour shift, or substantial portion thereof, of assigned call duty, except for the following classifications which shall receive one-half of their regular base rate of pay for each hour of assigned call duty within the same 24 hour-period when assigned to the Santa Clara Valley Health and Hospital System.

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R78 Anesthesia Technician

~~R8D Diagnostic Imaging Technologist I – Mammography~~

~~R8G Diagnostic Imaging Technologist I - Clinical Instructor~~

~~R8E Diagnostic Imaging Technologist I - Computed Tomography~~

~~R8F Diagnostic Imaging Technologist I - Computed Tomography and Mammography~~

~~R8C Diagnostic Imaging Technologist I - Fluoroscopy~~

R88 Diagnostic Imaging Technician II

S85 Licensed Vocational Nurse, when acting in lieu of ~~S23 Operating Room Surgical Technician~~

~~R2E Magnetic Resonance Imaging Technologist~~

~~R6A Magnetic Resonance Imaging Technologist~~ Magnetic Resonance Imaging (MRI) Technologist - Magnetic Resonance Angiography

~~R6C Magnetic Resonance Imaging Technologist~~ Magnetic Resonance Imaging (MRI) Technologist - Computed Tomography

S23 Surgical Technician

R27 Pharmacist

P40 Pharmacist Specialist

J1S Epic Pharmacy Informaticist

R15 Respiratory Care Practitioner I

R1S Respiratory Care Practitioner II

R54 Respiratory Therapy ~~Inservice Coordinator~~ Services Specialist

S30 Ultrasonographer I

S29 Ultrasonographer II

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Y04 Medical Social Worker I

Y0E Medical Social Worker I – U

Y03 Medical Social Worker II

Y0D Medical Social Worker II-U

One (1) position of Occupational Therapist (when assigned on call to the Burn and Plastics service)

d) **Notification to Union**

Should any other classes unique to Santa Clara Valley Health and Hospital System be assigned to on-call duty, the County agrees to notify the Union of the assignment and to meet and confer as to which of the above rates apply.

e) **Beepers**

Beepers shall be provided to all workers, who request them, when placed on on-call status.

Section 8.8 – Non-Contiguous Overtime Guarantee

If overtime work does not immediately follow or precede the regular work shift and the worker is required to leave home and return to a recognized a County work location, a minimum of ~~four~~ two (42) hours overtime shall be credited to the worker. Workers in the following classes are not eligible for the ~~four~~ two (42) hour minimum if the worker has been called in from assigned on-call duty under 8.7(c):

R78 Anesthesia Technician

R8D Diagnostic Imaging Technologist I – Mammography

R8G Diagnostic Imaging Technologist I - Clinical Instructor

R8E Diagnostic Imaging Technologist I - Computed Tomography

R8F Diagnostic Imaging Technologist I - Computed Tomography and Mammography

R8C Diagnostic Imaging Technologist I - Fluoroscopy

R88 Diagnostic Imaging Technician II

S85 Licensed Vocational Nurse, when acting in lieu of S23 Operating Room Surgical Technician

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S23 Surgical Technician

R27 Pharmacist

P40 Pharmacist Specialist

R15 Respiratory Care Practitioner

R54 Respiratory Therapy Inservice Coordinator Services Specialist

S30 Ultrasonographer I

S29 Ultrasonographer II

Y04 Medical Social Worker I

Y0E Medical Social Worker I – U

Y03 Medical Social Worker II

Y0D Medical Social Worker II-U

One (1) position of Occupational Therapist (when assigned on call to the Burn and Plastics service)

The payment of the guaranteed ~~four~~ two (4)-(2) hour minimum is subject to all the provisions of Article 8, Section 8.2, Overtime Work.

A worker who is required to return to a recognized County work location is credited with a guaranteed ~~four~~ two (42) hour minimum under this section for each occurrence of non-contiguous overtime during a scheduled shift, except that a worker shall not be credited with an additional ~~four~~ two (42) hour guaranteed minimum until the original ~~four~~ two (42) hours has elapsed.

A worker who is required to return to a recognized County work location and receives the two (2) hour minimum may be required to perform work for the entire two-hour period, including additional work that is not the original work that the worker was required to return and perform.

A worker who is On-Call pursuant to Section 8.7 and responds to telephone calls, or who respond to telephone calls for emergency purposes without having to leave home and return to a recognized work location shall be credited with twenty-four (24) minutes for each after-hour telephone call, or the actual time spent, whichever is greater. More than one call within the same twenty-four (24) minute window shall be considered one transaction and shall result in pay for only one twenty-four (24) minute period. The

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worker will keep a record of the number of calls, the length of each call, the name of the caller(s), and the purpose of each call.

Section 8.9 – Evening/Night Shift Differential

a) Evening Shift Differential

An evening shift differential of three dollars and sixty-four cents (\$3.0064) per hour shall be paid to workers for each hour worked after 2:00 p.m. if at least four (4) hours of an assigned schedule of contiguous work hours (to include overtime) are worked after 5:00 p.m. ~~Effective June 15, 2020, Pay Period 20/14, the evening shift differential will be increased to three dollars and fourteen cents (\$3.14). Effective June 14, 2021, Pay Period 21/13, the evening shift differential will be increased to three dollars and thirty nine cents (\$3.39). Effective June 13, 2022, Pay Period 22/13, the evening shift differential will be increased to three dollars and sixty four cents (\$3.64).~~

b) Night Shift Differential

A night shift differential of four dollars and eighty-four cents (\$4.0084) per hour shall be paid to workers for each hour worked after 11:00 p.m. and prior to 7:30 a.m. if at least four (4) hours of an assigned schedule of contiguous work hours (to include overtime) are worked after 11:00 p.m. and before 7:30 a.m. ~~Effective June 15, 2020, Pay Period 20/14, the night shift differential will be increased to four dollars and fourteen cents (\$4.14). Effective June 14, 2021, Pay Period 21/13, night shift differential will be increased to four dollars and thirty nine cents (\$4.39). Effective June 13, 2022, Pay Period 22/13, the night shift differential will be increased to four dollars and sixty four cents (\$4.64).~~

c) Regularly Scheduled Shifts

A worker shall not be paid two different shift differential rates during a regularly scheduled shift. If a worker meets the criteria for both evening and night shift differential during a regularly scheduled shift, the worker shall receive the night shift differential for all eligible hours.

d) Overtime Shifts

Overtime shifts stand alone and shall be treated as two separate shifts for purposes of determining whether the night or evening shift differential rate is paid. (Total hours worked is the basis used for computing eligibility for the differential.)

e) Part-time Workers

Workers in part-time codes (twenty hours (20) or less in a work week) will receive the above differential if at least two (2) hours of an assigned schedule of contiguous hours meet the above guidelines.

f) Eligible Classifications

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The premium for shift differential shall be paid to all County workers (as outlined above), irrespective of classification, pay level, overtime status, holiday work, or other wage variations (except as required by law).

- g) The shift differential shall not be allowed in computing payments at time of termination.
- h) This differential shall only be paid on actual hours worked. In addition, workers whose shifts are temporarily changed (either voluntarily or at management discretion) will be paid based on actual hours worked.

Section 8.10 – Split Shift Pay -CCL

Section 8.11 – Temporary Work Location -CCL

Section 8.12 – Bilingual Pay

On recommendation of the appointing authority and the Director of Personnel, the County may approve payments of one hundred seventy dollars (\$170) per month to a bilingual worker whose abilities have been determined by the Director of Personnel as qualifying to fill positions requiring bilingual speaking and/or writing ability. Bilingual payments will be when:

- a) Public contact requires continual eliciting and explaining information in a language other than English; or in sign language (ASL or SEE); or
- b) Where translation of written material in another language is a continuous assignment; or
- c) The position is the only one in the work location where there is a demonstrated need for language translation in providing services to the public.

The County shall review positions covered by this Agreement not less than annually to determine the number and location of positions to be designated as requiring bilingual abilities.

Differential may be removed when the criteria ceases to be met for two (2) pay periods.

Section 8.13 – Voluntary Reduced Work Hours Program

- a) ~~The County agrees to establish a Voluntary Reduced Work Hours Program, is available to for full-time workers represented by the Union. The purpose of the Program is to reduce work hours and a commensurate amount of pay on a voluntary basis.~~
- b) ~~Workers may elect a two and one half percent (2 1/2%), five percent (5%), ten percent (10%), or twenty percent (20%) reduction in pay for a commensurate amount of time off for a six (6) month period. Admission to the plan will be at six~~

~~(6) month intervals — pay period 5 and pay period 18. The parties shall meet and agree upon the beginning date for the Program.~~

- ~~c) All persons in the Program will revert to their former status at the end of six (6) months. If a worker transfers, promotes, demotes, terminates, or in any other way vacates or reduces his/her present code, he/she will be removed from the Program for the balance of the six (6) month period.~~
- ~~d) Workers who wish to voluntarily reduce their work hours may submit a written request to their immediate supervisor within the designated window period. Supervisors must issue a written response to the worker within five (5) working days. If the request is being denied, the specific reason for denial will be included in the response. Copies of this shall be delivered by mail to the Union and the designated Chief Steward.~~
- ~~e) If the worker is not satisfied with the decision, he/she may, within five (5) working days after receipt of the supervisor's response, submit a written request to the Department Director for a meeting to make a verbal appeal.~~
- ~~f) It is agreed that the Department Director or his/her direct report or another member of Executive Management, will arrange a meeting with the worker within five (5) days after the receipt of such a request. The worker may have a Steward assist him/her in the meeting. Every effort will be made to accommodate the worker, steward and manager when scheduling the meeting. Timelines can be extended by mutual agreement to accommodate absences. The Department Director shall send a final decision in writing to the worker within five (5) working days of such a meeting. Copies of this decision shall be delivered by mail to the Union and the designated Chief Steward.~~
- ~~g) Compensatory time shall accrue as earned and shall not be scheduled on any day considered as a County holiday. Workers may use the reduced hours time in advance of accrual and will reimburse the County for hours taken in advance of accrual upon early termination from the Program.~~
- ~~h) Participation in this Program shall be by mutual agreement between the worker and the department/agency head. At no time will approval be given if it results in overtime. Restrictions by Department/Agencies within work units shall be uniformly applied.~~
- ~~i) It is understood by the County that due to this Program there may be lower levels of service.~~
- ~~j) All workers will be notified in writing regarding the Program specifics and the sign-up options. Such written notice to be mutually agreed upon by the parties.~~

From: SCCo To SEIU June 1, 2023

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- ~~k) Full and timely disclosure of actual sign ups and any analysis developed will be made available to both the County and the Union.~~
- ~~l) This agreement governs as to the Voluntary Reduced Work Hours Program, but will in no way alter the meaning of the Union and County agreements currently in effect. This will include any departmental, master, unit, sideletter agreements, etc.~~
- ~~m) It is agreed that the workload standards referred to in the Social Services Unit will be reduced for each worker, proportionate to each worker's reduction in hours. (This section is only applicable to SSU.)~~

Section 8.14 – Request for Alternate Hours Schedule -CCL

During the month of November, the Union may request an informal meeting with the Office of Labor Relations regarding requests for varying work hour schedules such as 4-10 or 9-80 which would be beneficial to the community or the program, as well as to the worker, and would be cost effective for the County. At such meeting, the parties shall exchange information and shift schedules. To the extent possible, they will jointly analyze the feasibility of the request. A response shall be given by the Office of Labor Relations as to the decision on whether to propose such a schedule within sixty (60) days of the Union's proposal on the schedule. If the Office of Labor Relations and Agencies/Departments propose to change hours practices pursuant to such guidelines, they shall proceed to meet and confer in accordance with Section 8.3 b) of this Article.

Section 8.15 – Departmental Agreements -County is reviewing and may make a future proposal

All agreements between departments and the Union covering hours, job assignments, shifts, shift assignments, overtime, seniority, and holiday and vacation scheduling currently in effect or entered into during this Agreement shall remain in effect pursuant to their terms. Work assignments by seniority and provisional appointments by seniority are proper subjects for inclusion in a Departmental Agreement. New or existing agreements may be opened or reopened by mutual agreement of any year. During odd years, only new agreements may be opened. During even years, only existing agreements may be reopened.

Matters subject to departmental negotiations under this Agreement shall proceed as follows:

a) Negotiations

1. New agreements may be negotiated by mutual agreement with three (3) months to negotiate in an attempt to reach agreement, or then impasse may be declared by either party.
2. During November the Union or the Department/Agency may request to meet and confer as specifically listed in this Section. The other party shall respond promptly, and they shall promptly commence meeting and

conferring in an attempt to reach agreement. Thereafter, either party may declare impasse in such negotiations.

b) **Impasse**

If impasse is declared, the Union and the department shall commence mediation-arbitration which shall not exceed thirty (30) calendar days. The results of mediation-arbitration are advisory to Board of Supervisors. Costs of mediation-arbitration are to be split equally between the County and the Union.

c) **Board of Supervisors**

Decisions reached in mediation-arbitration shall be moved to the level of the Board of Supervisors and shall be promptly agendized and referred to the Board of Supervisors for appropriate action.

Section 8.16 – Hazard Duty Pay

a) **Coverage**

The work places covered by this differential are the JPD Ranches and the locked/secured sections of the following facilities:

1. Emergency Psychiatric Service
2. Main Jail
3. Elmwood
4. North County Jail
5. JPD Hall (including Transportation Officers)
6. Psychiatric Inpatient

b) **Full Time Payment**

A premium of one dollar and ~~twenty-five~~forty-five cents (\$1.~~45025~~) per hour shall be paid to coded classifications while in paid status whose regular assignment for the County is in a work place described in a). This payment shall be made irrespective of classification, pay level, overtime status, holidays worked, or other wage variations. This hazard duty premium shall be included in the pay status time of the coded classifications described in this paragraph b). Workers must physically work within the locations outlined in Section 8.16 to receive the hazard duty pay. Telework, remote work, vacation, sick, compensatory time, holiday time off, and personal leave do not qualify for the pay.

~~Effective June 13, 2022 Pay Period 22/13 Hazard Duty Pay will be raised by fifteen cents (\$0.15) to one dollar and forty cents (\$1.40).~~

c) **Part Time Payment**

A premium of one dollar and ~~twenty-five~~forty-five cents (\$1.~~45025~~) per hour shall be paid to coded classifications whose regular assignment is not in a work place described in a) for only the hours assigned and worked in a work place described in a). This payment shall be made irrespective of classification, pay level, overtime status, holiday work, or other wage variations.

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A worker must work a minimum of thirty (30) consecutive minutes per entry into a work place described in paragraph a) prior to being eligible for the hazard duty premium. Coded classifications shall receive an additional full hourly premium for time worked of more than six (6) minutes in any hour after the first hour of work. This hazard duty pay should not be included in the paid status time of the coded class described in this paragraph c).

~~Effective June 13, 2022 Pay Period 22/13 Hazard Duty Pay will be raised by fifteen cents (\$0.15) to one dollar and forty cents (\$1.40).~~

d) **Classifications Assigned to Elmwood**

Included in the coded classifications covered by a) and b) are the following coded classifications assigned to Elmwood: Community Workers and Rehabilitation Officers; provided that if any of the foregoing is assigned for an entire pay period to work outside Elmwood, such worker shall not receive hazard duty pay for such pay period.

e) If the work of a coded classification covered by paragraphs a), b), and d) requires absence from a work place described in paragraph a) for less than 100% of working time during any pay period such coded classification shall receive hazard duty pay.

f) **Termination Payment**

The hazard duty premium shall not be allowed in computing payments at the time of termination.

g) **Safety Retirement Exclusion**

No worker covered by Safety Retirement shall receive a payment for hazard duty.

Section 8.17 – Notary Public Differential -CCL

A Notary Public differential of one hundred twenty dollars (\$120.00) per month will be paid to all workers when assigned and performs the function of notary public.

Section 8.18 – Telework

a) ~~Telework Program~~

~~The County of Santa Clara recognizes that flexible work arrangements and reduced commutes may benefit the employee, the department and the public by making the most efficient use of staff time.~~

The County shall maintain a teleworking program for workers in SEIU 521 represented classifications, consistent with the County's Telework policy. The County shall provide training for supervisors and workers who meet the criteria for participating in the program.

~~The Union shall have the right to meet and confer over any proposed changes to the telework program.~~

b) ~~Eligibility for telework~~

~~Eligibility is based on many criteria, and many job classifications and associated job responsibilities may not be conducive to teleworking. The following requirements are presented to help the employee and supervisor determine if teleworking is feasible. Additionally, a change in job duties and assignments, such as being assigned to work out of class, being assigned to a new project, or covering for coworkers who are out on vacation or leave, may affect eligibility. For this reason, it is the supervisor's responsibility to periodically assess the teleworking arrangement with the employee to address any change in eligibility.~~

~~Meeting any eligibility requirement does not guarantee approval to telework. Approval is given on a case by case basis; however, for approval to be given, an employee must meet all requirements.~~

~~Criteria for an employee to telework include:~~

- ~~• Full or part time status~~
- ~~• Permanent status (no original probationary status); others on exception basis only, subject to approval by department head~~
- ~~• Classified or unclassified position~~
- ~~• Employee is in compliance with County merit system rules, regulations or policies, and/or department rules and policies~~
- ~~• Demonstrated job performance to be able to work independently as determined by the immediate supervisor~~
- ~~• Job performance meets or exceeds expectations~~
- ~~• Employee's telework consists of the employee's regular work responsibilities, including call back and on-call duties~~
- ~~• Employee's job duties allow him/her to be away from the County work site for a period of time during the work week~~
- ~~• Teleworking does not impede other workers from performing their job duties~~
- ~~• No reduction of service to internal and external customers and clients~~

From: SCCo To SEIU June 1, 2023

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- ~~• Employee and supervisor agree in writing on a teleworking arrangement, which is approved in writing by the department head or designee.~~
- ~~• Employee has access to required supplies and equipment to telework and has an acceptable workspace and environment to effectively work at home.~~

~~In addition to meeting these eligibility requirements, the following items are required before allowing an employee to telework:~~

- ~~• Telework Request and Approval Form is completed and approved~~
- ~~• Telework Agreement/Assignment Form is completed and approved~~

- c) Teleworking is a management option, not an entitlement. Any telework agreement may be revoked or modified by the Department at any time for any reason. This section is not subject to the grievance procedure.

APPENDIX K – CONTRACTING OUT

County not in agreement w/ UP from May 25 and Counter Propose June 1

PART I - COUNTY-WIDE CONTRACTING OUT

- a) County shall give at least forty-five (45) calendar days (except as provided in Part I e) below) prior written notice of all proposed contracts/calls for bid to private third parties as are required to be presented to the Board of Supervisors for acceptance and/or approval where the labor estimate for same equals or exceeds \$40,000 the total average cost, including benefits, of one full time equivalent (FTE) SEIU represented employee, as calculated by the County, for; (1) current work now being done by classifications represented by the Union(s); (2) new work not now being done but otherwise specifically included within job specifications of classifications represented by the Union(s); provided that excluded from this Agreement are all contracts with professionals (such as engineering, architectural, legal and medical) where the primary services contracted for will be provided by those professionals; leases, lease-backs, lease purchases or other facility agreements; work required by law to be contracted out; and continuations of existing contracts. Contracts regularly and customarily let out to private third parties shall also be excluded; provided that for the first three (3) months of the project the County shall give notice of such contracts and meet regarding such contracts as and when requested and if the procedure works to the mutual agreement of both parties, such contracts shall thereafter be subject to the notice and meet and confer provisions of this Agreement.
- b) In determining whether labor estimates equal \$40,000 the cost threshold above, all individual contractors hired for a project or assignment will be considered together.
- c) Notice from County is to be given in writing to Union(s) by personal delivery or certified mail. Union(s) shall respond within five (5) working days from date of receipt with request to meet and confer; or Union is deemed to have waived meet and confer. Union(s) shall attempt to respond sooner, if possible.
- d) County and Union(s) shall meet and confer for not more than twenty (20) working days within receipt of written request from Union(s). If concerns are not alleviated or agreement not reached, County may proceed.
- e) The Board of Supervisors may proceed without meeting and conferring if they determine circumstances justify urgency action. Reasonable advance written notice of intention to proceed on such basis shall be provided Union(s) prior to meeting of Board; provided nothing herein shall hamper the Board's lawful exercise of authority under State law in emergency situations.
- f) Workers in the affected department shall have the opportunity to identify cost reductions, program improvements, or other proposals which would address the Department's rationale for the considered contract. This opportunity shall be afforded no later than the issuance of the call for bid or request for proposal.

From: SCo To SEIU June 1, 2023

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- g) No SEIU 521 represented positions shall be filled by contract employees unless as provided in Appendix K.

PART II - MAINTENANCE WORK CONTRACTING OUT ROADS AND AIRPORTS

- a) In accordance with the following procedures, County and Union shall review at the Roads and Airports Agency department level issuance of Notices to Proceed on Maintenance Work under Minor Engineering Contracts.
- b) Method of Notice - Notice from County is to be given in writing by personal delivery or certified mail to one person designated by the Union, or their alternate(s), not to exceed a total of three (3), with a copy to the Union.
- c) Time Limits and Meet and Confer - Notice from the County in (b) above shall be given seven (7) working days prior to the issuance of Notice to Proceed; and meet and confer, if requested, shall be completed within that time or County may proceed.
- d) Number of Union Representatives - The Union shall designate not more than a total of three (3) representatives from within the department to meet with management.
- e) Exclusions - Excluded from the above procedures are the following types of work, except that prior or concurrent notice shall be given of such work and why excluded.
1. Construction work.
 2. Emergency work, i.e., work which cannot be handled because staff and equipment have been allocated and the work must be done post haste.
 3. Work to be done with equipment not owned by the Roads and Airports Agency.
- f) The following definitions apply:

Maintenance Work: Work performed to keep facilities in repair -- near original condition, considering normal expectation of wear and tear.

Construction Work: Work involving additions to facilities, changes in road bed or grade, any overlay of 1 1/4" or more, new facilities, or work required by law to be let.

County of Santa Clara

Employee Services Agency

Labor Relations

County Government Center, East Wing

70 West Hedding Street, 8th Floor

San Jose, California 95110



June 1, 2023

Dear Mr. Mendez, Ms. Narvaez, and Ms. Hightower:

The Union has indicated that it prioritizes issues related to vacancies and transfers. To be responsive to the Union's concerns, the County presents the attached package proposal, as summarized below, in an effort to improve the County's hiring processes to address the parties' shared interests.

- Proposal to address vacancies. Both parties have discussed issues related to vacancies, including recruitment timelines, classification studies, and delays resulting from multiple levels of posting requirements before managers can fill a vacant position. The County proposes having the ability to proceed directly to an open competitive recruitment when a classification has a County-wide vacancy rate of 5% or higher for ninety (90) consecutive days or longer. This would allow managers to more quickly fill positions directly through the open competitive process, which actually adds new employees to the County workforce. In addition, this would help eliminate the delays caused by requiring multiple transfer processes first, which should have a direct positive impact on the vacancy rate of a classification.
- Transfer proposal. Currently, when a position becomes vacant, the County must engage in multiple levels of the transfer process to fill the position, which may result in an employee transferring into the newly vacant position but also creating a vacancy in the position that transferring employee leaves. As a result, filling a position through the transfer process does not reduce vacancy rates because a new vacancy is created by filling the current vacancy through a transfer.

To achieve efficiencies in the transfer process, the County proposes creating a quarterly transfer process for Clerical Bargaining Unit classifications. In place of the current extended timelines required for posting each individual vacant position, this quarterly process would allow Clerical Bargaining Unit employees to pre-select their preferences for unit, location, shift, and code status once per quarter, allowing managers to quickly request a transfer list and schedule interviews to fill the position.

- Extra Help to Coded. Both parties have expressed a desire for extra-help employees to have a path to benefited coded positions. The County proposes a one-time opportunity for existing extra help employees to find a vacant coded position.

- Merit System Rules. The County is presenting to SEIU ideas for Merit System Rules (MSRs) revisions. The County is interested in amending the MSRs to facilitate more quickly and efficiently filling vacant positions throughout the County, while maintaining the civil service principles of equal opportunity and merit-based hiring. The County hopes that SEIU will support these concepts for MSR revisions and partner with the County to shepherd them through the formal process for adoption.

The County looks forward to a productive and collaborative discussion with SEIU of the County's vacancy and transfer proposals.

Clerical County-Wide Transfer Opportunities:

The County will use the existing transfer opportunities site to post transfer opportunities in Clerical Bargaining Unit classifications that the County intends to fill. Employees in Clerical Bargaining Unit classifications will be able to access this site on-line. This section supersedes Appendix B.3 – Transfer and Examination System.

1. Job announcements for the quarterly transfer list shall be posted for ten (10) working days quarterly. The first ten (10) working day posting will commence the first full pay period of the fiscal year quarter beginning July 1, 2023 and will continue every quarter. All job postings may be accessed at www.sccjobs.org. The four “quarters” of each fiscal year start on: 1) July 1; 2) October 1; 3) January 1; and 4) April 1.

2. The job announcement will have questions that allow the employee to choose transfer preferences which may include:

- Unit
- Location
- Shift
- Code Status (i.e., Full-Time Equivalent Status, such as .5, .6, .7, .75, .8, .9, or 1.0)

3. Employees in Clerical Bargaining Unit classifications only need to apply on the quarterly transfer list once per quarter. Should a clerical worker wish to change any component of their transfer preference they must wait until the next quarter posting.

Once this process is completed, the newly created quarterly transfer list shall be considered the most current transfer list and the previous list will be abolished. Employees must apply each quarter to be on that quarter’s transfer list.

The County shall be able to conduct open-competitive or promotional recruitments concurrently with transfer postings. Should a vacancy be posted as promotional or open-competitive, any clerical worker interested, eligible, and on the transfer list will be interviewed and considered prior to interviewing outside candidates.

4. To be eligible to apply for the quarterly transfer posting, a clerical worker must: 1) meet the applicable employment standards; 2) be probationary or permanent; and 3) fall within the fifteen percent (15%) transfer band.

5. To be removed from the quarterly transfer list, clerical workers must submit a request in writing to ESA Human Resources, currently hr@esa.sccgov.org.

6. Clerical workers who transfer to another position in a different classification must serve the appropriate probationary period in the new classification as required under County ordinance section A25-175.

7. This Pilot Agreement shall remain in effect as a pilot from date of execution by the parties through June 30, 2024. This Pilot Agreement shall expire by its own terms on June 30, 2024 and shall not be considered the status quo. The parties will assess the Pilot Agreement no later than April 30, 2024.

High vacancy classification proposal

The HR Director or designee has the authority to proceed directly to an open-competitive recruitment for any current or newly open vacant positions in classifications that have a County-wide vacancy rate of 5% or higher for ninety (90) consecutive days or longer. The HR Director shall post the position(s) as open-competitive and/or allow the use of the existing open-competitive eligible list and bypass all other otherwise applicable requirements and processes regarding transfers and internal postings, such as those in department agreements and the parties' Memorandum of Agreement.

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Appendix L Package Proposal

The County proposes the following package proposal to address Appendix L – Extra Help and Intermittent Workers.

1. Deletion of Appendix L. C. Other Provisions. 3. Pathway to Permanency.

3. Pathway to Permanency:

~~The County shall centralize hiring of twenty two (22) extra help classifications as well as expedite the hiring (for vacancies the County intends to fill) of coded classifications with the necessary skill sets for specific jobs, thus reducing training time.~~

~~On January 3, 2011, the County established a Pilot Program which centralizes hiring of the below extra help classifications as well as expedite the hiring of coded classifications with the necessary skill sets for specific jobs, thus reducing training time. Below are the affected Classifications~~

County-wide Classifications	HHS Specific Classifications
Food Service Worker I	Health Information Clerk I
Janitor	Health Services Representative
Office Specialist II	Hospital Services Assistant II
Office Specialist III	Medical Assistant
Stock Clerk	Medical Laboratory Assistant II

~~The following ten classifications are those agreed to be added to the Program:~~

County-wide / Department Specific Classifications	HHS Specific Classifications
Office Specialist I	Mental Health Worker
Community Worker	Pharmacy Technician
Library Page	Medical Unit Clerk
Warehouse Materials Handler Series	Health Information Clerk II
Probation Counselor	Patient Transporter
Food Service Worker Correction	Licensed Vocational Nurse

~~Extra help workers hired in the designated pilot classifications, shall be required to have a passing score on exam prior to employment. Should there be an urgency to hire into such extra help classifications, the pre-employment examination may be waived upon the approval of the Personnel Director. However, the qualifying examination must be taken within sixty days of employment. Those workers failing to achieve a qualifying score (70%) shall not be eligible to be placed into a coded position in that classification under this program.~~

~~The County and the Union shall meet within 90 days of agreement to discuss options in assisting extra help employees achieve employment in coded positions. Discussions shall include training to assist extra help employees be successful in the testing process and job advancement skills. Regular coded workers' rights shall supersede any extra help Transition Program developed from this section.~~

~~The parties agree to meet to evaluate the Pathway to Permanency Program if requested by either the County or the Union.~~

2. Extra help to Unclassified process
 - a. The County will offer a one-time opportunity for Extra Help workers to move into unclassified positions under the following conditions:
 - i. The County will alternatively staff the following classifications as unclassified and classified.

<u>County-wide / Department Specific Classifications</u>	<u>HHS Specific Classifications</u>
<u>Community Worker</u>	<u>Health Information Clerk I</u>
<u>Food Service Worker I</u>	<u>Health Information Clerk II</u>
<u>Food Service Worker Correction</u>	<u>Health Services Representative</u>
<u>Janitor</u>	<u>Hospital Services Assistant II</u>
<u>Library Page</u>	<u>Medical Assistant</u>
<u>Material Supplies Specialists</u>	<u>Medical Laboratory Assistant II</u>
<u>Office Specialist I</u>	<u>Medical Unit Clerk</u>
<u>Office Specialist II</u>	<u>Mental Health Worker</u>
<u>Office Specialist III</u>	<u>Pharmacy Technician</u>
<u>Probation Counselor</u>	<u>Patient Transporter</u>
<u>Warehouse Materials Handler Series</u>	<u>Licensed Vocational Nurse</u>

- ii. To qualify, Extra Help workers must: 1) meet the employment standards of the classification into which they seek to be appointed; and 2) have worked a minimum of 1040 hours in the last two (2) years.
- iii. On August 7, 2023, the appointing authority may select for an unclassified position any extra help employee in the classifications under Section 2.a.i above who meet the requirements in Section 2.a.ii.
- iv. Employees will have up to nine (9) months to have a favorable promotional rating form completed by their manager/supervisor. If the employee receives a favorable promotional rating form, the employee must take and pass the qualifying test to qualify to make a status change and be promoted into the coded classified position they are currently holding.

The County is presenting to SEIU ideas for Merit System Rules (MSRs) revisions. The County is interested in amending the MSRs to facilitate more quickly and efficiently filling vacant positions throughout the County, while maintaining the civil service principles of equal opportunity and merit-based hiring. The County hopes that SEIU will support these concepts for MSR revisions and partner with the County to shepherd them through the formal process for adoption.

CHAPTER III. MERIT SYSTEM

Sec. A25-124. Discrimination prohibited.

No person in the classified service or seeking admission thereto shall in any way be unlawfully discriminated against because of sex, race, color, national origin, ethnicity, creed, religion, union activity, organizational affiliations, political opinions, age, disabled status, sexual orientation or any other status protected by state or federal law.

Add gender identity

Sec. A25-148. Qualifying examinations.

Qualifying examinations may be held to test fitness for reinstatement, re-employment, for certain position reclassifications as described in Section A25-103, for certain transfers and demotions as described in Section A25-175(b), for alternate classifications as defined in Section A25-36, or for transfer of employees from unclassified positions funded by public sources other than the County to classified positions in the same classification or for establishing eligibility to participate in promotional examinations as described in Section A25-156. Employees in the unclassified service in coded positions shall be eligible to take such qualifying examination after receiving a positive recommendation on a promotional rating form.

A25-148 delete "funded by other sources other than the county" and "same classification" – as long as the unclassified employee meets the other transfer requirements, they may apply to the transfer in any classification. Expand to allow extra help, provisional, and sub provisional (pv) to also apply to transfers after they take and pass the qualifying exam

Sec. A25-149.1. Extra help preferential credits.

In an open-competitive examination, any person who has worked in an extra-help capacity for at least 2,080 hours within the last five years shall, upon attaining the passing mark established for a numerically scored examination, be given a preferential credit of five percent. Extra-help credit shall only be granted for classifications in the same or lower related classification.

A25-149.1– allow for preference credit for any current county employee regardless of status – remove the requirement for hours worked.

Sec. A25-154. Examination review and retesting

HR currently evaluating for possible revisions

Sec. A25-156. Promotional examinations.

When an examination is designated as a promotional examination, only current County employees are eligible to take it. The Director, in consultation with the appointing authority, shall determine when a promotional examination is appropriate. All promotional examinations shall be held on a service-wide basis, except as provided in Section A25-148. Employees in unclassified status in coded positions who have taken and passed the qualifying examination for the class in which they are working shall be permitted to take any promotional examination for a class for which they are qualified.

A25-156 – modify to be open to any County employee regardless of status with a favorable rating from the supervisor on the promotional rating form and after taking and passing the examination

Sec. A25-157. Eligibility for promotion.

(a) A candidate for promotion must meet all prescribed standards for the class to which the employee seeks promotion and is an employee in one of the following categories:

- (1) A permanent employee,
- (2) A probationary employee,
- (3) An unclassified employee in a coded position who has qualified under Section A25-156,
or
- (4) A current employee in any status in a coded position who previously held probationary or permanent status.

A25-157 modify to include provisional or substitute provisional and extra help who have qualified under A25-156

Sec. A25-174. Order of employment from lists.

(a) Re-employment lists:

- (1) Where a vacancy exists in a department in a classification where a re-employment list exists of permanent employees laid off, the person standing highest on such re-employment list shall be offered the appointment. Refusal on the part of the former employee to accept the appointment shall remove the employee's name from the re-employment list.
- (2) Where a vacancy exists in a classification and in a department other than that department where the layoff occurred, the names of three persons on re-employment lists for other departments shall be certified in inverse order of the date of placement on the re-employment lists. If no such re-employment lists exist, or there are fewer than three names, additional names not to exceed a total of three shall be certified from eligible list in the priority order as shown below.

(b) Eligible lists:

- (1) Promotional lists resulting from service-wide promotional examinations including the names of unclassified employees resulting from examinations given under the provisions of Section A25-156.
- (2) Eligible lists resulting from open competitive examinations.

A25-174 b (1) should be updated to include all those added that are allowed to be on the promotional list

Sec. A25-175. Transfers and demotions as alternatives to new appointments.

- (a) As an alternative to appointment from any employment list, a position may be filled by transfer within the same class, provided:
- (1) A permanent employee so transferred to any department shall retain permanent status in the same class.
 - (2) A probationary employee who transfers voluntarily within a department may be required, at the discretion of the appointing authority, to serve the full probationary period in the new position.
 - (3) A probationary employee who transfers to a new department must serve the full probationary period in the new department.
- (b) As an alternative to appointment from any employment list, a position may be filled by a transfer or voluntary demotion to a different class, provided:
- (1) The employee must serve the full probationary period in the new position if not already holding permanent status in the new class.
 - (2) The employee meets all the requirements of the position to which transfer or demotion is requested, as determined by the Director.
 - (3) The salary for such an employee shall be adjusted as provided for in Section A25-661.
- (c) As an alternative to appointment from any employment list, a position may be filled by a transfer provided that the transfer opportunity is posted for a minimum of seven calendar days (by email where available; if not, posted on the bulletin board) within the work unit or the department and qualified applicants be given the opportunity to be interviewed. Posting on the Countywide transfer line will satisfy this posting requirement when done concurrently or when the above method has been completed.

A25-175 – update to define the probationary period for extra help, provisional, and sub provisional employees who participate in the transfer process.

Sec. A25-184. Certification of eligibles.

- (a) Upon approval of a requisition from the appointing authority, the Director shall certify the ten names highest on the appropriate eligible list except as specified in Section A25-174(a), "Reemployment lists," and in Section A25-152, "Resolving of ties."
- (b) When certifying from an open/competitive eligible list if there is more than one vacancy in one class in the same department, four additional names beyond ten shall be certified for each additional vacancy. When certifying from a promotional list if there is more than one vacancy in one class in the same department, one additional name beyond ten shall be certified for each additional vacancy.
- (c) An appointing authority may specify particular abilities, knowledge or traits when requesting personnel stating in writing the reason for the special qualifications request. Certification of the highest ranking eligible possessing such qualifications may be made after investigation and finding of clear evidence that efficient performance can best be performed by those with the specialized requirement.

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- (d) The appointing authority or designated interviewers shall interview all eligibles who have responded to notice of certification prior to appointment, and shall send to the Personnel Director a written record of each interview.
- (e) No eligible shall be certified from the same eligible list to the same department more than three times, in any six-month period unless requested by the appointing authority.
- (f) Any eligible whose name has been certified to three departments from an eligible list and who is designated in writing as permanently unacceptable by the appointing authorities for appointments in those departments, may have the eligible's name removed from the eligible list by the Director.

A25-184 (b) Allow for five additional names to be certified for each additional vacancy for open competitive and promotional recruitments.

A25-184 (new) (draft)

Upon completion of interviews from the original certification, the Department may request five (5) additional names plus ties for each remaining vacancy.

A25-184 (e) Make it easier for department to invoke the three times rule if they wish – perhaps *candidate* referred to the same department (budget unit) three times in the last six months, rather than limiting it to the same eligible list.

Sec. A25-186. Notification to eligibles.

A notice of certification shall be sent to the most recent address appearing on the Human Resources Department records of persons certified for appointment. The notice of certification shall instruct eligibles to communicate with the appointing authority or the appointing authority's designee within three working days following the date notice was mailed.

Modernize to reflect notification method– not by mail

Sec. A25-188. Substitute and extra-help appointments.

Update to define temp provisional and substitute provisional

A25-188 (b) - Add definition of sub probationary and make it clear that it is to fill behind a leave of one year or more

A25-188 (g) Reduce the waiting period for sub pv for paid leave to be 14 days (same as for unpaid)