

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
NORTHERN CALIFORNIA PUBLIC SECTOR REGION  
LOCAL 1021  
OF THE SERVICE EMPLOYEES INTERNATIONAL UNION, CTW**



**AND THE  
COUNTY OF ALAMEDA**



***December 11, 2022 – January 3, 2026***

**2022 - 2026**  
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BETWEEN  
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**2022 – 2026**  
**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE**  
**NORTHERN CALIFORNIA PUBLIC SECTOR REGION, LOCAL 1021**  
**OF THE SERVICE EMPLOYEES INTERNATIONAL UNION, CTW**  
**AND THE**  
**COUNTY OF ALAMEDA**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into by the Director of Human Resource Services of the County of Alameda, said political subdivision hereafter designated as "County," and Northern California Public Sector Region, Local 1021 of the Service Employees International Union, CTW, hereafter designated as "Union," as a recommendation to the Board of Supervisors of the County of Alameda of those conditions of employment which are to be in effect from December 11, 2022 to and including January 3, 2026, for those employees working in representation units referred to in Section 1 (Recognition) hereof.

**MUTUAL RESPECT.** The County and the Union agree that all employees regardless of position, profession, or rank will treat each other with courtesy, dignity, and respect. The foregoing principles shall also apply in providing services to the public.

**SECTION 1. RECOGNITION**

**1.A.** The County recognizes the Union as the exclusive bargaining representative for the following employees:

1. All full-time employees in classifications included in Bargaining Units 003, 004, 005, 006, 007, 008, 010, 011, and 012, as specifically enumerated in the appendices attached hereto;
2. All part-time employees in classifications included in Bargaining Units 003, 004, 005, 006, 007, 008, 010, 011, and 012, as referenced above, who are regularly scheduled to work two-fifths (0.4) or more time per pay period; and,
3. All Services-As-Needed ("SAN") employees included in classifications included in Bargaining Units 003, 004, 007, 008, 010, 011, and 012, as specifically enumerated in the appendices attached hereto, who are regularly scheduled to work two-fifths (0.4) time or more per pay period.

The County shall recognize the Union as the exclusive bargaining representative for employees in any other classification which may be established substantially within the scope of the duties now included within the above-referenced classifications. On an as-needed basis or not less than twice annually, in the months of May and November, representatives of the County and Union shall meet for the purpose of assigning any other newly created Civil Service classifications to the appropriate bargaining units. Such placement shall be by mutual consent. In case of disagreement, an arbitrator shall decide the matter.

**1.B. EXCLUSION OF EMPLOYEES.** The County may designate positions as confidential in accordance with Administrative Code Section 3.04.020. Those positions designated as confidential upon implementation of this subsection, as set forth in Appendix C (Confidential Exclusions) of this MOU, shall not be precedent-setting for future designations of confidential positions. If any position designated confidential after the effective date of this provision is disputed by the Union, the matter shall be decided by an arbitrator.



- 1.C.** In disputes between the County and the Union over the assignment of newly created Civil Service classifications to appropriate bargaining units, the arbitrator shall decide the matter on the following basis:
- 1.** The arbitrator shall reject any claim by the Union to any newly created classification whose duties are substantially within the scope of (a) management designated classifications, e.g., project specialists, management specialists, administrative interns or other administrative classifications or (b) classifications represented by other employee organizations.
  - 2.** The arbitrator shall reject any claim of the Union to any newly created classification occupied exclusively by employees who work less than two-fifths (0.4) time.
  - 3.** The arbitrator shall determine any dispute over whether or not the scope of duties of a newly created classification is substantially within the scope of duties now included within a Union represented classification or if a newly-created classification is without clear recent precedent in the County service, whether or not the duties of such classification are, in general character, similar to those within Union represented units provided, however, that the arbitrator shall have no power to assign a supervisory classification, as defined in the National Labor Relations Act, to a non-supervisory bargaining unit represented by the Union. In case of an arbitration involving classifications without clear recent precedent in the County service, the arbitrator shall receive as relevant evidence the views of affected employees.
  - 4.** In the resolution of disputes arising from this Section 1. (Recognition), the parties agree on the selection of a permanent arbitrator for each fiscal year from a panel of no less than five (5) arbitrators. In case of disagreement on the selection of the five (5) member panel or the selection of the arbitrator, the provisions of subsection 20.H. of the MOU shall apply.

## **SECTION 2. NO DISCRIMINATION**

- 2.A. DISCRIMINATION PROHIBITED.** No person shall be appointed, reduced or removed, or in any way favored or discriminated against because of a person's political or religious opinions or affiliations, age, race, color, sex, gender identity, gender expression, sexual orientation, religion, national origin, ancestry, physical/mental disabilities, medical condition, genetic information, military and veteran status, or any other protected class as defined by federal and state law.
- 2.B. NO DISCRIMINATION ON ACCOUNT OF UNION ACTIVITY.** Neither County nor employee organizations shall interfere with, intimidate, restrain, coerce, or discriminate against employees covered by this MOU because of the exercise of rights to engage or not to engage in Union activity.

## **SECTION 3. UNION SECURITY**

- 3.A. NOTICE OF RECOGNIZED UNION.** Each County department or agency shall post within the employee work or rest area a written notice which sets forth the classifications included within each representation unit referred to in Section 1 (Recognition) hereof and which includes any classification existing in the department or agency, and the name and address of the recognized employee organization for each such unit. The department or agency shall also give a written notice to persons newly employed in representation unit classifications which notice shall contain the name and address of the employee organization recognized for such unit; the fact that the Union is the exclusive bargaining representative for the employee's unit and classification; and a copy of the current MOU to be supplied by the Union. Each Union shall receive from the County on a flow basis, but at least once biweekly, the names and addresses of all new employees hired

within such units. The Union agrees that it has a duty to provide fair and non-discriminatory representation to all employees in all classes of the units for which this Section is applicable.

- 3.B. AUTOMATIC PAYROLL DEDUCTIONS AND REMITTANCE.** Upon certification by the Union that an employee has signed an authorization for the deduction of Union membership dues and/or designated fees, the County will deduct the appropriate dues or fees, as established and as may be changed from time to time by the Union, from the employee's pay, and remit such dues or fees to the Union. Employee requests to cancel or change such deductions must be directed to the Union, rather than to the County. Deductions will continue unless the employee mails a written revocation to the Union in accordance with the terms of the authorization form, or absent any such terms, by mailing a written revocation to the Union that is postmarked during the thirty (30) day period immediately prior to the annual anniversary date on which the employee signed the authorization form. The Union shall not be required to provide the County a copy of the employee's authorization unless a dispute arises.

No later than December 1<sup>st</sup> of each year, the County shall provide to the Union the County's official annual calendar showing paydays for the following year. The Union will provide the County with written notice of each employee deduction authorization and/or revocation on or before Monday of a non-payday week. The effective date of the deductions and/or revocations of any existing authorizations for employees shall be the payday Friday following the Union's notification to the County of the deduction authorization or revocation.

- 3.C. HOLD HARMLESS.** The Union shall defend, indemnify and hold the County and its officers and employees, harmless from any and all claims, demands, suits, or any other action arising from maintenance of dues deductions, and/or from complying with any Union requests for deductions or revocation made pursuant to this Section 3. (Union Security), provided that the County provides notice to the Union within thirty (30) days of receipt of a claim, demand, suit or other action by the County's Clerk of the Board of Supervisors for which the County is seeking defense and/or indemnification. This includes the Union's obligation to indemnify the County of all costs, including settlement costs, and other legal expenses incurred in defending or resolving any such claim, demand, suit or other action. With regard to any such claim, demand, suit or other action, the Union shall have the exclusive right to appoint and direct counsel, control the defense of any action or proceeding, and determine whether any such action or proceeding shall or shall not be compromised, resisted, defended, tried or appealed. In no event shall the County be required to pay from its own funds, Union dues, or fees, which the employee was obligated to pay, but failed to pay, regardless of the reasons.

#### **SECTION 4. UNION BULLETIN BOARD, MEETINGS AND ACCESS TO EMPLOYEES**

- 4.A. BULLETIN BOARDS.** Reasonable space shall be allowed on bulletin boards as specified by Agency/Department Heads for use by employees and Union to communicate with agency/departmental employees. Material shall be posted upon the bulletin board space as designated, and not upon walls, doors, file cabinets or any other place. Posted material shall not be obscene, defamatory, or of a partisan political nature, nor shall it pertain to public issues which do not involve the County or its relations with County employees. All posted material shall bear the identity of the sponsor, shall be neatly displayed, and shall be removed when no longer timely. Where an Agency/Department policy permits an employee to post materials in their workplace for their personal convenience, union materials shall be treated on the same basis with other materials so posted.

- 4.B. USE OF COUNTY FACILITIES.** County facilities may be made available upon timely application for use by off-duty employees and the Union. Application for such use shall be made to the management person under whose control the facility is placed.
- 4.C. JOB CONTACTS.** Any authorized representative of the Union shall have the right to contact individual employees working within the representation unit represented by their organization in County facilities during business hours on matters within the scope of representation providing prior arrangements have been made for each such contact with the Agency/Department Head who shall grant permission for such contact, if, in the Agency/Department Head's judgment, it will not disrupt the business of the work unit involved. When contact on the work location is precluded by confidentiality of records, or of work situation, health and safety of employees or the public, or by disturbance to others, the Agency/Department Head shall make other arrangements for a contact location removed from the work area during the same workday or the following workday.
- 4.D. MEETINGS.** Meetings of a representative of a recognized employee organization and a group of employees shall not be permitted during working hours, except as provided herein or in Section 20. (Grievance Procedure). The Agency/Department Head may, upon timely application, allow meetings of a representative and/or a steward of a recognized employee organization and a group of employees during the lunch period in County facilities. If conducting group orientation sessions for new employees, the Agency/Department Head shall permit a union representative or a steward to meet with said new employees for thirty (30) minutes. A steward who attends an orientation session shall be permitted release time for this purpose. No contacts shall be permitted during working hours with employees regarding membership, collection of monies, election of officers, or other similar internal employee organization business.
- 4.E. DEPARTMENTAL MEETINGS.** Unless otherwise agreed, representatives or employees of employee organization shall not be permitted to attend meetings or conferences called by agency/departmental personnel to attend to matters arising out of the normal course of agency/departmental activities.

As used herein, agency/departmental meetings shall not include meetings between management and affected employees on matters mutually acknowledged to be submitted under Section 20. (Grievance Procedure).

- 4.F. ACCESS TO RECORDS.** Employees shall be permitted to review their own personnel record. Union representatives shall be permitted to review employee records when accompanied by the employee or upon presentation of a written authorization signed by the employee. The employee or the Union representative when accompanied by the employee or upon presentation of a written authorization signed by the employee may request a copy of the employee's personnel record. The County shall provide one (1) copy of the record without charge. The County may verify any written authorization. Third party reference material shall not be made available.

Letters of reprimand concerning time and attendance will be removed from an employee's official personnel file upon request of the employee after three (3) years, provided the County has not initiated any subsequent corrective action, including counseling, of the employee during the entire three (3) year timeframe. Letters of reprimand concerning all other subjects will be removed from an employee's official personnel file upon request of the employee after five (5) years from the date of the letter, provided the County has not initiated any subsequent corrective action of the employee. All requests must be presented in writing to the Agency/Department Head.

**4.G. DATA TO UNION.** The County shall, upon request, supply the Union with data processing runs of the names, home and office addresses and Civil Service classifications of all employees in represented units. Such service shall be supplied at no more than cost to the County.

**4.H. UNION ACCESS TO NEW EMPLOYEE ORIENTATION.** Currently, the Alameda County Human Resource Services ("HRS") Employee Benefits Center ("EBC") coordinates a countywide New Employee Orientation ("NEO") for all new employees hired into the County. The countywide NEO is regularly scheduled on the Friday of the first week of a pay period, from 8:15 a.m. – 1:00 p.m. Moreover, in the event the County provides a special NEO for the Social Services Agency ("SSA"), separate from the countywide regularly scheduled Friday NEO referenced herein, the Union shall have access to that special NEO for SSA.

In accordance with Government Code Sections 3555-3559, the County shall provide the Union access to the NEOs as described below:

- 1) The County shall recognize the designated field representatives as the points of contact for NEO related matters. The Union shall be responsible for updating the County of any changes to the points of contact.
- 2) The County shall provide the Union's designated representatives with a list of the EBC's scheduled NEO dates for the upcoming calendar year, no later than the last full pay period in December of each year. If there are any changes to the scheduled dates, the EBC will notify the Union's designated representatives as soon as possible.
- 3) The EBC will provide the Union a list of new employees, who are represented by their respective bargaining unit and are scheduled to attend the upcoming NEO session. The EBC will also provide the Union a list of employees who have promoted, demoted, reinstated, or transferred into the bargaining unit, but are not scheduled to attend NEO. The list shall be provided no later than the Monday before the scheduled NEO date or as soon as a complete list of new employees is available. A shorter notice may be provided under mitigating circumstances, in which case the EBC will provide the information as soon as possible prior to the NEO date.

In this notification, the EBC will provide, in a sortable electronic format, the name, job title, department, work location, work, home and personal cell phone number, home address, work and personal email address on file with the County. If the County does not have the home or personal cell phone number or the personal email address on file, this information shall not be provided. In accordance with the California Public Records Act legislation, Section 6254.3 (a)(3), the County will not disclose the home addresses and home phone numbers of employees performing law enforcement functions. Attachment I contains the list of law enforcement excluded classifications.

- 4) The Union shall be permitted to meet separately with newly hired employees represented by their bargaining unit, and make a 30-minute presentation from 8:15 a.m.–8:45 a.m. The EBC will provide a space for the Union representative to meet with the employees during this timeframe. If for any reason the Union will not be present for a scheduled NEO presentation, the Union shall notify the County at least ten (10) working days prior to the session.

When presenting in person, the Union Representative shall have the right to utilize the audio-visual equipment. When presenting remotely, the Union Representative shall have the right to present on video, screen-share, utilize the chat function, and link-sharing on chat on any video conferencing software used by the County to conduct the NEO.

County management shall not be present in the room, physical or virtual, during the Union presentation.

- 5) As the custodian of records for Union Membership, the Union will be responsible for distributing and collecting any forms related to membership dues, general assessments and/or payment for any membership benefit program. The County shall maintain the current past practice with regards to the membership forms. Any forms that are submitted directly to the County from an employee shall be forwarded to the applicable employee organization. The Union shall provide to the County a certified list of employees who have authorized a payroll deduction for dues to the Union.
  
- 6) On a quarterly basis, the County shall provide, in sortable electronic format, a list of all existing bargaining unit members on record as of the pay period containing March 1, June 1, September 1 and December 1 respectively. The list shall be provided to the Union membership department by the last Friday of the month in March, June, September, and December of each year, respectively. The list shall include the following information to the extent it is in the County's possession:
  1. Name
  2. Employee Identification Number
  3. Classification (Job Code)
  4. Job Code
  5. Hourly Pay Rate
  6. Department Name (Business Unit Description)
  7. Department Code (Work Location)
  8. Work Location Description
  9. Work Location Address
  10. Union Code
  11. Union Code Description
  12. Work, Home and Personal Cellular Telephone Numbers
  13. Work and Personal Email Addresses
  14. Home Address
  15. Hire Date
  16. Pay Step

In accordance with the California Public Records Act legislation, Section 6254.3 (a)(3), the County will not disclose the home addresses and phone numbers of employees performing law enforcement functions.

If the County does not have the home and personal cell phone number, or the personal email address on file, this information shall not be provided.

- 7) Union representatives, which are limited to Union Representatives, Union Board Members, Chapter Presidents, and Shop Stewards shall conduct the presentations covered under this agreement. In the event none of the listed designees are available for a scheduled NEO, a member may be granted release time to present. Only one (1) union member will be granted release time to present at each NEO. In the event that there are 15 or more new employees scheduled to attend a NEO, release time will be allowed for up to two (2) members. Release time requests must be received by the Employee/Labor Relations Division no later than at least three (3) working days before the scheduled NEO.

Upon request of release time by the Union through the Employee/Labor Relations Division, the Department shall coordinate with the appropriate supervisors of the Union steward or member to allow release time.

- 8) If the Union decides to cease participation in the countywide NEO, the designated Union representative must notify the EBC at least thirty (30) calendar days prior to the date that the Union is requesting to cease participation.

If the Union decides to reinstate their participation in the countywide NEO under this subsection, the designated Union representative must notify the EBC at least 30 calendar days prior to requesting reinstatement.

- 9) SSA Lunch Meeting: The parties agree that, based on mutual agreement and proper coordination with SSA's Human Resources Department, the Union may continue to hold a lunch meeting to meet with newly represented employees during the SSA's NEO that occurs during an Induction class.

## **SECTION 5. SHOP STEWARDS**

**5.A. PURPOSE.** The County recognizes the need and affirms the right of the Union to designate shop stewards from among employees in the unit. It is agreed that the Union in appointing such shop stewards, does so for the purpose of promoting an effective relationship between supervisors and employees by helping to settle problems at the lowest level of supervision.

**5.B. ROLE OF STEWARD AND SUPERVISOR.** The shop steward recognizes the fact that the supervisor is the key person in the agency/department and, as such, is responsible to higher management for the quality and quantity of work. As the supervisor is the key person for management, the shop steward is the key person for the Union. They must promote and maintain good morale and friendly relations and must be willing to meet in good faith to settle grievances as they arise, exercising a positive approach. There must be mutual respect on both sides in these relations. The shop steward understands that their stewardship function does not relieve him/her from conforming to all rules of conduct and standards of performance established by law, regulation, county or agency/department policy or MOU.

**5.C. SELECTION OF STEWARDS.** The Union shall reserve the right to designate the method of selection of shop stewards. The Union shall notify the Agency/Department Head in writing of the names of the stewards and the units they represent. If a change in stewards is made, the Agency/Department Head shall be advised in writing of the steward being replaced and the steward named to take their place. The number of stewards shall be mutually agreed upon and a list of stewards shall be submitted to each agency/department concerned.

**5.D. DUTIES AND RESPONSIBILITIES OF STEWARDS.** The following functions are understood to constitute the complete duties and responsibilities of shop stewards.

### **1. Duties and Time Limits.**

- a. Shop Stewards Working Full Time.** After obtaining supervisory permission, shop stewards employed full-time will be permitted to leave their normal work area during on-duty time not to exceed eight (8) hours per pay period in order to assist in investigation of facts and assist in presentation of a grievance or a disciplinary action.

- b. Shop Stewards Working Less Than Full Time.** After obtaining supervisory permission, shop stewards employed two-fifths (0.4) time or more, but less than full time, will be permitted to leave their normal work area during on-duty time not to exceed four (4) hours per pay period in order to assist in investigation of facts and assist in presentation of a grievance or a disciplinary action.

To obtain permission to investigate a grievance on on-duty time, the steward shall advise the supervisor of the grievant of their investigation of the facts and the general nature of the grievance. The shop steward shall report such time to their supervisor as shop steward leave (payroll code UNI) for timekeeping purposes.

The shop steward is permitted to discuss the problem with all employees immediately concerned, and, if appropriate, to attempt to achieve settlement with the supervisory personnel involved. Agencies, wards, clients, detainees and outside interested parties will not be contacted by stewards as part of the grievance process. The employee may be represented by a steward at such times as a grievance is reduced to writing.

2. If, in the judgment of the supervisor, because of the necessity of maintaining an adequate level of service, permission cannot be granted immediately to the shop steward in order to present or investigate a grievance or a disciplinary action during on-duty time, such permission shall be granted by the supervisor no later than the next working day from the date the shop steward was denied permission.
  3. Stewards/employees who participate in the meet and confer process and/or participate on a Labor Management Team, must report such time to their supervisor as payroll code MCL for meet and confer and payroll code LMC for participating on a labor management team.
- 5.E. CHANGES IN STEWARDS OR NUMBER OF STEWARDS.** If management reassigns a shop steward which will leave their present shift or work location without a steward, the Union shall have the right to appoint a replacement. Should the Union wish to change stewards during the grievance procedure, it may do so provided that only one (1) steward will be allowed time off from work upon one (1) occasion to investigate the grievance.
- 5.F. CONDUCT OF MEETINGS.** Any meeting of shop stewards and supervisors will be held in a quiet, dignified manner. Management personnel will agree to recognize and work with Union stewards in a conscientious effort to settle problems at the earliest possible step of the grievance procedure.
- 5.G. LIMITATIONS OF TIME OFF.** Stewards shall not be permitted time off from their work assignment for the purpose of conducting general Union business.
- 5.H. SHOP STEWARD SIGNS.** Shop stewards may identify themselves by use of an appropriate sign or placard so long as the sign or placard is no larger than four (4) inches by twelve (12) inches.
- 5.I. SHOP STEWARD/ELECTED OFFICERS EXTENDED LEAVE OF ABSENCE.** Pursuant to the provisions of Senate Bill 1085 ("SB 1085")/Government Code Section 3558.8, upon written request of the Union to the Human Resource Services Employee and Labor Relations Division, and subject to Agency/Department Head approval, the County shall grant a steward or union officer of the Union a reasonable leave of absence without loss of compensation or other benefits. Leave granted under this subsection 5.I. (Shop Steward/Elected Officers Extended Leave of Absence) must be in full-day increments and may be on a full-time, part-time, periodic, or intermittent basis and is subject to the following procedures and conditions:

- 1.** The Union shall submit a written request to the Agency/Department Head, with a copy to the County's Labor Relations Manager, at least fifteen (15) business days in advance of the requested leave. The request shall specify it is being made pursuant to SB 1085 and must include the following:
  - a.** Name of Shop Steward or Elected Officer;
  - b.** Classification;
  - c.** Job Code;
  - d.** Bargaining Unit; and
  - e.** Dates and times of requested leave.
  
- 2.** The leave shall be approved if the requested timeframe does not interfere with the performance of County services and Agency/Department operations and provided the following conditions are met, unless otherwise mutually agreed:
  - a.** No more than three (3) employees shall be on leave at the same time for the purposes of subsection 5.I.;
  - b.** Employees must have completed their probationary period. Employees who are approved for leave prior to the completion of their probationary period shall have their probationary period extended by the same period of time the employee is on leave under this subsection 5.I.; and
  - c.** Employees are not on administrative leave for any other purpose.
  
- 3.** Upon approval of the leave, the authorizing Agency/Department shall codify in a memorandum to the union of the approved leave dates in accordance with subsection 5.I. herein. For the duration of the employee's approved leave, the following shall apply:
  - a.** The employee shall receive general wage increase(s) and step increases authorized for said classification as outlined in Section 16. (Wages).
  - b.** The employee shall not work overtime or in any other capacity for the County during such time the employee is on leave as provided in subsection 5.I.
  - c.** The Union shall reimburse the County for all benefits and compensation paid and earned/realized by the employee on leave, including but not limited to all wages, health and retirement benefits, and any related direct and indirect employer driven costs. The County shall provide the Union with an invoice detailing the direct and/or indirect employer driven costs.
  - d.** The employee shall be covered by the Union's Workers' Compensation Insurance for the duration of the approved leave. The Union shall provide the County with a liability insurance certificate that covers any third-party claim that pertains to the conduct of the employee while they are acting as a representative of the Union.
  - e.** Reimbursement by the Union shall occur within thirty (30) business days of the County billing to the Union. The Union's failure to reimburse the County within thirty (30) business days may be grounds for termination of the employee's otherwise approved leave.
  
- 4.** At the conclusion or termination of the leave granted under this subsection 5.I., to the extent feasible, the steward or Elected Officer shall have a right to reinstate to the same position and work location they held prior to such leave. If the authorizing Agency/Department determines that by approving such leave, it may not be feasible to reinstate the steward or Elected Officer to the same position and/or work location upon completion of such leave, such concern shall be communicated to the union prior to approving said leave. In the event it is not feasible to reinstate the steward or Elected Officer to the same position and/or work location, the employee will be reinstated to a substantially similar position without loss of seniority, rank or classification.



5. The Union shall hold harmless, defend, and indemnify the County and its officers, agents, and employees from and against any liability, claim, action, cost, expense, fee, damage or loss attributable to bodily injury, sickness, disease, death or to injury to or destruction of property, including the loss therefrom, or to any violation of federal, state or municipal law or regulation arising out of or during the course and scope of the employee's approved assignment.

## **SECTION 6. HOURS OF WORK, SHIFTS, SCHEDULES, AND REST PERIODS**

**6.A. WORK SCHEDULE AND CHANGE OF SHIFT.** Except for an employee in a classification enumerated in Appendix B (Intermittent and Services-As-Needed Classifications), the Agency/Department Heads shall prepare a schedule showing the hours each employee and appointive officer of the County in their agency/department is to work. Except under unforeseeable circumstances, the Agency/Department Head shall make every reasonable effort to assure that no employee shall have more than one (1) change of shift in any workweek and that the employee shall be off duty no less than twelve (12) hours prior to working the new shift. Except in cases of emergency, employees in units regularly assigned to cover shifts seven (7) days a week, 24-hours a day, shall be given ten calendar days' notice of any change in shift schedule.

**6.B. WORKDAY AND WORKWEEK.** except as provided in subsections 7.G. (Information Technology Department), 7.H. (Social Services Agency), 7.I. (Probation Department), 7.J. (Community Development Agency), 7.K. (Registrar of Voters Department), 7.L. (Public Works Agency), 7.M. (Office of Assessor), 7.N. (Treasurer Tax Collector), 7.O. (Library Department), 7.P. (Health Care Services Agency), 7.Q. (Alameda County Employees' Retirement Association), 7.R. (Sheriff's Department) and 7.S. (Auditor/Controller Agency) hereof, the following shall apply:

1. For each full-time employee who works 7.5-hours per day, the normal workweek shall be thirty-seven and one-half (37.5) hours.
2. For each full-time employee who works 8-hours per day, the normal workweek shall be forty (40) hours.
3. For each part-time employee, the workday and/or workweek will be determined by the Agency/Department Head. The workday and/or workweek will be a proration of time scheduled to work to the normal thirty-seven and one-half (37.5) or forty (40) hour workweek base as designated for the employee's classification enumerated in the Appendix A.
4. For Services-As-Needed employees, the workweek is scheduled on an as-needed basis as determined by the Agency/Department Head, with the workweek base being thirty-seven and one-half (37.5) or forty (40) hours as designated for the employee's classification in Appendix A.
5. For part-time and Services-As-Needed employees, the "workweek base," as used herein, shall mean an amount of hours in a workweek which are equivalent to the full-time hours listed for classifications as enumerated in Appendix A.
6. Employees must meet their agency/department flextime or alternate work schedule program requirements to be eligible for consideration to work said flextime or alternate work schedule in accordance with their agency/departmental guidelines. Employees should contact their agency/department human resources for additional information.

**6.C. HOURS OF WORK DEFINED.** For all nonsupervisory or nonprofessional employees, hours worked, including all hours suffered to be worked, shall include all time not under the control of

the employee whether such hours are worked in the County's workplace, or in some other place where the employee is carrying out the duties of the County.

**6.D. REST PERIODS.** No wage deduction shall be made, nor time off charged against employees taking authorized rest periods, nor shall any right to overtime be accrued for rest periods not taken. There is no obligation upon the County to provide facilities for refreshments during the rest period, or for procurement thereof.

**1. All Employees Other than Video Display Screen Users.** Each employee shall be granted a rest period of fifteen (15) minutes during each work period of more than three (3) hours duration; provided, however, that rest periods are not scheduled during the first or last hour of such period of work.

**2. Employees Using Video Display Screens.** In lieu of subsection 6.D.1. above, employees who operate video display equipment which requires continuous viewing of a video screen for more than two (2) consecutive hours in a day shall be granted rest periods of ten (10) minutes in each hour of such assignment; provided, however, that a rest period is not scheduled during the last hour of an employee's scheduled workday. Occasional use of the telephone or services-as-needed public contact not related to the video display equipment of less than five (5) minutes duration per hour is not inconsistent with the meaning of "continuous viewing" as stated herein. Employees described herein may alternatively select to schedule rest periods as described in subsection 6.D.1. above instead of the rest periods described in subsection 6.D.2.

**6.E. CONVERSION OF WORKWEEK BETWEEN 37.5 AND 40 HOURS.** Employees in classifications converting to a forty (40) hour workweek shall carry over their vacation and sick leave and subject to subsection 9.A. (Holidays Defined) hereof, floating holiday balance in the same number of days and fractions of days recorded for the thirty-seven and one-half (37.5) hour workweek. For compensatory time, the same number of hours and fractions of hours recorded for the thirty-seven and one-half (37.5) hour workweek shall be carried over for the forty (40) hour workweek subject to subsection 7.F. hereof.

Employees in classifications converting to a thirty-seven and one-half (37.5) hour workweek shall carry over their vacation and sick leave and subject to subsection 9.A. (Holidays Defined) hereof, floating holiday balance in the same number of days and fractions of days recorded for the forty (40) hour workweek. For compensatory time, the same number of hours and fractions of hours recorded for the forty (40) hour workweek shall be carried over for the thirty-seven and one-half (37.5) hour workweek subject to subsection 7.F. (When Compensatory Time Off May be Taken or Paid) hereof.

**6.F. VOLUNTARY REDUCTION OF WORK PERIOD.** Upon mutual agreement of a full-time permanent employee covered by this MOU and an Agency/Department Head such employee may elect to reduce work hours with an equal reduction in pay and paid benefits for periods of up to thirteen (13) pay periods as follows:

- 1.** An employee and Agency/Department Head may agree that the employee shall work a part-time work schedule of ninety percent (90%), eighty percent (80%), seventy percent (70%), sixty percent (60%), or fifty percent (50%) in any biweekly pay period with a corresponding reduction in pay and paid benefits as set forth in paragraph 4 of this subsection.
- 2.** Employees working an approved reduced work schedule shall revert to full-time work status at the end of the agreed to period or, if employees transfer, promote, demote, terminate or in any other way change their status with the County they shall be removed from the reduced work schedule.

3. With ten (10) calendar days advance notice, an Agency/Department Head may unilaterally terminate an approved reduced work schedule in the event of an unanticipated staffing or fiscal emergency. The determination to terminate the approved reduction shall be final and non-grievable.
4. Employees opting to reduce hours under this subsection shall be deemed full-time employees for all purposes of this MOU provided that such employees shall be entitled to paid leave accruals and health and dental plan contributions on the same basis as part-time employees represented herein during such periods.
5. Employees who reduce working hours under this subsection will remain on the payroll with full-time employee status and the hours not worked as the result of the reduction shall be coded as leave without pay.

**6.G. WORKING NONASSIGNED SHIFTS.** Less than full-time employees may contact their respective Agency/Department Head and request to be scheduled to any non-assigned shift. In order to be considered timely, such requests must be made in writing at least seventy-two (72) hours in advance of the starting time of the shift requested. An employee scheduled to work a non-assigned shift, who has less than eight (8) hours of compensatory time accrued, may elect to be compensated for such work in cash or compensatory time off by including such election in the written request to be assigned.

The Agency/Department Head shall respond to all timely requests and shall schedule the requesting employee for the requested non-assigned shift unless:

1. The requesting employee, in the judgment of the Agency/Department Head, does not have the ability, skills, training and preparation to perform the duties of said shift assignment; and/or,
2. The requested shift would make the requesting employee eligible for overtime in which case the assignment shall be subject to approval by the Agency/Department Head as specified in subsection 7.A. (How Overtime is Authorized) of this MOU.

If more than one (1) such request is received, the Agency/Department Head shall respond to said requests in the order received.

Judgments made by the Agency/Department Head, as herein provided, shall not be subject to the grievance procedure.

## **SECTION 7. OVERTIME**

**7.A. HOW OVERTIME IS AUTHORIZED.** Work for the County by an employee at times other than those scheduled pursuant to subsection 6.A. (Work Schedule and Change of Shift) shall be approved in advance in writing by the Agency/Department Head, or in cases of unanticipated emergency, shall be approved by the Agency/Department Head, after such emergency work is performed. No employee shall perform overtime work unless such overtime work has been approved by the Agency/Department Head or designee.

**7.B. OVERTIME WORK DEFINED.** Overtime work shall be defined as all work performed in a workweek pursuant to subsection 7.A. (How Overtime is Authorized) of this Section 7. (Overtime) in excess of the normal full-time workweek for the job classification. Holidays which fall on an

employee's regularly scheduled day off shall not count towards the accumulation of the workweek. Holidays worked, holidays which fall on an employee's regularly scheduled workday and paid time off shall count toward the accumulation of the workweek. Effective March 13, 2016, paid vacation, sick leave or holiday leave shall not count towards the accumulation of the workweek.

### **7.C. RATES DEFINED.**

- 1.** For the purposes of this subsection, the hourly rate shall be defined as follows:
  - a.** For employees working a thirty-seven and one-half (37.5) hour workweek or thirty-seven and one-half (37.5) hour workweek base, the hourly rate shall be the biweekly rate divided by seventy-five (75).
  - b.** For employees working a forty (40) hour workweek, or forty (40) hour workweek base, the hourly rate shall be the biweekly rate divided by eighty (80).
  - c.** For employees working on an hourly rate basis, the hourly rate is reflected in Appendices attached hereto.
  - d.** For employees working on a daily rate basis, the daily rate is reflected in Appendices attached hereto.
- 2.** For purposes of this subsection, the Fair Labor Standards Act (FLSA) regular rate shall be defined as follows:

An employee's regular rate shall include in addition to their hourly rate as defined in subsection 7.C.1., any applicable salary ordinance footnote and any applicable premium payment pursuant to Section 12. (Premium Conditions), subsection 13.A. (For Standby Duty) and 13.C. (For Temporary Assignment to a Higher-Level Position) of this MOU.

### **7.D. OVERTIME PAYMENT.** Employees shall be compensated for overtime work either in cash or in compensatory time at the option of the Agency/Department Head as follows and consistent with subsection 7.F. herein:

- 1.** For classifications with a thirty-seven and one-half (37.5) hour workweek or a thirty-seven and one-half (37.5) hour workweek base, employees shall be compensated at time and one-half (1/2) for all time worked in excess of thirty-seven and one-half (37.5) hours.
- 2.** For classifications with a forty (40) hour workweek or a forty (40) hour workweek base, excluding employees in classifications enumerated in Appendix D (Part-Time and Services-As-Needed Registered Nurses Classifications), employees shall be compensated at time and one-half (1.5) for all time worked in excess of forty (40) hours.
- 3.** The method of compensation for cash payment of overtime worked shall be as follows:
  - a.** Employees covered by the overtime provisions of the FLSA shall be paid time and one-half (1.5) for overtime worked as provided in subsection 7.D. (Overtime Payment) based on the hourly rate defined in subsection 7.C.1 provided, however, that time and one-half (1.5) the employee's FLSA regular rate defined in subsection 7.C.2 shall be paid for all actual hours worked in excess of forty (40) hours (excluding holidays and paid leave time) in an employee's designated workweek.

- b. Employees exempt from the overtime provisions of the FLSA shall be paid time and one-half (1.5) for all overtime worked as provided in subsection 7.D. (Overtime Payment) based on the hourly rate defined in subsection 7.C.1.
  - 4. There shall be no overtime payment unless the employee has actually worked over thirty-seven and one-half (37.5) or forty (40) hours during said workweek.
  - 5. For employees in classifications enumerated in Appendix D (Part-Time and Services-As-Needed Registered Nurses Classifications) and the classification of Licensed Vocational Nurse SAN (5420N), flextime schedules requiring an employee to work in excess of eight (8) hours in any one (1) workday, excluding meal period, or in excess of eight (8) hours in consecutive time, excluding meal period, shall be exempted from the provision requiring overtime compensation after eight (8) hours in a workday.
- 7.E. WHEN OVERTIME SHALL BE PAID.** Compensation for overtime work shall be paid not later than the completion of the pay period next succeeding the pay period in which such overtime was earned.
- 7.F. WHEN COMPENSATORY TIME OFF MAY BE TAKEN OR PAID.** Compensatory time off earned on or after April 15, 1986 may be accrued to a maximum of eighty (80) hours, and any employee who has accumulated eighty (80) hours of compensatory time off shall be paid in cash for all subsequent overtime worked until such time as the employee's compensatory time off balance is reduced below 80 hours. Notwithstanding the foregoing, an employee may exceed the 80-hour maximum when an emergency or other unusual circumstance exists and the Agency/Department has obtained approval of the County Administrator's Office to grant compensatory time off in excess of 80-hours.

Scheduling of compensatory time off shall be by mutual agreement of the employee and the Agency/Department Head provided that the Agency/Department Head may require that an employee adjust their workweek in order to avoid overtime penalties.

An employee covered by the overtime provisions of the FLSA who has accrued compensatory time off in accordance with this subsection shall upon separation from County service be paid for unused compensatory time off at a rate of compensation not less than the average regular rate, as defined above, received by such employee during the last three (3) years of employment or the final regular rate received by such employee, whichever is higher. An employee shall be paid off for any unused compensatory time off, upon resignation/reinstatement, transfer from a regular position to a SAN position, or transfer to another agency/department. An employee shall be paid off for any unused compensatory time off prior to appointment from an FLSA non-exempt position to an FLSA exempt position.

An employee who is exempt from the overtime provisions of the FLSA who has accrued compensatory time off in accordance with this subsection shall, upon separation from County service, be paid for unused compensatory time off at the employee's biweekly or hourly rate for each classification as set forth in Appendix A (Classification Listings).

**7.G. BIWEEKLY WORK SCHEDULES.**

- 1. **Information Technology Department.** Notwithstanding subsections 7.B. (Overtime Work Defined) and 7.C. (Rates Defined) of this MOU, in those cases in which an employee working in the Information Technology Department and the Director of Information Technology agree to a fixed flexible biweekly work schedule under which an employee, who would normally be subject to a thirty-seven and one-half (37.5) hour workweek, is scheduled to work thirty-five

(35) hours in one (1) week and forty (40) hours in the other week of a biweekly pay period, or, in the case of an employee whose classification is exempt from FLSA overtime provisions who would normally be subject to a forty (40) hour workweek, is scheduled to work thirty-five (35) hours in one week and forty-five (45) hours in the other week of a biweekly pay period, the employee, if otherwise eligible for overtime compensation, shall be entitled to such compensation only for the time worked in excess of the scheduled workweek of thirty-five/thirty-five (35/35) hours or forty/forty-five (40/45) hours. Information Technology Department employees who are subject to the foregoing flexible work schedule shall not be entitled to more than seven and one-half/eight (7.5/8) hours off with pay on paid holidays and shall be required to makeup during the workweek in which the holiday falls the difference between seven and one-half/eight (7.5/8) hours and the length of the workday which the employee would have been scheduled to work had the holiday been a normal workday on the flexible schedule. Said employee shall not be entitled to overtime compensation for working said holiday makeup hours. The Director of Information Technology shall, at their discretion determine which, if any, classifications and positions shall be eligible for the flexible biweekly work schedule and retains the right, upon appropriate notice to Union and after meeting and conferring if requested by Union, to make changes in the classifications and positions eligible for such flexible schedule or to eliminate the program in its entirety.

- 2. Social Services Agency.** Notwithstanding subsection 7.B. (Overtime Work Defined) and 7.C. (Rates Defined) of the MOU, in those cases in which a non-exempt employee (not eligible for schedule B) working in the Social Services Agency and the Director of the Social Services Agency agree to a fixed flexible biweekly work schedule under which a non-exempt employee who would normally be subject to a thirty-seven and one-half (37.5) hour week is scheduled to work forty (40) hours in one week and thirty-five (35) hours the other week of a biweekly pay period, the employee, if otherwise eligible for overtime compensation, shall be entitled to such compensation only for the time worked in excess of the scheduled workweek of forty (40) hours or thirty-five (35) hours. In those cases in which an exempt employee working in the Social Services Agency and the Director of the Social Services Agency agree to a fixed flexible work schedule under which an exempt employee who would normally be subject to a thirty-seven and one-half (37.5) hour week is scheduled to work forty-two and one-half (42.5) hours in one week and thirty-two and one-half (32.5) hours the other week of a biweekly pay period, the employee, if otherwise eligible for overtime compensation, shall be entitled to such compensation for the time worked in excess of the scheduled workweek of forty-two and one-half (42.5) hours and thirty two and one-half (32.5) hours. Social Services Agency employees who are subject to the foregoing flexible work schedules shall not be entitled to more than seven and one-half (7.5) hours off with pay on paid holidays and shall be required to makeup during the workweek in which the holiday falls, the difference between seven and one-half (7.5) hours and the length of the workday in which the employee would have been scheduled to work had the holiday been a normal workday on the flexible schedule. Said employee shall not be entitled to overtime compensation if he/she is approved to work said holiday makeup hours, rather than take vacation or compensatory time.
- 3. Probation Department.** Notwithstanding subsection 7.B. (Overtime Work Defined) and 7.C. (Rates Defined) of this MOU, in those cases in which an employee working in the Probation Department and the Chief Probation Officer agree to a fixed flexible biweekly work schedule under which an employee, who would normally be subject to a thirty-seven and one-half (37.5) hour workweek, is scheduled to work thirty-five (35) hours in one (1) week and forty (40) hours in the other week of a biweekly pay period, the employee, if otherwise eligible for overtime compensation, shall be entitled to such compensation only for the time worked in excess of the scheduled workweek of thirty-five (35) hours or forty (40) hours. Probation Department employees who are subject to the foregoing flexible work schedule shall not be entitled to more than seven and one-half (7.5) hours off with pay on paid holidays and shall

be required to makeup during the pay period in which the holiday falls the difference between seven and one-half (7.5) hours and the length of the workday which the employee would have been scheduled to work had the holiday been a normal workday on the flexible schedule. Said employee shall not be entitled to overtime compensation for working said holiday makeup hours. The Chief Probation Officer shall, at their discretion, determine which, if any, classifications and positions shall be eligible for the flexible biweekly work schedule and retains the right, upon appropriate notice to Union and after meeting and conferring if requested by Union, to make changes in the classifications and positions eligible for such flexible schedule or to eliminate the program in its entirety.

- 4. Community Development Agency.** Notwithstanding subsections 7.B. (Overtime Work Defined) and 7.C. (Rates Defined) of the MOU, in those cases in which an employee working in the Community Development Agency and the Director, Community Development Agency agree to a flexible biweekly work schedule under which an employee, who would normally be subject to a thirty seven and one-half (37.5) hour workweek, is scheduled to work forty (40) hours in one week and thirty-five (35) hours in the other week of a biweekly pay period, or, in the case of an employee whose classification is exempt from FLSA overtime provisions who would normally be subject to a forty (40) hour workweek, is scheduled to work thirty-five (35) or thirty-six (36) hours in one week and forty-four (44) or forty-five (45) hours in the other week of a biweekly pay period, the employee, if otherwise eligible for overtime compensation, shall be entitled to such compensation only for the time worked in excess of the scheduled workweek of thirty-five (35) or thirty-five/thirty-six (35/36) hours and forty (40) or forty-four/forty-five (44/45) hours. Department employees who are subject to the foregoing flexible work schedule shall not be entitled to more than seven and one-half/eight (7.5/8) hours off with pay on paid holidays and shall be required to makeup during the workweek in which the holiday falls the difference between seven and one-half/eight (7.5/8) hours and the length of the workday which the employee would have been scheduled to work had the holiday been a normal workday on the flexible schedule. Said employee shall not be entitled to overtime compensation for working said holiday makeup hours. The Director, Community Development Agency shall, in his discretion, determine which, if any, classifications and positions shall be eligible for the flexible biweekly work schedule and retains the right, upon appropriate notice to Union and after meeting and conferring if requested by Union, to make changes in the classifications and positions eligible for such flexible schedule or to eliminate the program in its entirety.
- 5. Registrar of Voters Department.** Notwithstanding subsections 7.B. (Overtime Work Defined) and 7.C. (Rates Defined) of the MOU, in those cases in which an employee working in the Registrar of Voters Department and the Registrar of Voters agree to a fixed flexible biweekly work schedule under which an employee, who would normally be subject to a thirty-seven and one-half (37.5) hour workweek, is scheduled to work thirty-five (35) hours in one week and forty (40) hours in the other week of a biweekly pay period, the employee, if otherwise eligible for overtime compensation, shall be entitled to such compensation only for time worked in excess of the scheduled workweek of thirty-five (35) hours and forty (40) hours. Registrar of Voters Department employees who are subject to the foregoing flexible work schedule shall not be entitled to more than seven and one-half (7.5) hours off with pay on paid holidays and shall be required to makeup during the workweek in which the holiday falls the difference between seven and one-half (7.5) hours and the length of the workday which the employee would have been scheduled to work had the holiday been a normal workday on the flexible schedule. Said employee shall not be entitled to overtime compensation for working said holiday makeup hours. The Registrar of Voters may at their discretion suspend flextime during peak workload periods. The Registrar of Voters shall, at their discretion, determine which, if any, classifications and positions shall be eligible for the flexible biweekly work schedule and retains the right, upon appropriate notice to Union and after meeting and

conferring if requested by Union, to make changes in the classifications and positions eligible for such flexible schedule or to eliminate the program in its entirety.

- 6. Public Works Agency.** Notwithstanding subsections 7.B. (Overtime Work Defined) and 7.C. (Rates Defined) of this MOU, in those cases in which an employee in the Public Works Agency and the Director of Public Works agree to a fixed flexible biweekly work schedule under which an employee, who would normally be subject to a thirty-seven and one-half (37.5) hour workweek, is scheduled to work thirty-five (35) hours in one week and forty (40) hours in the other week of a biweekly pay period, or, in the case of an employee whose classification is exempt from FLSA overtime provisions who would normally be subject to a forty (40) hour workweek, is scheduled to work thirty-five (35) or thirty-six (36) hours in one (1) week and forty-four (44) or forty-five (45) hours in the other week of a biweekly pay period, the employee, if otherwise eligible for overtime compensation, shall be entitled to such compensation only for the time worked in excess of the scheduled workweek of thirty-five (35) or thirty-five/thirty-six (35/36) hours and forty (40) or forty-four/forty-five (44/45) hours. Public Works Agency employees who are subject to the foregoing flexible work schedule shall not be entitled to more than seven and one-half/eight (7.5/8) hours off with pay on paid holidays and shall be required to makeup during the workweek in which the holiday falls the difference between seven and one-half/eight (7.5/8) hours and the length of the workday which the employee would have been scheduled to work had the holiday been a normal workday on the flexible schedule. Said employees shall not be entitled to overtime compensation for working said holiday makeup hours.
- 7. Office of Assessor.** Notwithstanding subsections 7.B. (Overtime Work Defined) and 7.C. (Rates Defined) of this MOU, in those cases in which an employee in the Office of Assessor and the Assessor agree to a fixed flexible biweekly work schedule under which an employee, who would normally be subject to a thirty-seven and one-half (37.5) hour workweek, is scheduled to work thirty-five (35) hours in one (1) week and forty (40) hours in the other week of a biweekly pay period, the employee, if otherwise eligible for overtime compensation, shall be entitled to such compensation only for the time worked in excess of the scheduled workweek of thirty-five (35) or forty (40) hours. Employees of the Office of Assessor who are subject to the foregoing flexible work schedule shall not be entitled to more than seven and one-half (7.5) hours off with pay on paid holidays and shall be required to makeup during the workweek in which the holiday falls the difference between seven and one-half (7.5) hours and the length of the workday which the employee would have been scheduled to work had the holiday been a normal workday on the flexible schedule. Said employees shall not be entitled to overtime compensation for working said holiday makeup hours.

The Assessor shall, at their discretion, determine which, if any, classifications and positions shall be eligible for the flexible biweekly work schedule, after meeting and conferring with the Union.

The Assessor also retains the right, upon appropriate notice to the Union and after meeting and conferring if requested by the Union, to make changes in the classifications and positions eligible for such flexible schedule or to eliminate the program in its entirety.

- 8. Treasurer-Tax Collector.** Notwithstanding subsections 7.B. (Overtime Work Defined) and 7.C. (Rates Defined) of this MOU, in those cases which an employee working in the Treasurer-Tax Collector's Office and the Treasurer-Tax Collector agree to a fixed biweekly work schedule under which an employee, who would normally be subject to a thirty-seven and one-half (37.5) hour work week, is scheduled to work thirty-five (35) hours in one (1) week and forty (40) hours in the other week of a biweekly pay period, the employee, if otherwise eligible for overtime compensation, shall be entitled to such compensation only for the time worked in



excess of the scheduled work week of thirty-five (35) hours or forty (40) hours. Treasurer-Tax Collector employees who are subject to the foregoing flexible work schedule shall not be entitled to more than seven and one-half (7.5) hours off with pay on paid holidays and shall be required to makeup during the week in which the holiday falls the difference between seven and one-half (7.5) hours and the length of the work day which the employee would have been scheduled to work had the holiday been a normal work day on the flexible schedule. Said employee shall not be entitled to overtime compensation for working said holiday makeup hours. The Treasurer-Tax Collector shall, at their discretion, determine which, if any, classifications and positions shall be eligible for the flexible biweekly work schedule and retains the right, upon appropriate notice to Union and after meeting and conferring if requested by Union, to make changes in the classifications and positions eligible for such flexible schedule or to eliminate the program in its entirety.

- 9. Library Department.** Notwithstanding Section 7.B (Overtime Work Defined) and 7.C (Rates Defined) of the MOU, in those cases in which an employee working in the Library Department agrees to a fixed flexible biweekly work schedule under which an employee, who would normally be subject to a thirty-seven and one-half (37.5) hour workweek, is scheduled to work thirty-five (35) hours in one (1) week and forty (40) hours in the other week of a biweekly pay period, the employee, if otherwise eligible to overtime compensation shall be entitled to such compensation only for time worked in excess of the scheduled workweek of thirty-five (35) and forty (40) hours, Library Department employees who are subject to the foregoing flexible work schedule shall not be entitled to more than seven and one-half (7.5) hours off with pay on paid holidays and shall be required to makeup during the workweek in which the holiday falls the difference between seven and one-half (7.5) hours and the length of the workday which the employee would have been scheduled to work had the holiday been a normal workday on the flexible schedule. Said employee shall not be entitled to overtime compensation for working said holiday makeup hours. The County Librarian shall, at their discretion, determine which, if any, classifications and positions shall be eligible for the flexible biweekly work schedule and retains the right upon appropriate notice to the Union and after meeting and conferring if requested by the Union, to make changes in the classifications and positions eligible for such flexible schedule or eliminate the program in its entirety.

**10. Health Care Services Agency.**

- a. Behavioral Health Care Services Department.** Notwithstanding Section 7.B. (Overtime Work Defined) and 7.C. (Rates Defined) of this MOU, in those cases in which a non-exempt employee (not eligible for schedule B contained within the Alameda County Health Care Services Agency's Behavioral Health Care Services Flextime Guidelines implemented October 20, 1996) working in the Behavioral Health Care Services Department and the Director of Behavioral Health Care Services agree to a fixed flexible biweekly work schedule under which an employee, who would normally be subject to a thirty-seven and one-half (37.5) hour workweek, is scheduled to work thirty-five (35) hours in one (1) week and forty (40) hours in the other week of a biweekly pay period, or, in the case of an employee whose classification is exempt from FLSA overtime provisions who would normally be subject to either a thirty-seven and one-half (37.5) or forty (40) hour workweek, and is scheduled to work thirty-five (35) hours in one week and either forty (40) or forty-five (45) hours in the other week of a biweekly pay period, the employee, if otherwise eligible for overtime compensation, shall be entitled to such compensation only for the time worked in excess of the scheduled work week of thirty-five/thirty-six (35/36) hours in one week or forty/forty-five (40/45) hours in the other week.

In those cases in which an exempt employee working in the Behavioral Health Care Services Department and the Director of Behavioral Health Care Services agree to a fixed

flexible work schedule under which an exempt employee who would normally be subject to a thirty-seven and one-half (37.5) hour week is scheduled to work forty-two and one-half (42.5) hours in one (1) week and thirty-two and one-half (32.5) hours in the other week of a biweekly pay period, the employee, if otherwise eligible for overtime compensation, shall be entitled to such compensation for the time worked in excess of the scheduled workweek of forty-two and one-half (42.5) hours and thirty-two and one-half (32.5) hours.

Behavioral Health Care Services Department employees who are subject to the foregoing flexible work schedule shall not be entitled to more than seven and one-half/eight (7.5/8) hours off with pay on paid holidays and shall be required to makeup during the work week in which the holiday falls the difference between seven and one-half/eight (7.5/8) hours and the length of the work day which the employee would have been scheduled to work had the holiday been a normal work day on the flexible schedule. Said employee shall not be entitled to overtime compensation for working said holiday makeup hours. The Director of Behavioral Health Care Services shall, at their discretion, determine which, if any, classifications and positions shall be eligible for the flexible biweekly work schedule and retains the right, upon appropriate notice to Union and after meeting and conferring if requested by Union, to make changes in the classifications and positions eligible for such flexible schedule or to eliminate the program in its entirety.

- b. Public Health Department.** Notwithstanding subsection 7.B. and 7.C. of this Memorandum of Understanding, in those cases in which a non-exempt employee working in the Public Health Department and the Director of Public Health agree to a fixed flexible biweekly work schedule under which an employee, who would normally be subject to a thirty-seven and one half (37.5)-hour workweek, is scheduled to work thirty-five (35) hours in one (1) week and forty (40) hours in the other week of a biweekly pay period, or, in the case of an employee whose classification is exempt from FL5A overtime provisions who would normally be subject to either a thirty seven and one half (37.5) or forty (40)-hour workweek, and is scheduled to work thirty-five (35) hours in one (1) week and either forty (40) or up to forty-five (45) hours in the other week of a biweekly pay period, the employee, if otherwise eligible for overtime compensation, shall be entitled to such compensation only for the time worked in excess of the scheduled work week of the fixed flex schedule hours in one (1) week or the fixed flex schedule hours in the other week.

Public Health Department employees who are subject to a flexible work schedule shall not be entitled to more than seven and one-half/eight (7.5/8) hours off with pay on paid holidays and shall be required to makeup during the work week in which the holiday falls the difference between seven and one-half/eight (7.5/8) hours and the length of the workday which the employee would have been scheduled to work had the holiday been a normal workday on the flexible schedule. Said employee shall not be entitled to overtime compensation for working said holiday makeup hours.

- 11. Alameda County Employees' Retirement Association (ACERA).** Notwithstanding subsections 7.B (Overtime Work Defined) and 7.C. (Rates Defined) of the MOU, in those cases in which an employee in ACERA and the General Manager of ACERA agree to a fixed flexible biweekly work schedule under which an employee, who would normally be subject to a thirty-seven and one-half (37.5) hour workweek, is scheduled to work thirty-five (35) hours in one (1) week and forty (40) hours in the other week of a biweekly pay period, the employee, if otherwise eligible for overtime compensation, shall be entitled to such compensation only for the time worked in excess of the scheduled work week of thirty-five (35) and forty (40) hours.

Employees of the Retirement Association who are subject to the foregoing flexible work schedule shall not be entitled to more than seven and one-half (7.5) hours off with pay on paid holiday and shall be required to makeup during the workweek in which the holiday falls, the difference between seven and one-half (7.5) hours and the length of the workday which the employee would have been scheduled to work had the holiday been a normal workday on the flexible schedule. Said employees shall not be entitled to overtime compensation for working said holiday makeup hours.

The General Manager shall, at their discretion, determine which, if any, classifications and positions shall be eligible for the flexible biweekly work schedule. The General Manager also retains the right, upon appropriate notice to the Union and after meeting and conferring if requested by the Union, to make changes in the classifications and positions eligible for such flexible schedule or to eliminate the program in its entirety.

**12. Sheriff's Department.** Notwithstanding subsections 7.B. (Overtime Work Defined) and 7.C. (Rates Defined) of the MOU, in those cases in which an employee working in the Civil Section of the Sheriff's Department agree to a fixed flextime biweekly work schedule of a four (4) day thirty-seven and one-half (37.5) hour work week of a biweekly pay period, the employee, if otherwise eligible for overtime compensation, shall be entitled to such compensation only for the time worked in excess of the scheduled workweek of thirty-seven and one-half (37.5) hours. In a week where there is a County Holiday, flextime will be suspended and all employees will revert to a regular schedule. The Sheriff or designee retains the right, upon appropriate notice to the Union and after meeting and conferring, if requested by the Union, to make changes in and/or eliminate the program in its entirety.

The Sheriff shall, at their discretion, determine which, if any, unit(s) and which, if any, classifications and positions within the unit(s) shall be eligible for the flexible biweekly work schedule, after meeting and conferring with the Union.

**13. Sheriff's Department Payroll Unit.** Effective pay period beginning September 14, 2014, notwithstanding Sections 7.B. (Overtime Work Defined) and 7.C. (Rates Defined) of this MOU, in those cases in which an employee in the Sheriff's Office payroll unit agrees to a fixed flexible biweekly work schedule under which an employee, who would normally be subject to a thirty-seven and one-half (37.5) hour workweek, is scheduled to work thirty-five (35) hours in one (1) week and forty (40) hours in the other week of a biweekly pay period, the employee, if otherwise eligible for overtime compensation, shall be entitled to such compensation only for the time worked in excess of the scheduled workweek of thirty-five (35) or forty (40) hours. In a week where there is a County Holiday, flextime will be suspended and all employees will revert to a regular schedule.

**14. Auditor-Controller Agency.** Notwithstanding subsections 7.B. (Overtime Work Defined) and 7.C. (Rates Defined) of this MOU, in those cases in which an employee in the Auditor-Controller Agency agree to a fixed flexible biweekly work schedule under which an employee, who would normally be subject to a thirty-seven and one-half (37.5) hour workweek, is scheduled to work thirty-five (35) hours in one (1) week and forty (40) hours in the other week of a biweekly pay period, the employee, if otherwise eligible for overtime compensation, shall be entitled to such compensation only for the time worked in excess of the scheduled workweek of thirty-five (35) or forty (40) hours. Employees of the Auditor-Controller Agency who are subject to the foregoing flexible work schedule shall not be entitled to more than seven and one-half (7.5) hours off with pay on paid holidays and shall be required to makeup during the workweek in which the holiday falls the difference between seven and one-half (7.5) hours and the length of the workday which the employee would have been scheduled to work had the holiday been

a normal workday on the flexible schedule. Said employees shall not be entitled to overtime compensation for working said holiday makeup hours.

The Auditor-Controller/Clerk-Recorder shall, at their discretion, determine which, if any, classifications and positions shall be eligible for the flexible biweekly work schedule, and retains the right, upon appropriate notice to the Union and after meeting and conferring, if requested by the Union, to make changes in the classifications and positions eligible for such flexible schedule or to eliminate the program in its entirety.

## **SECTION 8. LEAVES OF ABSENCE**

**8.A. LEAVE MAY NOT EXCEED NINE (9) MONTHS.** A leave of absence without pay may be granted by the Agency/Department Head upon the request of the employee seeking such leave but shall not be longer than nine (9) months, except as hereinafter provided.

**8.B. NO LEAVE TO ACCEPT OUTSIDE EMPLOYMENT.** A leave of absence without pay may not be granted to a person accepting either private or public employment outside the service of the County of Alameda, except as hereinafter provided.

**8.C. MILITARY LEAVE.** Employees shall be entitled to military leaves of absence as specified in Chapter 7, Part 1, Division 2 of the California Military and Veterans Code. Employees must present to their supervisor a copy of their military orders which specify the dates and duration of such leave.

If such employee shall have been continuously employed by the County for at least one (1) year prior to the date such absence begins, he/she shall be entitled to receive paid military leave as follows:

1. Paid military leave which may be granted during a fiscal year for continuous or intermittent military leave, is limited to a maximum of 240-working hours for forty (40) hour/week classes or 225-working hours for thirty-seven and one-half (37.5) hour/week classes, during ordered military leave, including necessary travel time. The 240-hour limit reflects the equivalent of thirty (30), eight (8) hour days but is designated in hours to account for alternative work schedules. The 225-hour limit reflects the equivalent of thirty (30), seven and one-half (7.5) hour days but is designated in hours to account for alternative work schedules.
2. During the period specified in 8.C.1. above, the employee shall be entitled to receive pay only for those hours which the employee would have been regularly scheduled to work and would have worked but for the military leave.
3. The rate of pay shall be the same rate the employee would have received for hours worked during a shift he/she would have been scheduled to work or scheduled for paid holiday leave, had he/she not been on military leave.
4. In no event shall an employee be paid for time he/she would not have been scheduled to work during said military leave.

In determining employee eligibility for classifications requiring a minimum length of service, time spent on military leave shall be eligible for inclusion in the length of service calculation.

**8.D. TEMPORARY APPOINTMENT DUE TO MILITARY LEAVE.** An Agency/Department Head may grant an employee a leave of absence without pay from their position to permit such an employee

to be temporarily appointed to fill a position which is vacant as the result, and during the period of, a military leave of absence.

**8.E. EDUCATIONAL LEAVE.** A leave of absence without pay may be granted by the Agency/Department Head upon the request of the employee seeking such leave for the purpose of education, but no one (1) such leave of absence shall exceed a period of one (1) year.

**8.F. PAID TIME OFF FOR EDUCATION PURPOSES.**

**1. State-Mandated Training.** Except for employees enumerated in Appendix B (Intermittent and Services-As-Needed Classifications), employees in the following classifications will be granted paid leave per fiscal year for state mandated training required to maintain their licenses, certifications, or registration. Paid leave for any employee regularly scheduled to work less than the normal work week for the job classification shall be prorated within a pay period in which leave is granted, based upon a proportion of the hours which would have been worked during that pay period but for the leave to the normal full-time pay period for the job classification.

Job Code	Covered Classifications	Hours Limit	Frequency*
2610	Appraiser I	Up to 24	Each fiscal year ("FY").
2615	Appraiser II	Up to 24	Each FY.
2620	Appraiser III	Up to 24	Each FY.
2706	Auditor-Appraiser I	Up to 24	Each FY.
2710	Auditor-Appraiser II	Up to 24	Each FY.
2715	Auditor-Appraiser III	Up to 24	Each FY.
6505	Behavioral Health Clinician I	Up to 36	Over a 2-FY period, effective on the date established by the BBS.
6510	Behavioral Health Clinician II	Up to 36	Over a 2-FY period, effective on the date established by the BBS.
6512	Behavioral Health Crisis Intervention Specialist I	Up to 36	Over a 2-FY period, effective on the date established by the BBS.
6513	Behavioral Health Crisis Intervention Specialist II	Up to 36	Over a 2-FY period, effective on the date established by the BBS.
5337	Clinical Nurse Specialist	Up to 30	Over a 2-FY period.
6316	Clinical Psychologist	Up to 36	Over a 2-FY period.
6515	Clinical Review Specialist**	Up to 36**	**Applies only if the employee is required to obtain educational units mandated by State law or regulation to maintain licensure or certification: Over a 2-FY period, for BBS or up to 30-hours over 2 FY period for Board of Registered Nursing.
5779	Dental Hygienist	Up to 12.5	Each FY.

<b>Job Code</b>	<b>Covered Classifications</b>	<b>Hours Limit</b>	<b>Frequency*</b>
6496	Marriage and Family Therapist I	Up to 36	Over a 2-FY period, effective on the date established by the Board of Behavioral Sciences ("BBS").
6497	Marriage and Family Therapist II	Up to 36	Over a 2-FY period, effective on the date established by the BBS.
6490	Mental Health Specialist I, licensed as a Vocational Nurse	Up to 30	Over a 2-FY period.
6491	Mental Health Specialist II, licensed as a Vocational Nurse	Up to 30	Over a 2-FY period.
6492	Mental Health Specialist III, licensed as a Vocational Nurse	Up to 30	Over a 2-FY period.
5605	Microbiologist	Up to 15	Each FY.
5383	Mid-Level Practitioner	Up to 30	Over a 2-FY period.
5850	Pediatric Occupational Therapist	Up to 24	Over a 2-FY period.
5860	Pediatric Physical Therapist	Up to 30	Over a 2-FY period.
5644	Pharmacist, ACBH	Up to 15	Each FY.
5510	Registered Dental Assistant	Up to 25	Over a 2-FY period.
5300	Registered Nurse I	Up to 30	Over a 2-FY period.
5305	Registered Nurse II	Up to 30	Over a 2-FY period.
5315	Registered Nurse III	Up to 30	Over a 2-FY period.
5645	Senior Clinical Pharmacist, ACBH	Up to 15	Each FY.
5610	Senior Microbiologist	Up to 15	Each FY.
5865	Senior Therapist	Up to 24-or 30 (based on licensure)	Over a 2-FY period.
**Paid time off for education purpose frequency shall be prorated for part-time employees in the covered classifications.			

2. **Substitution.** The County may substitute on an hour-for-hour basis accredited mandated training offered by the County on an in-service basis for Nursing (5300, 5305, 5315, 5337, 5383) and Pharmacy (5644 and 5645) classifications, and for the classifications of Behavioral Health Clinician I (6505) and Behavioral Health Clinician II (6510).
3. **Nursing Scheduling Time Off.** With respect to scheduling paid time off for the Nursing classifications (5300, 5305, 5315, 5337, 5383), the Agency/Department Head shall schedule such time as follows: The Agency/Department Head shall designate a bulletin board at each major work location where continuing education course announcements shall be posted in a timely fashion. Nurses wishing leave to attend such courses shall complete and forward to the Agency/Department Head any necessary leave form. The County shall have fifteen (15)-days to deny such leave in writing or leave shall be granted as requested by the employee.
4. **Mid-Level Practitioner (5383).** If a Mid-level Practitioner (5383) is required to obtain educational units by an Agency/Department Head that cannot be taken within the Hours Limit as stated above, the Agency/Department Head will authorize such additional paid educational leave as is necessary to satisfy practitioner staff qualifications. Any such additional leave shall be prorated for part-time Mid-level Practitioners (5383) as provided above.

- 5. Behavioral Health.** If a Behavioral Health Clinician I (6505), Behavioral Health Clinician II (6510), Behavioral Health Crisis Intervention Specialist I (6512), and Behavioral Health Crisis Intervention Specialist II (6513) has not complied with the one-time-State-required 10-hour Human Sexuality Training, or one-time-State-required 7-hour Child Abuse Training, or one-time-State-required 15-hour Alcoholism Training, the Agency/Department Head shall authorize paid educational leave for these specific hours for these specific training programs. Any such leave shall be prorated for part-time employees in these classifications.
- 6.** If additional classifications covered by this MOU are mandated by State law or regulation to complete a continuing education requirement to maintain licensure or certification, at the request of the union, the County will meet and confer on inclusion of such classifications within the provisions of this subsection 8.F. (Paid Time Off for Education Purposes).
- 8.G. LEAVE WHEN LENT TO OTHER GOVERNMENTAL AGENCY OR GOVERNMENTAL INSTITUTION.** A leave of absence without pay may be granted by the Agency/Department Head to any employee who is lent to another governmental jurisdiction, to an agency engaged in a survey of government practices, or to an educational institution, but no one (1) such leave of absence shall exceed a period of one (1) year.
- 8.H. LEAVE OF ABSENCE TO ACCEPT APPOINTMENT TO THE UNCLASSIFIED SERVICE.** A leave of absence without pay may be granted to an employee to permit such person to accept employment for an indefinite period in the unclassified civil service of the County or in a position outside the County service, the salary of which is paid in whole or in part by the County. Upon termination of such employment, such person shall revert to the position from which said leave of absence was granted and, in the event such position has been filled by another person, the reduction in force procedures set forth in the Civil Service Commission Rules shall apply.
- 8.I. LEAVES OF ABSENCE TO ACCEPT APPOINTMENT TO ANOTHER POSITION IN THE CLASSIFIED SERVICE.** An employee having tenure in a classification in the classified civil service who is appointed to another classification in the classified service of the County may be granted a leave of absence without pay from the position to which the employee has tenure until the employee obtains tenure to such other position, or the employee's appointment thereto is terminated for any reason, whichever first occurs. In the event of the return of such employee to the position from which leave of absence was granted, the employee with the least seniority in such class in such agency/department shall be laid off if all authorized positions are filled.
- 8.J. LEAVE FOR ASSIGNMENT TO SPECIAL PROJECT.** An employee having tenure in a classification in the classified civil service, who is appointed to the classification of Project Specialist, may be granted a leave of absence without pay from the classification in which he/she has tenure, by the Agency/Department Head, for the duration of said employee's assignment to the special project.
- 8.K. LEAVE FOR JURY DUTY OR IN ANSWER TO A SUBPOENA.** Sufficient paid leave shall be granted to permit an employee to travel between the workplace and the court and while serving on jury duty or in answer to a subpoena as a witness. Compensation for any employee regularly scheduled to work less than the normal work week for the job classification shall be prorated within a pay period in which leave is granted, based upon a proportion of the hours which would have been worked during that pay period but for the leave to the normal full-time pay period for the job classification. Any jury or witness fee awarded to such person, less reimbursement for mileage, shall be deposited in the County Treasury. Any person assigned an afternoon or evening shift shall be entitled to equal time off as leave with pay from the person's next regularly scheduled shift for all time spent serving on jury duty or answering a subpoena as a witness and for traveling to and from court. Any person who is regularly assigned to a schedule which includes working Saturday and Sunday, who serves on jury duty on their entire two (2) scheduled days off during the previous

Monday through Friday, upon 24-hour advance notice to their supervisor shall be allowed to schedule their next regular workday as vacation or compensatory time. Any person whose jury service extends into a second workweek shall have their schedule changed to a Monday to Friday day shift schedule for the duration of such jury service only.

When an employee is excused from jury duty or from answering a subpoena as a witness in time to report for at least one-half (1/2) the employee's regularly scheduled shift, the employee shall report to duty and jury duty pay under this subsection shall be reduced accordingly. If the employee fails to report as set forth herein, the employee shall be docked for the balance of the day.

Employees shall apply for standby jury duty if the court permits this option. An employee whose work assignment precludes participation in the standby jury duty shall be exempted from this requirement, provided that an Agency/Department Head may adjust an employee's work assignment to permit the employee to apply for standby duty.

**8.L. DISABILITY LEAVE FOR OTHER EMPLOYMENT.** Anything in this MOU to the contrary notwithstanding, any person who, because of sickness or injury, is incapable of performing their work or duties in the service of the County but who is nevertheless capable of performing other work or duties outside the service of the County may, within the discretion of the Agency/Department Head, be granted sick leave of absence without pay during such disability to accept such employment.

**8.M. PERSONAL DISABILITY LEAVE.** After six (6) months from date of employment, an employee shall be entitled to leaves of absence without pay for not more than two (2) periods aggregating to no more than ninety (90) calendar days within a twelve (12) month period upon presentation of acceptable proof of their personal disability. Before such leave, the employee must have used all accrued vacation, paid sick leave or compensating time off, unless the employee is receiving accrued vacation, paid sick leave or compensating time off as a supplement to disability insurance benefits under Section 15. (Disability Insurance Benefit) of this MOU, in which event, the employee shall be entitled to personal disability leave. But the employee's entitlement to personal disability leave shall be reduced by the hourly equivalent of the disability insurance payment (hours of personal disability deducted per pay period equals two (2) times the employee's weekly disability insurance entitlement divided by the employee's normal hourly rate) provided, however, that an employee who has exhausted paid leave balances and is receiving disability insurance only shall have personal disability leave deducted on a day-for-day basis. Such leave may be extended by mutual agreement of the employee and the Agency/Department Head.

The Agency/Department Head may require acceptable proof of the employee's ability to return to work provided that the Agency/Department Head shall notify the employee in writing of such requirement in advance. If the submitted proof is deemed unacceptable, the Agency/Department Head shall immediately notify the employee in writing of existing deficiencies in the submitted proof. Employees granted leave under this paragraph shall be returned to the same classification and the Agency/Department Head shall make its best effort to return such employee to the same geographical location, shift and, where there is specialization within a classification, to the same specialization. Questions as to whether or not the Agency/Department Head has used their best effort herein shall not be subject to the grievance procedure.

**8.N. PREGNANCY & CHILD BONDING LEAVE.** An employee is entitled to receive a pregnancy and child bonding leave of up to six (6) months. Such an employee may elect to take accrued vacation or compensatory time off or sick leave, when eligible, during the period of pregnancy and child bonding leave, except that in the case of an employee who is regularly scheduled to work less than the normal full-time workweek for the classification, paid leave shall be granted only for those days,



or fractions thereof, on which such an employee would have been regularly scheduled to work and would have worked but for the pregnancy and child bonding leave. The employee shall be entitled to sick leave, when eligible, with pay accumulated pursuant to subsection 11.E. (Cumulative Sick Leave Plan) of this MOU. The scheduling of child bonding leave (either on FMLA or CFRA) on an intermittent basis and/or requests for a reduced work schedule are subject to mutual agreement by the employee and the Agency/Department Head as allowed by law.

Notwithstanding the above, the employee may be entitled to take up to seven (7) months of total leave for the integration of the pregnancy disability and child bonding leaves pursuant to the Family Medical Leave Act (FMLA), California Pregnancy Disability Leave (PDL), and California Family Rights Act (CFRA). Disability leave due to pregnancy runs concurrently with FMLA and PDL. Child bonding leave runs concurrently with FMLA and CFRA.

Reinstatement subsequent to pregnancy and child bonding leave of absence shall be to the same classification from which leave was taken and the Agency/Department Head shall make its best effort to return such employee to the same geographical location, shift, and where there is specialization within a classification, to the same specialization. Questions as to whether or not the Agency/Department Head has used its best effort herein, shall not be subject to the grievance procedure.

- 8.O. CHILD BONDING LEAVE.** A prospective father, spouse, domestic partner or adoptive parent is entitled to child bonding leave of up to six (6) months, within one (1) year of the qualifying event. Child bonding leave runs concurrently with FMLA and CFRA. The scheduling of child bonding leave (either on FMLA or CFRA) on an intermittent basis and/or requests for a reduced work schedule are subject to mutual agreement by the employee and the Agency/Department Head as allowed by law.

An employee may elect to take accrued vacation or compensatory time off during the period of child bonding leave except that in the case of an employee who is regularly scheduled to work less than the normal full-time workweek for the classification, paid leave shall be granted only for those days, or fractions thereof, on which such an employee would have worked but for child bonding leave. The use of sick leave during child bonding leave shall not be permitted unless employees are otherwise eligible to use it as provided in subsection 11.L. (Family Sick Leave).

Reinstatement subsequent to child bonding leave of absence shall be to the same classification from which leave was taken and the Agency/Department Head shall make its best effort to return such employee to the same geographical location, shift, and where there is specialization within a classification, to the same specialization. Questions as to whether or not the Agency/Department Head has made its best effort herein, shall not be subject to the grievance procedure.

- 8.P. BEREAVEMENT LEAVE.** Leave of absence with pay because of death in the immediate family of an employee shall be granted by the Agency/Department Head of up to five (5) days (40- or 37.5-hours for employees working an 80- or 75-hour biweekly work schedule, respectively). Employees are required to complete and submit the Bereavement Leave Statement within thirty (30) days of the start of the bereavement leave, and the bereavement leave shall be completed within three (3) months of the date of death of the immediate family member.

For purpose of this subsection 8.P. (Bereavement Leave), "immediate family" means mother, stepmother, father, stepfather, husband, wife, domestic partner, (upon submission of an affidavit as defined in Appendix E. (Domestic Partner)), child of domestic partner, son, stepson, daughter, stepdaughter, grandparent, grandchild, brother, sister, foster parent, foster child, mother-in-law and father-in-law, or any other person sharing the relationship of in loco parentis; and when living in the household of the employee, a son-in-law, daughter-in-law, brother-in-law or sisters-in-law.

Entitlement to leave of absence under this subsection 8.P. (Bereavement Leave) shall be only for all hours the employee would have been scheduled to work for those days granted and shall be in addition to any other entitlement for sick leave, emergency leave, or any other leave.

- 8.Q. LEAVE FOR PARTICIPATING IN EXAMINATION PROCESS.** Upon forty-eight (48) hours advance notice by the employee to their supervisor, an employee shall be granted paid leave while participating in an Alameda County examination which is scheduled during the employee's working hours. Sufficient paid leave shall be granted to permit the employee to travel between the work place and the testing site. Examinations for jurisdictions other than the County of Alameda are exempted from this provision.
- 8.R. LEAVE FOR PARTICIPATING IN THE SELECTION OR TRANSFER PROCESS.** Upon twenty-four (24) hours advance notice by the employee to their supervisor, an employee who has received a certification for an Alameda County employment interview or an employee who must be interviewed as part of an interdepartmental transfer shall be granted paid leave while participating in the interview scheduled during the employee's work hours. Sufficient paid leave shall be granted to permit the employee to travel between the work place and the site of the interview. With prior notice to the employee, the Agency/Department Head may require written verification of an interdepartmental transfer interview. Interviews for jurisdictions other than the County of Alameda are exempted from this provision.
- 8.S. LEAVE FOR PARTICIPATING IN A LITERACY PROGRAM.** Any employee accepted into the Alameda County Workplace Literacy Program, subject to grant approval, as a learner or a participant or other workplace program approved by Alameda County shall be permitted up to twenty-five (25) hours in a twelve (12) month period of educational leave with pay to the extent that such courses of instruction are provided during the employee's on-duty hours.
- 8.T. LEAVE FOR EMPLOYMENT WITH THE UNION.** Upon written certification from the Union and the agreement of the Agency/Department Head, up to six (6) employees at any one (1) time who are subject to this MOU shall be granted a leave of absence without pay for a period of up to six (6) months in a twelve (12) month period to work for Local 1021. At the end of such leave the employee shall be returned to the employee's same classification and Agency/Department.
- 8.U. FAMILY-SCHOOL PARTNERSHIP ACT LEAVE.** California Government Code Section 230.8 entitles employees who are a parent, legal guardian, stepparent, foster parent, or grandparent of, or a person who stands in loco parentis to a child in a licensed daycare facility or school (from birth through grade 12) up to forty (40) hours off per year, with a maximum of eight (8) hours per calendar month, to participate in school activities.

Employees shall utilize vacation or compensatory time, for the purposes of the planned absence. The type of leave used by the employee shall be at the sole discretion of the employee. Employees who do not have any accrued vacation, compensatory time or personal leave are permitted to utilize leave without pay for this purpose.

Employees shall give reasonable notice to their supervisor of the school activity planned absence and upon return to work, provide to their supervisor documentation from the school or licensed childcare provider as proof that the employee engaged in child-related activities. An Agency/Department Head shall not deny a request for this leave except for reasons critical to the agency/department operations.

**SECTION 9. HOLIDAYS**

**9.A. HOLIDAYS DEFINED.**

Holidays shall be defined as follows:

**1. Days Observed.**

<b>Date Observed</b>	<b>Known As</b>
January 1	New Year’s Day
Third (3 <sup>rd</sup> ) Monday in January	Dr. Martin Luther King, Jr. Birthday
February 12	Lincoln’s Birthday
Third (3 <sup>rd</sup> ) Monday in February	Washington’s Birthday
Last Monday in May	Memorial Day
July 4	Independence Day
First (1 <sup>st</sup> ) Monday in September	Labor Day
November 11	Veteran’s Day
Fourth (4 <sup>th</sup> ) Thursday in November	Thanksgiving
Day after Thanksgiving	Day after Thanksgiving
December 25	Christmas

Effective June 13, 2023, subsection 9.A. (Holidays Defined) herein shall include the Date Observed of June 19, known as Juneteenth.

- 2. Federal or State Holidays.** All other days appointed by the President of the United States or the Governor of the State of California as a nationwide or statewide public holiday, day of fast, day of mourning, or day of thanksgiving, provided that observance of the day as a paid holiday is approved in writing by three (3) or more members of the Board of Supervisors.
- 3. Floating Holidays.** Four (4) floating holidays are to be scheduled by mutual agreement of the employee and the employee’s Agency/Department Head and taken within the calendar year. Employees may use floating holidays in one (1) hour increments. Employees shall have the primary responsibility to schedule and take their floating holidays. When a written request for a floating holiday is submitted, the Agency/ Department Head shall respond in writing within fourteen (14) calendar days or shall schedule the floating holidays as requested by the employee. Agency/Department Heads shall make a reasonable effort to accommodate floating holiday requests.

Floating holidays will be allocated and used on a calendar year basis. Unused floating holidays authorized under this subsection will not be paid out and will be forfeited when an employee terminates County employment or at the end of each calendar year. Each employee hired prior to July 1 of each year shall be entitled to the floating holiday(s). Employees hired after July 1 will not be entitled to the floating holiday(s) for the calendar year in which they were hired. Less than full-time employees should be entitled to prorated floating holidays based upon a proration of the hours the employee is regularly scheduled to work.

Effective January 1, 2010, floating holidays for less than full-time eligible employees whose standard working hours change to full-time after January 1 but prior to July 1 of a calendar year, shall be increased based upon the employee’s full-time status.

The adjustment to the floating holiday hour balance shall not exceed the full-time equivalent amount for four (4) days of floating holidays (32 hours for 80-hour per pay period employees and 30 hours for 75-hour per pay period employees or the full-time equivalent amount in effect for the calendar year). After July 1 of the calendar year, no adjustment will be made to the floating holiday hour balance.

In the administration of the above paragraphs, the provision set forth in subsection 10.J.5. (Vacation Leave Segments), shall not apply when an employee's leave request is solely for Floating Holidays.

**4. Services-As-Needed.** Services-As-Needed employees are not entitled to the holiday benefit as set forth in subsection 9.A.1. (Days Observed), 9.A.2. (Federal or State Holidays), and 9.A.3. (Floating Holidays) above.

**9.B. VALUE OF A HOLIDAY.** The value of a holiday which falls during a pay period is 1/10th of an employee's time spent in paid status during such pay period, excluding overtime. The maximum value of a holiday is seven and one-half (7.5) hours for a classification normally scheduled to work 75 hours per pay period or eight (8) hours for a classification normally scheduled to work 80 hours per pay period.

**9.C. NUMBER OF HOLIDAYS FOR SHIFT WORKERS.** Except as provided in subsection 9.B. (Value of a Holiday) hereof, no employee assigned to shift work shall receive a greater or lesser number of holidays as defined in subsection 9.A. (Holidays Defined) in any calendar year than employees regularly assigned to work during the normal workweek, regardless of how the holiday is compensated. The intent of this subsection is to compensate each employee for each holiday defined in subsection 9.A. (Holidays Defined) above, whether compensation is in cash or time off.

For holiday administration purposes only, when an assigned shift overlaps two (2) calendar days, the day worked or scheduled to be worked shall be that calendar day upon which a majority of work, excluding overtime, was performed or scheduled.

**9.D. HOLIDAYS TO BE OBSERVED ON WORKDAYS.** In the event that January 1 (New Year's Day); February 12, (Lincoln's Birthday); June 19 (Juneteenth); July 4 (Independence Day); November 11, (Veterans Day); or December 25 (Christmas) shall fall on a Saturday, said holiday shall be observed on the preceding Friday. In the event that any of said holidays enumerated in this subsection shall fall on a Sunday, said holiday shall be observed on the following Monday. A day proclaimed as a nationwide or statewide public holiday, day of fast, day of mourning, or day of thanksgiving and approved in writing by three (3) or more members of the Board of Supervisors, shall be granted only to those employees who are regularly scheduled to work on the day for which such holiday is proclaimed.

Notwithstanding the observance of holidays specified in subsection 9.D. (Holidays to be Observed on Work Days) herein, and including the provisions of 9.C. (Number of Holidays for Shift Workers) herein, when December 25 (Christmas), January 1 (New Year's Day) or July 4 (Independence Day) occur in the calendar year on a Saturday or Sunday and a weekend worker is scheduled on said day, the employee shall observe the holiday on the actual day of December 25 (Christmas), January 1 (New Year's Day) and July 4 (Independence Day).

**9.E. HOLIDAY COMPENSATION.**

**1. For Full-time Employees.**

- a. Holidays not worked by full-time employees shall be compensated at straight time.
- b. In the event that any employee, by virtue of having worked a holiday, as defined in this subsection, should work longer than the normal workweek as set forth in subsection 6.B. (Workday and Workweek) of this MOU, said employee shall be compensated as provided in subsection 7.D. (Overtime Payment) hereof.

## **2. For Part-time Employees.**

- a. For part-time employees, the compensation for holidays not worked shall be at straight time, prorated each pay period in which a holiday occurs, based upon a proration of the hours which would have been worked within the pay period, but for the holiday, to the normal full-time period for the job classification.

Such an employee may, in writing, with a minimum of seven (7) calendar days' notice to the employee's Agency/Department Head elect to use accrued vacation and/or compensatory time off to replace a decrease experienced in the employee's regular biweekly salary due to a prorated holiday.

- b. Less than full-time employees shall be compensated for hours worked on holidays defined herein at one and one-half (1.5) times the normal hourly rate.

## **3. For Services-As-Needed Employees.**

- a. Notwithstanding subsection 9.A.4. (Services-As-Needed), Services-As-Needed employees shall be compensated only for hours worked on holidays defined in subsection 9.A.1. (Days Observed), and 9.A.2. (Federal or State Holidays), at one and one-half (1.5) times the normal hourly rate.

## **4. In-Lieu Day Off.**

- a. Except in the case of employees regularly assigned to Zone 7 or the Alameda County Sheriff's Office, when a holiday as set forth in subsections 9.A. (Holidays Defined) or 9.B. (Value of a Holiday) hereof, other than a day proclaimed by the President of the United States or the Governor of the State of California as a nationwide or statewide public holiday, day of fast, day of mourning, or day of thanksgiving and approved in writing by three (3) or more members of the Board of Supervisors, falls on an employee's regularly scheduled day off, such employee may be given an in-lieu day off (a less than full-time employee will receive a prorated in-lieu day off) within 26 pay periods to be scheduled by mutual agreement of the employee and the Agency/Department, or the Agency/Department Head may compensate the employee in cash pursuant to subsection 9.E.1.a. or 9.E.2.a. Should an in-lieu day off not be taken within 26 pay periods, the employee shall be compensated in cash pursuant to subsection 9.E.1.a. or subsection 9.E.2.a.
- b. In the case of employees regularly assigned to Zone 7 or the Alameda County Sheriff's Office, when a holiday as set forth in subsection 9.A. (Holidays Defined) hereof, other than a day proclaimed by the President of the United States or Governor of the State of California as a nationwide or statewide public holiday, day of fast, day of mourning, or day of thanksgiving and approved in writing by three (3) or more members of the Board of Supervisors, falls on an employee's regularly scheduled day off, such employee shall be compensated in cash (a less than full-time employee will receive prorated compensation in cash) at the rate of time and one-half (1/2) the employee's normal hourly rate.

- 9.F. ELIGIBILITY FOR HOLIDAY PAY.** To be eligible for holiday pay, except pay for a floating holiday, an employee must be on paid status the employee's scheduled workday before and the employee's scheduled workday after the holiday.
- 9.G. CONFORMITY WITH STATE HOLIDAYS.** In the event the Legislature shall amend Section 6700 of the Government Code to change the date of a holiday listed in subsections 9. A. (Holidays Defined) or 9.B. (Value of a Holiday) hereof is observed, employees subject to this MOU shall celebrate said holiday in conformity with the State. This paragraph shall not be applied so as to increase or decrease the number of holidays set forth in subsection 9.A. (Holidays Defined) or 9.B. (Value of a Holiday) hereof.
- 9.H. EXEMPT WORK SITUATIONS.** Time spent in study courses, seminars and meetings of professional groups is exempt from the provisions of this subsection.
- 9.I. HOLIDAYS FOR AUDITOR-CONTROLLER/CLERK-RECORDER STAFF.** Employees of the Auditor-Controller/Clerk-Recorder's Office are excluded from the provisions of subsection 9.A. (Holidays Defined) but shall be entitled to paid holidays for days observed as judicial holidays pursuant to state law. In the event that the total number of judicial holidays in any calendar year shall be less than the number of County holidays, including the floating holidays, specified in subsection 9.A. (Holidays Defined), these employees shall be entitled to as many in-lieu holidays as is necessary to make the number of their holidays equal to the number of holidays specified in subsection 9.A. (Holidays Defined). An employee shall not qualify for an in-lieu holiday granted in exchange for the subsection 9.A. (Holidays Defined) floating holidays unless the employee was hired prior to April 1 of any calendar year. An employee shall not qualify for an in-lieu holiday granted in exchange for any other holiday listed in subsection 9.A. (Holidays Defined) unless the employee was hired on or before the date of the subsection 9.A. (Holidays Defined) holiday not observed as judicial holiday. An in-lieu holiday must be scheduled by mutual agreement of the employee and the Agency/Department Head, and taken within the calendar year, except that the Agency/Department Head may in writing authorize the in-lieu holiday to be carried over for one (1) calendar year only.
- 9.J. HOLIDAY COMPENSATION FOR SHERIFF'S OFFICE STAFF.** Effective calendar year 2007, employees of the Alameda County Sheriff's Office shall be compensated at a premium of two (2) times their normal rate of pay for any hours for which they are ordered to work beyond their regularly scheduled work shift (before or after their regularly scheduled work shift) when such additional work hours occur on the fourth (4<sup>th</sup>) Thursday in November (Thanksgiving) and/or December 25 (Christmas).

## **SECTION 10. VACATION LEAVE**

Services-As-Needed employees working in classifications which are enumerated in Appendix B (Intermittent and Services-As-Needed Classifications) are excluded from the provisions of Section 10. (Vacation Leave).

Employees in the service of the County shall accrue vacation as specified below. Vacation pay shall be granted only for those days or fractions thereof on which employees would have been regularly scheduled to work and would have worked but for the vacation period. An employee who is regularly scheduled to work less than the normal work week for the job classification shall accrue vacation leave accordingly. Vacation accrual shall be prorated each pay period based upon a proration of the hours worked within that pay period to the normal full-time pay period for the job classification.

**10.A. VACATION ACCRUAL.**

Services-As-Needed employees working in classifications which are enumerated in Appendix B (Intermittent and Services-As-Needed Classifications) are excluded from the provisions of Section 10. (Vacation Leave).

Employees in the service of the County shall receive a vacation entitlement or accrue vacation as specified below. Vacation pay shall be granted only for those days or fractions thereof on which employees would have been regularly scheduled to work and would have worked but for the vacation period. An employee who is regularly scheduled to work less than the normal work week for the job classification shall accrue vacation leave or vacation entitlement accordingly. Vacation accrual or vacation entitlement shall be prorated each pay period based upon a proration of the hours worked within that pay period to the normal full-time pay period for the job classification.

- 1. For Employees Hired Prior to January 31, 2016.** Except for an employee in a classification enumerated in Appendix B (Intermittent and Services-As-Needed Classifications), each person in the service of the County whose employment began prior to January 31, 2016, shall accrue vacation leave according to the following schedules.
  - a. Two (2) weeks accrual.** Employees shall accrue two (2) weeks of vacation annually until completion of 104 full-time biweekly pay periods (4 years) of continuous employment.
  - b. Three (3) weeks accrual.** Employees shall accrue three (3) weeks of vacation annually after the completion of 104 full-time biweekly pay periods (4 years) of continuous employment and until completion of 286 full-time biweekly pay periods (11 years) of continuous employment.
  - c. Four (4) weeks accrual.** Employees shall accrue four (4) weeks of vacation annually after the completion of 286 full-time biweekly pay periods (11 years) of continuous employment and until completion of 520 biweekly pay periods (20 years) of continuous employment.
  - d. Five (5) weeks accrual.** Employees shall accrue five (5) weeks of vacation annually after the completion of 520 biweekly pay periods (20 years) of continuous employment.
- 2. For Employees Hired on or After January 31, 2016.** Each person in the service of the County whose employment began on or after January 31, 2016, shall accrue vacation leave as follows:
  - a. Two (2) weeks accrual.** Employees shall accrue two (2) weeks of vacation annually until completion of 104 full-time biweekly pay periods (4 years) of continuous employment, up to a maximum balance of four (4) weeks.
  - b. Three (3) weeks accrual.** Employees shall accrue three (3) weeks of vacation annually after the completion of 104 full-time biweekly pay periods (4 years) of continuous employment and until completion of 286 full-time biweekly pay periods (11 years) of continuous employment, up to a maximum balance of six (6) weeks.
  - c. Four (4) weeks accrual.** Employees shall accrue four (4) weeks of vacation annually after the completion of 286 full-time biweekly pay periods (11 years) of continuous employment and until completion of 520 full-time biweekly pay periods (20 years) of continuous employment, up to a maximum balance of eight (8) weeks.

**d. Five (5) weeks accrual.** Employees shall accrue five (5) weeks of vacation annually after the completion of 520 full-time biweekly pay periods (20 years) of continuous employment, up to a maximum balance of ten (10) weeks.

**3. All Employees Effective the Pay Period Containing December 7, 2025.** All employees covered by this MOU shall accrue vacation leave as follows:

**a. Two (2) weeks accrual.** Employees shall accrue two weeks of vacation annually until completion of 104 full-time biweekly pay periods (4 years) of continuous employment, up to a maximum balance of four (4) weeks.

**b. Three (3) weeks accrual.** Employees shall accrue three (3) weeks of vacation annually after the completion of 104 full-time biweekly pay periods (4 years) of continuous employment and until completion of 286 full-time biweekly pay periods (11 years) of continuous employment, up to a maximum balance of six (6) weeks.

**c. Four (4) weeks accrual.** Employees shall accrue four (4) weeks of vacation annually after the completion of 286 full-time biweekly pay periods (11 years) of continuous employment and until completion of 520 full-time biweekly pay periods (20 years) of continuous employment, up to a maximum balance of eight (8) weeks.

**d. Five (5) weeks accrual.** Employees shall accrue five (5) weeks of vacation annually after the completion of 520 full-time biweekly pay periods (20 years) of continuous employment, up to a maximum balance of ten (10) weeks.

**10.B. CASH PAYMENT IN LIEU OF VACATION LEAVE.** Effective the pay period containing January 1, 2024, all employees who leave the County service for any reason shall be paid at the biweekly or hourly rate for each classification as set forth in Appendix A, for unused vacation leave accrued to the date of the employee’s separation.

**10.C. LIMITATION ON UNUSED VACATION LEAVE BALANCES.** For employees hired prior to January 31, 2016, maximum vacation leave balances allowable prior to the pay period containing January 1 of each year beginning in the year 2002, shall be no more than two (2) times the employee’s vacation accrual rate, and shall be as follows:

<b>Vacation Accrual Rate in Pay Period Prior to January 1</b>	<b>Maximum Balance in Pay Period Containing January 1</b>
2 weeks	4 weeks
3 weeks	6 weeks
4 weeks	8 weeks
5 weeks	10 weeks

**Vacation Hard Cap:** For all employees, effective the pay period containing December 7, 2025, the accrual of vacation leave will cease effective with any pay period in which the employee’s vacation accrual reaches its maximum balance and shall not recommence until the employee’s vacation leave balance falls below this maximum. While employees shall have the primary responsibility to schedule and take sufficient vacation to reduce their accrued vacation leave balances to levels below their maximum balance, Department Heads will make a reasonable effort to accommodate written vacation leave requests submitted by employees which state that the purpose of such request is to reduce accrued vacation leave balances to a level below their maximum accrual.



The maximum balance for each accrual rate shall be as follows:

Vacation Accrual Rate	Maximum Pay Period Balance
2 weeks	4 weeks
3 weeks	6 weeks
4 weeks	8 weeks
5 weeks	10 weeks

- 10.D. DATE WHEN VACATION CREDIT STARTS.** Vacation credit shall begin on the first day of employment.
- 10.E. PREVIOUSLY ACCRUED VACATION EXCEEDING MAXIMUM BALANCE.** As of the pay periods containing January 1, 2024, January 1, 2025, and January 1, 2026, the vacation leave balance of any employee that exceeds the maximum vacation leave balance will be paid in cash.
- 10.F. WHEN FIRST VACATION IS DUE.** Vacation credit and the first vacation leave for any employee shall be due only after the completion of at least the equivalent of 130 full-time working days or the equivalent of 13 full-time pay periods of employment. For purposes of this subsection, "working day" shall mean any day upon which an employee would normally be required to work.
- 10.G. MAXIMUM VACATION LEAVE.** An employee shall be allowed to take two (2) times the employee's annual vacation accrual during any calendar year, provided that the employee has accumulated sufficient unused vacation leave.
- 10.H. EFFECT OF LEAVE WITHOUT PAY ON VACATION CREDIT.** No vacation credit shall be earned during the period when an employee is absent on leave without pay.
- 10.I. EFFECT OF ABSENCE ON CONTINUOUS SERVICE.** Absence on authorized leave without pay, and time during which a person is laid off because the employee's services are not needed, and time during which a person is temporarily not employed by the County, if followed by reemployment within three (3) years, shall not be considered as an interruption of continuous service for the purpose of this subsection, but the period of time such employee is absent on authorized leave without pay or so laid off or so temporarily not employed shall not be counted in computing such years of continuous employment for the purpose of this subsection. Provided further that for the purposes of qualifying for fifteen (15), twenty (20), or twenty-five (25) working days' vacation leave, when an employee completes ten (10) years of uninterrupted service following such reemployment, the employee shall receive credit for all prior service in determining eligibility for vacation entitlement. Eligible employees under this subsection 10.I. (Effect of Absence on Continuous Service) must notify the Human Resource Services Employee Benefits Center ("EBC") when meeting this requirement.
- 10.J. WHEN VACATION LEAVE MAY BE TAKEN.** Paid leave may be granted only for those days or fractions thereof on which an employee would have been regularly scheduled to work and would have worked but for the vacation leave.
  - 1. Vacation Seniority.** Except for employees assigned to the Sheriff's Department, an employee's seniority for vacation seniority purposes begins once the employee enters a vacation scheduling unit within their classification. Should employees change their scheduling unit and/or classification, the seniority accrual for vacation purposes starts over. Promotion within a flexible staffed position for purposes of vacation seniority will not be considered a change in classification.

For employees assigned to the Sheriff's Department, an employee's seniority for vacation seniority purposes begins once they enter the Sheriff's Department or continues upon reinstatement to the same classification excluding time not spent in the Sheriff's Department. Should an employee change their classification, the seniority accrual for vacation purposes starts over. Promotion within a flexible staffed position for purposes of vacation seniority will not be considered a change in classification. If a tie breaker is needed, the following applies:

- total department time (less leave without pay)
- total County time (less leave without pay)
- test administration number
- score on exam
- date stamp on application (received in County Personnel)
- coin toss

- 2. For Full-time Employees.** Except as provided in paragraph 4 hereof, vacation shall be scheduled by mutual agreement of the employee and the Agency/Department Head. Except for employees assigned to the Sheriff's Department, in the event of conflicting requests from employees, the matter shall be decided in favor of the employee having the longest County service in a classification within a vacation scheduling unit. For employees assigned to the Sheriff's Department, in the event of conflicting requests from employees, the matter shall be decided in favor of the employee who meets the criteria stated in subsection 10.J.1. above for the first three (3) segments requested. The remaining two (2) segments, if requested, shall follow the process stated in the following paragraph.

Subsequent vacation requests within the same calendar year shall be resolved in favor of the most senior employee who has not, by virtue of their senior position, previously had such a conflict resolved in their favor during the calendar year. In the event of vacation schedule conflict among employees, all of whom have, by virtue of their senior position, had such conflicts resolved in their favor during the calendar year, the senior employee who has had the least number of such conflicts resolved in their favor shall prevail. When written submission of a vacation request is required pursuant to this paragraph 2., the Agency/Department Head shall respond within twenty (20) calendar days in writing or shall schedule the vacation requested by the employee.

- 3. For Part-time Employees.** Any employee scheduled to work less than the full-time workweek and two-fifths (0.4) or more time for the job classification may, at the discretion of the Agency/Department Head be included in a vacation scheduling unit with full-time employees in the same job classification, and in such cases both the full-time and the less than full-time employees shall have conflicting requests resolved according to the procedure indicated herein.
- 4. Alternative Scheduling Procedure.** In the event that vacation scheduling pursuant to paragraph 2. or 3. hereof is impractical due to the size of the agency/department vacation scheduling unit involved or other reasons, the following procedures shall apply. In a month established by the Agency/Department Head, any employee may submit up to three (3) choices of preferred vacation period for the subsequent twelve (12) months. The Agency/Department Head shall approve such choices on the basis of employee seniority as set forth in paragraph 2. hereof. The Agency/Department Head shall post a list of approved and scheduled vacations no later than four (4) weeks following the end of the designated month in which the vacation requests were due. Any employee who fails to submit a choice or choices or any new employee who misses the sign-up period for the agency/department shall schedule vacations by mutual

agreement pursuant to paragraphs 2. or 3. hereof provided that such vacation scheduled by mutual agreement shall not supersede any vacation scheduled by submission.

In the administration of this paragraph, the Agency/Department Head shall post seniority lists; lists of the number of employees by classification allowed to be on vacation at one (1) time or for any period; and blank calendars or other means which shall make it possible for employees to submit their three (3) choices and to determine which employees have applied for which vacation periods.

During the Alternative Scheduling Period as contained in subsection 10.J.4. (Alternative Scheduling Procedure) above, during a month established by the Social Services Agency, when any employee may submit choices of preferred vacation period for the subsequent twelve (12) months, vacation requests shall be scheduled by mutual agreement and in resolving vacation conflicts the Agency/Department Head shall approve such choices on the basis of employee county seniority among employees in the same classification within a scheduling work unit.

Vacation requests submitted outside of the Alternative Scheduling Period within the Social Services Agency shall be scheduled by mutual agreement pursuant to subsection 10.J.2. (For Full-time Employees) and 10.J.3. (For Part-time Employees) of this MOU. In resolving vacation conflicts, the Agency/Department Head shall approve such choices on the basis of employee unit seniority among employees in the same classification within a scheduling work unit.

- 5. Vacation Leave Segments.** An employee shall be allowed to divide their vacation leave in any calendar year into five (5) segments. An Agency/Department Head, at their discretion, may grant an employee additional segments of vacation increments of at least one (1) hour or more. These segments are to be in addition to any segments of vacation leave used as personal leave as defined in subsection 10.K. (Personal Leave). This subsection excludes any requests for time off which come under the Floating Holiday provisions specified in subsection 9.A.3. (Floating Holidays).
- 10.K. PERSONAL LEAVE.** An employee shall be allowed three (3) days in any calendar year from their regular vacation allowance or compensatory time off for personal leave. An Agency/Department Head shall not deny a request for this leave except for reasons critical to the operation of their agency/department. Such personal leave shall be in segments of one (1) hour or more.
- 10.L. RATE OF VACATION PAY.** Compensation during vacation shall be at the rate of compensation which such person would have been entitled to receive, including premium pay, if in active service during such vacation period. Compensation during vacation shall not include pay for overtime work not actually performed.
- 10.M. VACATION SELLBACK.** Effective July 1, 2001, employees may receive equivalent cash payment for up to five (5) vacation days per fiscal year. Effective July 1, 2002, employees accruing at least twenty (20) days of vacation may receive equivalent cash payment for up to ten (10) days per fiscal year. Effective July 1, 2024, through the term of this December 11, 2022 through January 3, 2026, MOU employees accruing at least fifteen (15) days of vacation may receive equivalent cash payment for up to ten (10) vacation days per fiscal year and employees accruing at least twenty (20) days of vacation may receive equivalent cash payment for up to fifteen (15) days per fiscal year. This benefit shall be prorated for part-time employees based on the proportion of the normal thirty-seven and one-half (37.5) or forty (40) hour workweek for which the employee is regularly scheduled to work. In lieu of, or in addition to the foregoing, an employee may have accrued vacation leave credited against the employee's transition pay obligation to the County. Vacation sellback under this subsection is in addition to the amount of sellback that can be used

to purchase Long-Term Disability Insurance under Section 17. (Long-Term Disability Insurance Coverage). Requests for vacation sellback are irrevocable.

**10.N. VACATION PURCHASE PLAN.** All full-time employees subject to this MOU, excluding employees in classifications enumerated in Appendix B (Intermittent and Services-As-Needed Classifications) and Appendix D (Part-Time and Services-As-Needed Registered Nurses Classifications) may elect to purchase, during Open Enrollment, one (1) or two (2) additional weeks of vacation over and above their regular entitlement as set forth in paragraph A hereof.

To be eligible to purchase vacation, an employee must have completed payment for any previous vacation purchase and an employee must have no more than one (1) week of unused purchased vacation as of the third pay period prior to the start of Open Enrollment. To be eligible to purchase two (2) weeks of vacation, an employee must have used all previously purchased vacation leave as of the third pay period prior to Open Enrollment.

On the first pay period of the calendar year, the employees' vacation balance will be updated with the additional amount of vacation purchased. Employees may then use the vacation time purchased, scheduled by mutual agreement between the employee and the Agency/Department Head.

Employees will then pay for the vacation time purchased in equal installments during the calendar year. In the event that an employee is unable to cover the cost of purchased vacation in any pay period(s) due to insufficient pay, the County reserves the right to adjust the future pay period amount. Should an employee use their purchased vacation time, and leave the employment of the County prior to paying for the additional vacation, the County will recover the cost from the employee, including deducting any sum owed from the employee's final pay warrant. In the event there is insufficient pay to deduct from the employee's final pay warrant, the amount is still due and payable to the County; the employee must repay the County. Any failure to repay the County upon termination of employment will result in collection proceedings.

1. In the event that an employee has exhausted vacation balances accrued pursuant to subsection 10.A. (Vacation Accrual), then purchased vacation may be utilized for personal leave granted under subsection 10.K. (Personal Leave).
2. For purposes of cash payment of vacation leave, vacation purchased pursuant to this subsection shall be combined with vacation accrued pursuant to subsection 10.A. (Vacation Accrual). Said combined vacation balance shall be subject to the cash payment limitations of subsection 10.B. (Cash Payment in Lieu of Vacation) hereof.
3. In the event that a participating employee moves between a forty (40) hour per week position and a thirty-seven and one-half (37.5) hour per week position, the employee shall carry over their purchased vacation balance in the same number of days and fractions of days.
4. Employees who change status from eligible status to purchase vacation to a non-eligible status will be paid for any purchased vacation balance and the County reserves the right to adjust the purchased vacation balance and/or deductions.
  - a) The County shall cease deduction and no additional days will be allowed for purchase.
  - b) The County shall reduce the purchased vacation balance by the amount which the employee has not yet paid.

- c) The employee shall be allowed to retain and use the time purchased as of the date of the change from eligibility to ineligibility through the final pay period of the calendar year of the date of ineligibility.
  - d) For purchased vacation remaining and unused through the final pay period of the calendar year, as set forth in 4.c. above, the employee shall be paid at the pay rate at the time of enrollment, for the purchased vacation time not taken as of the 1<sup>st</sup> pay period of the following year.
5. In the event that an employee experiences a pay rate change during the plan year, the total annual cost will remain the same as at the time of enrollment.
  6. Effective Calendar Year 2016, an employee purchasing vacation is responsible for all County costs associated with vacation purchase.

For the pay period in which purchased vacation is utilized as time off, the employee's total compensation shall not include the contributions made by Alameda County towards premium based and accrued benefits, including retirement. These prorated premium costs shall be deducted from the employee's paycheck for the bi-weekly pay period in which the purchased vacation is utilized and, further, the employee will not accrue vacation or sick leave for such hours. Also, purchased vacation time utilized as time off will not count towards seniority, hours in step, or towards the completion of the probationary period or retirement service credit.

- 10.O. EXTRA WEEK OF UNPAID LEAVE.** A part-time employee in a classification enumerated in Appendix D (Part-Time and Services-As-Needed Registered Nurses Classifications) and, for the term of this MOU only, all other part-time employees subject to this MOU, after one (1) calendar year from date of employment may schedule one (1) week of unpaid leave each calendar year in conjunction with an approved vacation leave. The unpaid leave shall be taken in one (1) segment. The scheduling of this unpaid leave shall be subject to the vacation scheduling provisions contained herein. This unpaid leave shall not reduce the regular biweekly dental plan contribution nor the health plan contribution paid by the County for such employees.
- 10.P. VACATION TRANSFER.** Married couples or domestic partners, employed by the County, may elect to transfer up to five (5) of their accrued vacation leave balances to their spouse or domestic partner (upon submission of an affidavit as defined in Appendix E – Domestic Partners) per each event of maternity, paternity and adoption.
- 10.Q. CONTINUATION OF SECTION.** This Section 10. (Vacation Accrual) shall remain in full force and effect notwithstanding the expiration of the other sections of this MOU on January 3, 2026, as provided in Section 36. (Term of Agreement), and unless otherwise agreed to by the County, shall be incorporated into the successor MOU.
- 10.R. EMPLOYEE ENTRY INTO BARGAINING UNITS COVERED BY THIS MOU.** Employees who enter a bargaining unit covered by this MOU after January 1, 2002 shall have two (2) full calendar years to reduce their vacation balance to the maximum allowable, unless the employee is coming from a bargaining unit where the "maximum allowable vacation balance" is already applicable. After two (2) full calendar years, the vacation leave balance of any employee which exceeds the maximum balance allowable will be paid in cash to the maximum balance. Department Heads shall make a reasonable effort to accommodate written vacation leave requests submitted by employees which state that the purpose of such request is to reduce accrued vacation leave balances below the maximum accrual level.

**SECTION 11. SICK LEAVE**

Services-As-Needed employees working in classifications which are enumerated in Appendix B (Intermittent and Services-As-Needed Classifications) are excluded from the provisions of Section 11 (Sick Leave) except as noted in subsection 11.L. (Services-As-Needed Employees Sick Leave/Family Sick Leave).

**11.A. SICK LEAVE DEFINED.** As used in this subsection, "Sick Leave" means leave of absence of an employee because of any of the following: (i) illness or injury which renders the employee incapable of performing their work or duties for the County; (ii) the employee's exposure to contagious disease; and (iii) routine medical or dental appointment of the employee.

**11.B. EMPLOYEE DEFINED.** As used in this subsection, "Employee" means any person, except for employees in classifications enumerated in Appendix B (Intermittent and Services-As-Needed Classifications), holding a regular, provisional, or temporary appointment in the County service, and otherwise subject to the provisions of this MOU.

**11.C. SICK LEAVE - DAYS OR FRACTIONS OF DAYS.** Paid leave may be granted only for those days or fractions thereof on which an employee would have been regularly scheduled to work and would have worked but for the sick leave.

**11.D. CUMULATIVE SICK LEAVE PLAN.****1. Accumulation of Sick Leave.**

- a. For full-time employees. 40-hour workweek.** Each employee shall accumulate sick leave with pay entitlement at the rate of one-half (1/2) workday for each full biweekly pay period on paid status up to a maximum accumulation of 155 days of unused sick leave with pay entitlement.
- b. For full-time employees. 37.5-hour workweek.** Each employee shall accumulate sick leave with pay entitlement at the rate of one-half (1/2) workday for each full biweekly pay period on paid status up to a maximum accumulation of 155 days of unused sick leave with pay entitlement.
- c. For part-time employees. 40-hour workweek base.** Each employee who is regularly scheduled to work less than the full-time forty (40) hour workweek base shall accrue sick leave pursuant to subsection 11.E.1.a. above, except that the sick leave accrual shall be prorated each pay period based upon the proportion of the hours worked within a pay period to the forty (40) hour workweek base up to a maximum accumulation of 155 days of unused sick leave with pay entitlement.
- d. For part-time employees. 37.5-hour workweek base.** Each employee who is regularly scheduled to work less than the full-time thirty-seven and one-half (37.5) hour workweek base shall accrue sick leave pursuant to subsection 11.E.1.b. above, except that the sick leave accrual shall be prorated each pay period based upon the proportion of the hours worked within a pay period to the thirty-seven and one-half (37.5) hour workweek base up to a maximum accumulation of 155 days of unused sick leave with pay entitlement.

**11.E. RESTORATION OF CUMULATIVE SICK LEAVE BALANCES.** An employee laid off due to a reduction in force who is, within three (3) years of the date of layoff, returned to County service from layoff status shall have the balance of unused cumulative sick leave accrued pursuant to subsection 11.D. (Cumulative Sick Leave Plan), restored for use as provided in this subsection.

An employee, as defined in subsection 11.B. (Employee Defined), who separates from the County and is reinstated/rehired, for any reason other than lay-off (see above), by the County within one (1) year from the date of separation, shall have previously accrued and unused paid sick days reinstated up to a maximum of 24 hours. The employee shall be entitled to use the reinstated and unused paid sick days as stated above.

**11.F. CONVERSION OF SICK LEAVE TO VACATION.** When an employee's sick leave balance accrued pursuant to subsection 11.E. (Cumulative Sick Leave Plan) hereof, reaches 155 days, five (5) days shall be deducted from said sick leave balance and shall be converted to one (1) day of vacation. Said vacation shall be added to vacation balances accumulated pursuant to Section 10. (Vacation Leave) and shall thereafter be subject to the provisions of Section 10. (Vacation Leave).

**11.G. SICK LEAVE CREDIT AT RETIREMENT.** County employees who are members of the Alameda County Employees' Retirement System and who retire, shall be credited for fifty percent (50%) of their unused paid sick leave accumulated as of the date of their retirement, up to a maximum credit of sixty-two and one half (62.5) days.

**11.H. MAJOR MEDICAL SUPPLEMENTAL PAID SICK LEAVE.**

**1. Limits on Duration of Major Medical Supplemental Paid Sick Leave.**

a. For employees who, as of June 25, 1979, completed the equivalent of twenty-six (26) pay periods but less than 130 pay periods, the maximum aggregate lifetime eligibility for major medical supplemental paid sick leave shall be as follows:

- 1) Twenty-two (22) days for those employed on a full-time basis as of June 25, 1979.
- 2) Twenty-two (22) days prorated based upon a proportion of the hours worked in the pay period immediately preceding June 25, 1979 for those employed on a less than full-time basis.

b. For employees who, as of June 25, 1979, completed the equivalent of 130 pay periods of continuous employment, the maximum aggregate lifetime eligibility for major medical supplemental paid sick leave shall be as follows:

- 1) Forty-four (44) days for those employed on a full-time basis as of June 25, 1979.
- 2) Forty-four (44) days prorated based upon a proportion of the hours worked in the pay period immediately preceding June 25, 1979 for those employed on a less than full-time basis.

**2. Criteria Which Must Be Met Before Granting Major Medical Supplemental Paid Sick Leave.** For employees continuously employed before July 1, 1975, who were otherwise granted the one (1) time non-recurring sick leave bonus made available to such employees, the Agency/Department Heads in their sole discretion, may grant major medical supplemental paid sick leave in those instances in which:

- a. the employee exhausted paid cumulative sick leave entitlement accrued pursuant to subsection 11.E. hereof.
- b. the employee's absence is caused by a serious injury or illness requiring prolonged absence from work,

- c. the injury or illness was not incurred in the course of employment, AND
- d. the employee has not incurred a break in service subsequent to June 24, 1979.

**3. Major Medical Supplemental Paid Sick Leave.** The Department Head's determination to deny major medical supplemental paid sick leave shall be final and non-grievable.

**11.I. SICK LEAVE REVIEW.** Employees have the right to receive an oral warning that the employee's attendance record is marginal, followed by a written confirmation of the oral warning that includes an opportunity for the employee to meet with the immediate supervisor prior to being placed on sick leave review. Employees placed on sick leave review shall be provided with a written statement explaining the reason and length of review period. Absences covered by the provisions under the federal Family and Medical Leave Act and/or other state or federal leave laws shall not be used to determine sick leave review. During the sick leave review period, the employee is required to provide medical evidence of sickness or injury to permit the use of sick leave with pay.

**11.J. MEDICAL REPORT.** The Agency/Department Head, as a condition of granting sick leave with pay, may require medical evidence of sickness or injury in the form of a statement from an employee's healthcare provider acceptable to the agency/department when the employee is absent for more than three (3) consecutive working days or when at the discretion of the agency/department head, the agency/department head determines that there are indications of excessive use of sick leave or sick leave abuse.

A diagnosis is not required as medical evidence of sickness or injury unless it is reasonable to believe that the employee's condition may endanger the health or safety of other employees and/or the public.

**11.K. FAMILY SICK LEAVE.**

**1.** Effective January 7, 2024, employees, as defined in subsection 11.B. (Employee Defined), are eligible to use, in each calendar year, up to twelve (12) days of accumulated sick leave to attend to immediate family members who are ill or injured, including emergency or routine medical/dental appointments and/or to obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of themselves or their child(ren) when the employee is a victim of domestic violence, sexual assault or stalking. For the purpose of this subsection "immediate family" means:

- Parent (biological, adoptive, foster-parent, step-parent, grand-parent or legal guardian of an employee or the employee's spouse or domestic partner (upon submission of a written affidavit for domestic partnership as defined in Appendix E (Domestic Partners) or a notarized Declaration of Domestic Partnership [Form DP-1] filed with the California Secretary of State) or a person who stood in loco parentis when the employee was a minor child);
- Spouse or domestic partner (upon submission of a written affidavit for domestic partnership as defined in Appendix E (Domestic Partners) or a notarized Declaration of Domestic Partnership [Form DP-1] filed with the California Secretary of State);
- Child (biological, adopted, foster-child, step-child, grand-child, legal ward or child to whom the employee stands in loco parentis);
- Sibling; and



- Effective January 1, 2023, an "immediate family" member also includes a "designated person". The employee shall identify their "designated person" at the time the employee requests the leave. Employees are limited to one (1) "designated person" per 12-month period.

**11.L. SERVICES-AS-NEEDED EMPLOYEES SICK LEAVE/FAMILY SICK LEAVE.**

- 1. Sick Leave Defined.** As used in this subsection, "Employee Sick Leave" means leave of absence of an employee because of any of the following: (i) illness or injury which renders the employee incapable of performing their work or duties for the County; (ii) the employee's exposure to contagious disease; and (iii) routine medical or dental appointment of the employee.
- 2. Accumulation of Sick Leave.** Effective July 1, 2015, Services-As-Needed employees working in classifications which are enumerated in Appendix B (Intermittent and Services-As-Needed Classifications) shall receive 24 hours of sick leave with pay entitlement. Any unused sick leave shall be removed effective December 31, 2015. Beginning calendar year 2016, eligible employees shall receive 24 hours credited to the employee's balance in the pay-period containing January 1, 2016, and every pay-period containing January 1 thereafter. Employees hired after the pay-period containing January 1 shall receive 24 hours credited to the employee's balance in the first pay-period upon employment. Any unused sick leave will be removed effective December 31, 2016, and every December 31 thereafter.
- 3. Employee/Family Sick Leave.** Beginning on the 90<sup>th</sup> day of employment, Services-As-Needed employees working in classifications which are enumerated in Appendix B (Intermittent and Services-As-Needed Classifications) are eligible to use, in each calendar year, three (3) days of accumulated sick leave to attend to the employee's illness or that of an immediate family member who are ill or injured and/or to obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of themselves or their child(ren) when the employee is a victim of domestic violence, sexual assault or stalking. For the purpose of this subsection "immediate family" means:
  - Parent (biological, adoptive, foster-parent, step-parent, grand-parent or legal guardian of an employee or the employee's spouse or domestic partner (upon submission of a written affidavit for domestic partnership as defined in Appendix E (Domestic Partners) or a notarized Declaration of Domestic Partnership [Form DP-1] filed with the California Secretary of State) or a person who stood in loco parentis when the employee was a minor child);
  - Spouse or domestic partner (upon submission of a written affidavit for domestic partnership as defined in Appendix E (Domestic Partners) or a notarized Declaration of Domestic Partnership [Form DP-1] filed with the California Secretary of State);
  - Child (biological, adopted, foster-child, step-child, grand-child, legal ward or child to whom the employee stands in loco parentis);
  - Sibling; and
  - Effective January 1, 2023, an "immediate family" member also includes a "designated person". The employee shall identify their "designated person" at the time the employee requests the leave. Employees are limited to one (1) "designated person" per 12-month period.
- 4. Restoration of Cumulative sick Leave Balances – Services-As-Needed Employees.** Any Services-As-Needed employees working in classifications which are enumerated in Appendix B (Intermittent and Services-As-Needed Classifications), who separate from the County and are reinstated/rehired by the County within the calendar year in which they leave, shall have previously accrued and unused paid sick days reinstated up to a maximum of 24

hours. The employee shall be entitled to use the previously accrued and unused paid sick days as stated above.

**11.M. INDUSTRIAL SICK LEAVE BENEFIT.** If an employee is incapacitated by sickness or injury received in the course of employment by the County, such employee shall be entitled to pay as provided herein.

**1. Employees Excluded.** The provisions of this subsection do not apply to safety members who are subject to the provisions of California Labor Code Section 4850 and all incumbents of positions in classes designated Services-As-Needed or by the letter N.

**2. Amount and Duration of Payment.**

**a. Full-time employees.** For any injury that is approved by the County such employees shall be entitled to receive industrial sick leave wage continuation commencing with the fourth (4<sup>th</sup>) calendar day of the incapacity. The industrial sick leave wage continuation shall be equal to the difference between seventy-five percent (75%) of the employee's normal salary and the amount of any Worker's Compensation temporary disability payments to which such employee is entitled during such disability. This period shall not exceed two hundred seventy (270) days from the date of sickness or injury resulting in the disability. Following two hundred seventy (270) days, available leave balances may be granted to supplement temporary disability payments to provide the disabled employee up to no more than seventy-five percent (75%) of the normal salary received at the time of the injury. Available leave balances shall include sick leave, vacation leave, compensating time off, floating holidays, and holiday in-lieu time.

In the event that the period of the incapacity exceeds fourteen (14) calendar days, the employee so incapacitated shall be granted industrial sick leave wage continuation at the rate of one hundred percent (100%) of the employee's normal salary for the first three (3) calendar days of such incapacity. If the period of the incapacity does not exceed fourteen (14) calendar days, the employee so incapacitated will be eligible to receive any available leave balance for scheduled workdays for the first three (3) workdays of such incapacity.

**b. Part-time employees.** Subsection 11.M.2.a. (Full-time employees) above applies to part-time employees but shall be on a prorated basis.

**3. When Payments Shall be Denied.** Payments shall not be made pursuant to subsection 11.M.2. (Amount and Duration of Payment) to an employee:

- a.** Who does not apply for or who does not receive temporary disability benefits under the Worker's Compensation Law,
- b.** Whose injury or illness has become permanent, and stationary,
- c.** Whose injury or illness, although continuing to show improvement, is unlikely to improve sufficiently to permit the employee to return to work in the employee's usual and customary position, and the employee has been declared a "Qualified Injured Worker" ("QIW") or "Maximum Medical Improvement" (MMI) and referred to vocational rehabilitation,
- d.** Who is retired on permanent disability and/or disability retirement pension,
- e.** Who unreasonably refuses to accept other County employment for which the employee is not substantially disabled,

- f. Whose injury or illness is the result of failure to observe County health or safety regulations or the commission of a criminal offense,
  - g. Whose injury or illness has been aggravated or delayed in healing by reasons of the failure of the employee to have received medical treatment or to have followed medical advice, except where such treatment or advice has not been sought or followed by reason of the religious beliefs of the employee, and
  - h. Whose injury or illness is a recurrence or reinjury of an earlier job-related injury or illness, or is contributed to by a susceptibility or predisposition to such injury or illness related to an earlier job-related injury or illness.
- 4. Fringe Benefit Entitlement During Industrial Injury Leave.** Employees receiving Workers' Compensation temporary disability benefits and supplementing such payments with accrued paid leave or industrial sick leave wage continuation shall maintain and accrue all benefits to which they are entitled under this MOU at one hundred percent (100%) of their regularly scheduled biweekly hours immediately preceding an industrial illness or injury.

This benefit shall be administered in accordance with State Worker's Compensation laws.

- 5. Leave for Medical Treatment.** Employees with an approved Workers' Compensation claim who have returned to work and are required by their physician to undergo therapy diagnostic tests or treatment due to an industrial injury/illness shall receive Industrial Leave with pay under the following conditions:
- a. Treatments are being paid under Workers' Compensation;
  - b. The therapy diagnostic tests or treatment falls within the employee's normal working hours;
  - c. The leave applies only to the actual treatment time and reasonable travel time. In no event shall leave under this subsection and the employee's actual work time exceed the employee's normally scheduled workday.
- 11.N. SERVICES-AS-NEEDED AND N-DESIGNATED CLASSIFICATIONS: HEALTH AND DENTAL ENTITLEMENT.** Employees in classes designated Services-As-Needed or by the letter "N" who are absent from work due to an industrial injury or illness, who had been receiving health and dental benefits, and who would otherwise have worked and continued to receive such benefits but for the industrial illness or injury, shall continue to be eligible to receive health and dental benefits at the same level and as set forth in Section 14. (Medical and Dental Plans).

## **SECTION 12. PREMIUM CONDITIONS**

- 12.A. SPLIT SHIFT.** Except as provided otherwise in subsection 12.B. (Night Shift), below, any employee required to work a split shift shall be paid at a rate of five percent (5%) over and above the employee's regular biweekly or hourly rate of pay for the entire shift so worked. For purposes of this paragraph "split shift" is defined as any daily tour of duty divided into two (2) periods of time and taking more than nine and one-half (9.5) consecutive hours to complete. Effective January 7, 2024, the split shift shall be increased to seven and one-half percent (7.5%).

- 12.B. NIGHT SHIFT.** Employees who are required to work at least five-eighths (5/8<sup>th</sup>) of their normal daily tour of duty after 4:30 p.m. and before 8:00 a.m. shall be paid at a rate of five percent (5%) over and above their normal biweekly or hourly rate of pay for the entire shift so worked. Effective January 7, 2024, the Night Shift shall be increased to seven and one-half percent (7.5%).
- 12.C. BILINGUAL PAY.** Upon the recommendation of the Agency/Department Head and the approval of the Director of Human Resource Services, employees occupying a position designated as requiring fluency in a language other than English shall receive an additional fifty-five dollars (\$55.00) per pay period and the employees occupying such a position and having proficiency in three (3) or more languages shall receive sixty dollars (\$60.00) per pay period, provided that such employees are required to utilize such additional languages in the course of their duties for the County.

Effective January 7, 2024, the compensation for employees occupying a position designated as requiring fluency in a language other than English shall receive an additional sixty dollars (\$60.00) per pay period and a person occupying such a position and having proficiency in three (3) or more languages shall receive sixty-five dollars (\$65.00) per pay period, provided that such employees are required to utilize such additional languages in the course of their duties for the County.

- 1. Social Services Agency.** Bilingual pay for employees assigned to the Social Services Agency ("Agency") carrying a caseload at least twenty-five percent (25%) of which is comprised of non-English speaking clients shall be paid an additional fifty-five dollars (\$55.00) per pay period. The Agency will conduct an annual evaluation to ensure employees receiving the additional bilingual pay under this subsection continue to meet the 25% non-English speaking client caseload threshold requirement. Employees determined to no longer meet the 25% non-English speaking client caseload threshold will revert to the lower level premium effective the first day of the first full pay period following completion of said annual evaluation. Conversely, payment at the higher level will begin on the first pay period in the second calendar month following the month in which the caseload exceeds the 25% threshold. Moreover, the Agency will continue to make every effort to assign non-English speaking caseloads to bilingual workers. Effective January 7, 2024, the compensation shall be increased to sixty dollars (\$60.00) per pay period.

### **SECTION 13. SPECIAL PERFORMANCE PAY**

- 13.A. FOR STANDBY DUTY.** Unless otherwise provided in the Salary Ordinance, employees who perform standby duty shall be compensated at the rate of one-eighth (1/8<sup>th</sup>) pay for such duty. Effective July 23, 2023, the rate of compensation shall be increased to one-fifth (1/5<sup>th</sup>) pay for such duty.

If at the time the Second Call Duty Officer ("SCDO") rotation standby duty schedule is set and there are less than 15 nurses in the Health Care Services Agency, Public Health Department who make themselves available to provide SCDO rotation standby duty, the County and the Union will meet and confer on Division of Communicable Disease Control and Prevention ("DCDCP") nurses' participation in the SCDO rotation standby duty. No nurse shall be required to provide SCDO rotation standby duty for any shift without first having completed the required training.

- 13.B. FOR CALL-BACK.** An employee called back to work from either standby duty or non-standby status, shall be compensated at the premium overtime rate for such work, provided, however, that the minimum compensation shall be two (2) hours at the overtime rate.

An employee called back to work because of a shift change shall be compensated at the premium rate for only the hours worked prior to the beginning of the employee's regular shift. An employee notified of a shift change before going off duty is not eligible for call back pay.

**1. Social Services Agency.** In addition, such compensation shall be provided to employees in the classification of Child Welfare Worker I (JC 6740) and Child Welfare Worker II (JC 6745) when assigned to the Social Services Agency Emergency Response Unit for services required by the employee's Agency Head to be provided over the telephone during times other than the employee's regularly scheduled work hours.

**2. Health Care Services Agency.**

**a. Behavioral Health Department.** In addition, such compensation shall be provided to employees in the classification of Behavioral Health Clinician I (JC 6505), Behavioral Health Clinician II (JC 6510), Forensic Behavioral Health Clinician I (JC 6528), Forensic Behavioral Health Clinician II (JC 6529), Rehabilitation Counselor I (JC 6638), Rehabilitation Counselor II (JC 6640), Behavioral Health Crisis Intervention Associate (JC 6509), Behavioral Health Crisis Intervention Specialist I (JC 6512), Behavioral Health Crisis Intervention Specialist II (JC 6513), and Clinical Psychologist (JC 6316), in the Behavioral Health Care Services Department for services required by the employee's Agency/Department Head to be provided over the telephone during times other than the employee's regularly scheduled work hours.

**b. Public Health Department.** Effective September 10, 2017, the call-back provisions of subsection 13.B. of the SEIU MOU 2015-2019, shall be provided to employees in the classification of Medical Clerk (1126), Specialist Clerk I (1128) and Specialist Clerk II (1129) when assigned to the Health Care Services Agency Public Health Department's Vital Registration Unit for services required by the employee's Agency Head to be provided over the telephone and by email during times other than the employee's regularly scheduled work hours.

**3. Information Technology Department.** In addition, employees in the classification of Programmer I (JC 1821), Programmer II (JC 1823), and Programmer Analyst (JC 1825) when assigned to the Information Technology Department ("ITD") for services required by the ITD Director to be provided over the telephone or through the Agency Web Server during times other than the employee's regularly scheduled work hours shall be compensated at the overtime rate as follows:

- Six (6) to eighteen (18) minutes shall be compensated for thirty (30) minutes;
- Nineteen (19) to forty-two (42) minutes shall be compensated for one (1) hour;
- Forty-three (43) to sixty (60) minutes shall be compensated for one (1) hour and fifteen minutes (1.15);
- Sixty-one (61) to one hundred twenty (120) minutes shall be compensated for two (2) hours or actual time worked, whichever is greater.

**13.C. FOR TEMPORARY ASSIGNMENT TO A HIGHER-LEVEL POSITION.** An employee specifically assigned on a temporary basis to a higher-level position in which there is no appointed incumbent or in which the appointed incumbent is on paid or unpaid leave, shall be compensated at the pay rate for the higher-level position provided that all of the following criteria are met:

**1.** The full range of duties of the higher-level position, except the preparation of performance evaluations, has been specifically assigned in writing by the Agency/Department Head.

2. Assignment for out-of-class pay can only be made for the full shift of the higher-level position. Under the provisions of this subsection, part-time employees can only meet the “full shift” criteria by being assigned to a higher-level part-time position, or by being assigned to work the full shift of a full-time position.
3. Compensation for temporary assignment to a higher-level position shall be as follows:
  - a. The service in such position exceeds ten (10) days in any twelve (12) month period, and payment shall be retroactive to the first day of such services in a twelve (12) month period.
  - b. The rate of pay pursuant to this subsection shall be calculated as though the employee has been promoted to the higher-level position. Since out-of-class pay is an assignment rather than a Civil Service appointment to the position, the employee is not eligible for step increases which apply to the higher-level position but continues to receive step increases for the lower-level position, if the employee is otherwise eligible for step increases in the lower-level position.

Notwithstanding this restriction, however, the employee’s rate of pay shall not be reduced during a continuous period of out-of-class assignment in the event that the salary range of the higher-level position increases.

- c. An employee otherwise eligible for out-of-class pay who is absent on paid leave shall be paid at the out-of-class pay rate for such paid leave, provided that:
    - 1) Another person has not been hired or assigned to work on an out-of-class pay basis to the same position to which the out-of-class pay assignment has been made for the same period.
    - 2) Paid leave shall be granted at the higher level during an employee’s assignment in the higher level, provided, however, if an absence exceeds five (5) consecutive workdays, the employee shall be paid for such absence in excess of five (5) workdays at the employee’s regular non-out-of-class rate.
  - d. Work assignments shall not be changed or rotated among employees for the purpose of evading this requirement of providing greater compensation to an employee who would otherwise be eligible for such pay as provided herein.
  - e. An employee in a thirty-seven and one-half (37.5) hour classification who is assigned to a forty (40) hour higher level position may at the Agency/Department Head's discretion continue to work thirty-seven and one-half (37.5) hours and is to be paid at the appropriate hourly rate of the higher-level classification, as if the employee were, in fact, promoted (see subsection 13.C.3.b. above).
  - f. Time worked in a higher-level assignment in excess of the workweek affixed to the employee's Civil Service appointed position shall be compensated pursuant to the provisions of Section 7 (Overtime) hereof.
- 13.D. REPORTING PAY.** In the event that employees are scheduled or directed to report for work and so reports and are told by the Agency/Department Head that their services are not required, they will be entitled to two (2) hours pay at the straight time rate. If such employees are sent home through no fault of their own before completion of a shift, such employees will be entitled to a

minimum of four (4) hours of pay at the straight time rate, or straight time pay for hours actually worked, whichever is greater.

### **13.E. LONGEVITY PAY.**

- 1. 10-Years of Service.** Effective pay period containing January 1, 2024, except for employees covered under subsection 13.E.1.a. (Child Welfare Worker I/II) below, employees completing the equivalent of ten (10) or more years of continuous service (equivalent to or at least 20,800 and 19,500 total service hours for 80- and 75-hour employee, respectively) shall receive an additional one percent (1.0%) compensation and shall apply to all hours in a paid status.
  - a. Child Welfare Worker I/II.** Notwithstanding subsection 13.E.1. (10-Years of Service) above, employees occupying positions as Child Welfare Worker I (Job Code 6740) or Child Welfare Worker II (Job Code 6745), upon completion of the equivalent of ten (10) years of continuous service, in either or both job classifications, shall receive an additional two percent (2.0%) compensation.
- 2. 20-Years of Service.** Except for employees covered under subsection 13.E.1.a. (Child Welfare Worker I/II) above, employees completing the equivalent of twenty (20) or more years of continuous service (equivalent to or at least 41,600 and 39,000 total service hours for 80-hour and 75-hour employee, respectively) shall receive an additional one percent (1.0%) compensation, for a total of two percent (2.0%) and shall apply to all hours in a paid status.

## **SECTION 14. MEDICAL AND DENTAL PLANS**

- 14.A. MEDICAL PLANS.** The County offers Health Maintenance Organization (“HMO”) medical plan options and a Preferred Provider Organization (“PPO”)/Indemnity medical plan. Alternative plan options listed in subsection 14.A.3. (Duplicate Coverage) apply to employees who receive alternate coverage through the County. Employees who are regularly scheduled to work at least fifty percent (50%) of the normal full-time biweekly pay period for their classification, shall be entitled to elect coverage from the available options.

The County and covered employees share the cost of medical premiums as provided in subsection 14.A.1. (Payment of Premiums) below:

- 1. Payment for Premiums.**
  - a. Plan Year 2022.** For the plan year beginning February 1, 2022 through the remaining term of the MOU, the County shall contribute eighty-eight percent (88%) of the total monthly premium of an HMO plan or eighty-eight percent (88%) of the total premium of the lowest cost HMO plan toward the total monthly premium of the PPO/indemnity plan at the corresponding level of coverage (i.e., Self, Self + 1 dependent, Family) in a Plan Year.
- 2. Proration.** The County contribution (in subsection 14.A.1. (Payment of Premiums)) shall be prorated each pay period based upon a proportion of hours the employee is on paid status (excluding vacation purchase hours referenced in subsection 10.N. (Vacation Purchase Plan), which do not count as hours in paid status) within that biweekly pay period to the normal full-time biweekly pay period for the job classification, and, provided further that the employee is on paid status at least fifty percent (50%) of the normal full-time biweekly pay period for the job classification. If an employee is not on paid status at least fifty percent (50%) of the normal full-time biweekly pay period for the job classification, the employee will be responsible for paying one hundred percent (100%) for the semi-monthly medical premium for the benefit.

- 3. Duplicative Coverage.** This subsection applies to married County employees, employees in domestic partnerships (as defined in Appendix E – Domestic Partners), and employees in parent-young adult dependent (“YAD”) relationships where the YAD employee is under age 26, when both parties are employed by the County. The intent of this subsection is to limit County employees from both covering each other or having duplicate coverage within the same medical plan.

Married County employees and employees in domestic partnerships, who are both employed by the County, shall be entitled to one (1) choice from the following list of Medical Plan coverages:

- a. Up to one (1) full family HMO membership,
- b. Up to one (1) full family PPO/Indemnity membership,
- c. Up to one (1) full family HMO membership with up to one (1) full family PPO/Indemnity membership,
- d. Up to one (1) full family PPO/Indemnity membership with up to one (1) full family PPO/Spousal membership.
- e. Up to one (1) full family HMO membership with up to one (1) full family alternative HMO membership.

For any count employee in a YAD relationship, the YAD employee cannot have duplicate coverage within the same plan as the parent employee. If the parent employee has the YAD employee on a family plan, the YAD employee cannot select individual coverage on the same HMO plan as the parent employee.

- 4. Effect of Leave Without Pay and Re-Enrollment.** Employees on leave without pay (including vacation purchase hours referenced in subsection 10.N. (Vacation Purchase Plan)) during a pay period that the semi-monthly medical premium is paid shall have their County contribution toward contribution towards their medical premium prorated as provided in subsection 14.A.2. (Proration). Employees may elect to continue uninterrupted medical coverage for the duration of their leave without pay by paying 100% of their current plan medical premiums or enroll in and pay one hundred percent (100%) of the premiums of a lower level of medical plan coverage while on leave without pay. Employees who elect to enroll in and pay for a lower level of medical plan coverage while on leave without pay shall maintain the same lower level of coverage through the duration of the Plan Year and may only restore to their prior level of coverage medical plan during Open Enrollment.

Failure to pay the premiums will result in a lapse in coverage. Any employee who is on leave without pay, and who loses their medical plan coverage for three (3) months or less, shall be allowed to re-enroll as a continuing member in the same plan under which the employee had coverage prior to the leave without pay by completing the appropriate enrollment form within thirty (30) calendar days of the date the employee returns to work. Such employees will be subject to any deductibles, maximums, and waiting periods that are applicable to the plan year in which they return to work. The effective date of coverage will be based on guidelines established by the County.

Those whose medical plan coverage was allowed to lapse for a duration greater than three (3) months will be able to re-enroll within thirty (30) calendar days of the date they return to work in the same manner as is allowed for new hires. Such employees will be subject to new deductibles, maximums, and waiting periods.



- 5. Special Enrollment Due to Change in Status.** Employees who are enrolled in a County sponsored medical plan, and who experience a qualifying event involving a change in status (e.g., marriage, adoption, loss of medical coverage by spouse/domestic partner, or change in job title), must within thirty (30) calendar days of the qualifying event, enroll affected eligible dependents into the County offered medical plans in which the employee is enrolled. An employee who experiences an event that disqualifies a covered dependent from further coverage (e.g., divorce, termination of domestic partnership, etc.) must notify the Employee Benefits Center within thirty (30) calendar days of the disqualifying event and un-enroll the disqualified dependent(s).
- 6. Open Enrollment.** Eligible employees may choose from among any medical plan offered by the County and make benefit election changes during the County's annual Open Enrollment period.
- 14.B. DENTAL PLAN OPTIONS.** The County offers both a Dental Health Maintenance Organization ("DHMO") and a Preferred Provider Organization ("PPO") dental plan option. Alternative plan options listed in subsection 14.B.2. (Duplicate Coverage) apply to employees who receive alternate coverage through the County. Employees who are regularly scheduled to work at least fifty percent (50%) of the normal full-time biweekly pay period for their classification, shall be entitled to elect coverage from the available options.
- 1. Payment of Premiums.** For coverage through the remaining term of this MOU, the County shall contribute the total monthly premium for a County-offered dental plan at the corresponding level of coverage (i.e., Self, Self + 1 dependent, Family) provided that the employee is on paid status (excluding vacation purchase hours referenced in subsection 10.N. (Vacation Purchase Plan), which do not count as hours in paid status) at least fifty percent (50%) of the normal full-time biweekly pay period for the job classification. If the employee is not in paid status at least fifty percent (50%) of the normal full-time biweekly pay period for the job classification, the employee will be responsible for paying the entire semi-monthly dental premium payment for the benefit.
- a. Plan Year 2022.** Effective plan year 2022, the maximum annual dental benefit for each covered individual is one thousand nine hundred dollars (\$1,900).
- 2. Duplicative Coverage.** This subsection applies to married County employees, employees in domestic partnerships (as defined in Appendix E – Domestic Partners), and employees in parent-young adult dependent ("YAD") relationships where the YAD employee is under age 26, when both parties are both employed by the County. The intent of this subsection is to limit County employees from both covering each other or having duplicate coverage within the same dental plan.
- Married County employees and employees in domestic partnerships who are both employed by the County, shall be entitled to one (1) choice from the following list of dental plan coverages:
- Up to one (1) full family PPO plan together with up to one (1) PPO supplemental plan.
  - Up to one (1) full family PPO plan together with up to one (1) full family DHMO plan.
  - Up to one (1) full family DHMO plan.
  - Up to one (1) full family PPO plan.
- For County employees in a parent-YAD relationship, the YAD employee cannot have duplicative coverage within the same plan as the parent employee if the parent employee has the YAD employee on a family plan.

- 3. Dental Plan Premium Payment on Final Paycheck Before Authorized Leave Without Pay or Employee Separation.** The County shall make a dental plan premium payment on a final paycheck, provided that an employee is on paid status at least one-half (1/2) of the scheduled hours in that pay period.
- 4. Effect of Leave Without Pay and Re-Enrollment.** Employees on paid status less than fifty percent (50%) of the normal full-time biweekly pay period due to leave without pay (including vacation purchase hours referenced in subsection 10.N. (Vacation Purchase Plan)) shall be responsible for one hundred percent (100%) of the semi-monthly dental premium. Failure to pay for the premium will result in a lapse of coverage. Employees on leave without pay, who lose their dental plan coverage for a duration of three (3) months or less, will be able to re-enroll as a continuing member in the same plan under which they had coverage prior to the leave by completing the appropriate enrollment form within thirty (30) calendar days of the date the employee returns to work. The deductibles, maximums, and waiting periods shall be applied as though the employee had been continuously enrolled. The effective date of coverage will be based on guidelines established by the County.
- Those employees whose dental plan coverage was allowed to lapse for a duration greater than three (3) months will be able to re-enroll within thirty (30) calendar days of the date they return to work in the same manner as is allowed for new hires. Such employees will be subject to new deductibles, maximums and waiting periods that are applicable to the plan year in which they reinstate. The effective date of coverage will be based on guidelines established by the County.
- 5. Special Enrollment Due to Change in Status.** To make changes to employee benefits elections outside of the annual open enrollment period for a County-sponsored dental plan, employees must notify the Employee Benefits Center within thirty (30) calendar days of the qualifying event (e.g., marriage, divorce, adoption, loss of dental coverage by a spouse/domestic partner, etc.) involving a change in status as defined by Internal Revenue Code Section 125.
- 6. Open Enrollment.** Eligible employees may choose a dental plan offered by the County and make benefit election changes during the annual Open Enrollment period.

**14.C. CHANGES IN MEDICAL AND DENTAL COVERAGE:**

**Benefits Subject to Availability.** The foregoing County-offered medical and dental benefit options shall be available as listed to the extent that the applicable carrier continues to offer them. The County will notify the Union of changes in the availability of any of the above County-offered benefit plans regarding a substitute benefit but if a substitute benefit is not possible, as determined by the County, the parties will meet and confer regarding the impact of such benefit changes on matters within the scope of representation. Within seven (7) days after its receipt of such notice, the Union may request to meet and confer regarding the impact of the change on matters within the scope of representation. Such notice shall be in writing and delivered to the County's Labor Relations Manager.

The parties agree that the County may make changes during the term of the MOU to the Medical and Dental Plans which do not materially impact the health benefits upon notice to the Union. Within seven (7) days of receiving such notice the Union may request to meet with the County.

The parties agree that the MOU shall be reopened on notice to the Union to discuss possible changes in the medical and dental plan design.

**14.D. SHARE THE SAVINGS PLAN.** Employees who are eligible for medical benefits as defined in subsection 14.A. (Medical Plan Coverage) and have alternate medical coverage, are eligible to enroll in the Share the Savings plan if they choose to waive their County-sponsored medical coverage or reduce their applicable level of enrollment (i.e., Self, Self + 1 dependent, Family). The stipend provided by this plan is taxable, payable on a semi-monthly basis, and subject to subsection 14.D.2. (Proration).

**1. Tiers and Monthly Stipend.** The County’s Share the Savings plan tiers and monthly stipend amounts for each eligible employee are as follows:

**a. Effective Plan Year 2020:**

Tier	Monthly Stipend
Employees who decline all medical coverage.	\$300.00
Employees who decline Family coverage and elect Single coverage.	\$250.00
Employees who decline Family coverage and elect 2-Party coverage.	\$200.00
Employees who decline 2-Party coverage and elect Single coverage.	\$200.00

**2. Proration.** The stipend shall be prorated each pay period based upon a proportion of hours the employee is on paid status (excluding vacation purchase hours referenced in subsection 10.N. (Vacation Purchase Plan), which do not count as hours in paid status) within that biweekly pay period to the normal full-time biweekly pay period for the job classification. An employee who is not on paid status at least fifty percent (50%) of the normal full-time biweekly pay period for that classification will not receive the monthly stipend for that bi-weekly pay period.

**3. Effects of Leave Without Pay.** Employees on leave without pay (including vacation purchase hours referenced in subsection 10.N. (Vacation Purchase Plan)) during a pay period that the semi-monthly stipend is paid shall have their stipend prorated as outlined in subsection 14.D.2. (Proration).

**14.E. CAFETERIA BENEFIT PLAN.** Employees shall be eligible to participate in the County’s Cafeteria Benefit Plan. The County’s Cafeteria Benefit Plan, authorized under Section 125 of the Internal Revenue Service (IRS) Code, was established for the purpose of providing eligible employees the ability to elect pre-tax deductions from salary to the extent permitted by the IRS regulations, to pay for allowable medical and other covered optional benefit expenses. In addition, the County provides employees with a County Allowance (outlined in subsection 14.F. (County Allowance) below) in order to offset the cost related to such eligible benefits.

During the Open Enrollment period prior to January 1<sup>st</sup> of each year, and within the first thirty (30) days of employment in the case of a new employee, the employee may allocate from the employee’s salary, on a pre-tax basis, an amount to the Health Care FSA. Except as governed by subsection 14.F. (County Allowance) herein, no change may be made in the allocation during the calendar year, and any sums remaining unused at the end of the year, including the employee pre-tax salary contribution amount, shall become County funds.

Reimbursement may be made for qualifying health care expenses within the meaning of Section 213(d) of the Internal Revenue Code (e.g. out-of-pocket medically necessary medical, dental, and vision care expenses, including deductibles and co-insurance payments), provided that such expenses were incurred during the period of coverage and paid for by the employee and eligible family members, and not reimbursed or paid under the employee’s medical or dental plans or any

other applicable personal or group health care plan. Participating employees must comply with all applicable County administrative procedures.

The remaining County Allowance funds, up to five-hundred dollars (\$500.00), are automatically deposited into the employee's Health Care Flexible Spending Account (Health Care FSA). In addition, the employee may allocate pre-tax salary contributions towards eligible Health Care and Dependent Care Flexible Spending Accounts. Unallocated and/or unused funds are subject to subsection 14.F.4. (Unallocated and/or Unused Funds).

**14.F. COUNTY ALLOWANCE.** To help offset employee costs toward the Cafeteria Benefit Plan (as outlined in subsection 14.E. (Cafeteria Benefit Plan) above), the County provides eligible employees with a County Allowance each calendar year. County contributions are made on a semi-monthly basis and subject to proration (as outlined in subsection 14.F.2. (Proration)).

**1. Annual Allowance.**

**a. Plan Year 2022:** The annual County Allowance amount shall be one-thousand two-hundred dollars (\$1,200.00) per calendar year.

**2. Proration.** The County Allowance amount shall be prorated in advance of the calendar year for employees regularly scheduled to work less than full-time based upon the proportion of hours that the employee has been regularly scheduled to work to the normal full-time biweekly pay period for the job classification. Employees who transition from a part-time position to a full-time position in a different job classification or from one (1) representation group to another, shall be entitled to a prorated amount stipulated in subsection 14.F.1. (Annual Allowance) based upon the number of pay periods the employee is regularly scheduled to work on a full-time basis during the remainder of the calendar year. Employees appointed during the last two (2) full pay periods and any following partial pay period prior to December 31, shall not be eligible for plan benefits until the following calendar year.

The County Allowance maximum sum available to an employee who reinstates shall not exceed the annual amount stipulated in subsection 14.F.1. (Annual Allowance) minus the sum of the County Allowance received by the employee during the portion of the calendar year preceding termination.

**3. Limitation.** Except in the case of a termination, reinstatement or a qualifying change in status event, employees may not make any changes to their County Allowance allocation or Flexible Spending Accounts during the plan year.

**4. Unallocated and/or Unused Funds.** Failure by employees to allocate their County Allowance to the eligible benefits noted in subsection 14.E. (Cafeteria Benefit Plan) above within the stated timeframe will result in having the unallocated County Allowance funds, up to a maximum of five-hundred dollars (\$500), deposited into the employee's Health Care Flexible Spending Account pursuant to the IRS regulations. Unallocated County Allowance funds exceeding five-hundred dollars (\$500) shall be paid as after-tax earnings on a semi-monthly basis.

Any remaining unspent funds in any of the Flexible Spending Accounts (Health Care, Dependent Care, and/or Adoption Assistance) at the end of the year, including salary contributions, are County funds.

**SECTION 15. DISABILITY AND LIFE INSURANCE BENEFITS****15.A. DISABILITY INSURANCE BENEFITS**

- 1. Participation.** The County shall continue to participate under the State Disability Insurance (SDI) Program.
- 2. Payment of SDI Premiums.** SDI premiums shall be shared equally by the employee and the County.
- 3. Employee Options.** There are two (2) options available to an employee who is otherwise eligible for disability insurance benefits which are as follows:
  - a. Option 1:** Not applying for disability insurance benefits and using accrued paid leave, vacation leave, compensating time off, floating holiday pay, and/or with the consent of the Agency/Department Head, discretionary Major Medical Supplemental Paid Sick Leave or
  - b. Option 2:** Applying for disability insurance benefits and integrating accrued paid leaves with the SDI benefits. Such accrued paid leaves shall include sick leave, vacation leave, compensating time off, floating holiday pay, and/or, with the consent of the Agency/Department Head, discretionary Major Medical Supplemental Paid Sick Leave, unless the employee provides written notice to the Agency/Department Head to limit the integration to accrued sick leave only with SDI benefits. The choice to integrate accrued sick leave only with SDI benefits may not be waived by the employee or the County.
- 4. Amount of Supplement:** The amount of the supplement provided in subsection 15.D. (How A Supplement to SDI is Treated), hereof, for any hour of any normal workday, shall not exceed the difference between one hundred percent (100%) of the employee's normal gross salary rate, including premium conditions specified in Section 12. (Premium Conditions) and applicable Salary Ordinance footnotes, and the "weekly benefit amount" multiplied by two (2) and divided by 75/80.
- 5. How a Supplement to SDI is Treated.** Hours, including fractions thereof, charged against the employee's accrued sick leave, discretionary major medical supplemental paid sick leave, vacation leave, compensating time off, and/or floating holiday balances as supplements to disability insurance benefits will be regarded as hours of paid leave of absence.

Vacation and sick leave shall be accrued based upon the proportion of the hours charged against the employee's accrued sick leave, discretionary major medical supplemental paid sick leave, vacation leave, compensating time off and/or floating holiday balances to the normal pay period.

- 6. Medical and Dental Plan Coverage in Conjunction with SDI.** For purposes of determining eligibility for the County's hospital and medical care contributions and dental coverage, employees who are receiving a supplement to disability insurance benefits paid from and charged to accrued sick leave, discretionary major medical supplemental paid sick leave, vacation leave, compensating time off and/or floating holiday balances shall be regarded as on paid status for their regular work schedules with regard to the days for which such supplement is paid.

The group health care providers will permit employees who are dropped from health and/or dental plan coverage because of exhaustion of their accrued sick leave, discretionary major medical supplemental paid sick leave, vacation leave, compensating time off and/or floating

holiday balances, to re-enter the group plans upon returning to their former work schedules, if the employee is otherwise eligible pursuant to Section 14 (Medical and Dental Plans) herein.

- 7. Holiday Pay in Conjunction with SDI.** In the event that a paid holiday occurs during a period of absence for which the employee receives disability insurance benefits, holiday pay shall be prorated in proportion to the amount paid to the employee as a supplement to the disability insurance benefit from accrued sick leave, discretionary major medical supplemental paid sick leave, vacation leave, compensating time off, and/or floating holiday balances on the day before and the day after the holiday.
- 8. Personal Disability Leave in Conjunction with SDI.** Refer to subsection 8.M. Personal Disability Leave.

## **15.B. LIFE INSURANCE**

- 1. Basic Life Insurance.** Except for employees enumerated in Appendix B (Intermittent and Services-As-Needed Classifications) and any employee who is regularly scheduled to work less than half the normal work week for the job classification, basic group life insurance coverage of twenty thousand dollars (\$20,000.00) will be provided to each employee who meets the enrollment requirements. The County shall continue to pay necessary premiums for two (2) pay periods after the employee goes on approved leave without pay. This coverage reduces by thirty-five percent (35%) at age 65. The reduced amounts will be rounded in accordance with the existing schedule.
- 2. Supplemental Life Insurance.** Effective Plan Year 2017, except for employees enumerated in Appendix B (Intermittent and Services-As-Needed Classifications) and any employee who is regularly scheduled to work less than half the normal work week for the job will be eligible for Voluntary Employee Supplemental life insurance as follows:

Voluntary Employee Supplemental life insurance may be purchased on a pre-tax basis through payroll deductions by eligible employees in increments of ten-thousand dollars (\$10,000.00), not to exceed the lesser of three (3) times annual base salary or three-hundred thousand dollars (\$300,000.00).

Voluntary Employee Supplemental Life Insurance is subject to premium costs, eligibility requirements, evidence of insurability, age limitations, coverage exclusions, conversion rights and all other provisions set forth in the plan document.

- 15.C. LONG-TERM DISABILITY INSURANCE.** Effective January 1, 1998, a long-term disability insurance policy will be made available for the employee only. Coverage can be purchased either through the use of vacation sellback (up to five (5) days) or through payroll deduction. This policy is subject to premium costs, eligibility requirements, age limitations, coverage exclusions, conversion rights, and all other provisions set forth in the applicable insurer contracts.

## **SECTION 16. WAGES**

### **16.A. WAGES DURING THE MOU TERM**

- 1. July 9, 2023.** Effective July 9, 2023, salaries for employees in classifications represented by the Union shall be increased by six percent (6.0%).

2. **July 7, 2024.** Effective July 7, 2024, salaries for employees in classifications represented by the Union shall be increased by five percent (5.0%).
  3. **July 6, 2025.** Effective July 6, 2025, salaries for employees in classifications represented by the Union shall be increased by four percent (4.0%).
- 16.B. ZONE 7 CLASSIFICATIONS.** The job classes, unique to the Alameda County Flood Control and Water Conservation District, Zone 7 listed in Appendix F (Flood Control and Water Conservation District Zone 7) are excluded from the provisions of this subsection.
- 16.C. REOPENER.** At the County's discretion, reopeners may occur to meet and confer on salaries for specific classifications identified by the County based on recruitment and retention operational needs.

## **SECTION 17. TWO WEEKS' NOTICE UPON TERMINATION**

- 17.A. NOTICE.** In the event of the termination of an employee subject to this MOU for a cause other than gross misconduct; such as intoxication on the job, gross insubordination, dishonesty, violence in the workplace as defined by the Alameda County Workplace Violence Policy, or conviction of a felony which relates to the employee's job, the appointing authority or designated agent shall give to such employee a written notice of termination no less than ten (10) working days prior to the effective date of said termination. In the event, however, that such employee is not on the job on the date he/she would be entitled to such notice, it shall be mailed to him/her on such date. Time spent on the job during such ten (10) day notice period by a probationary employee shall not be counted toward completion of the probationary period. The County agrees to furnish a copy of any such notice to the Union if the employee so requests in writing, but failure to receive such notice shall not invalidate such termination.
- 17.B. NON-UTILIZATION OF SERVICES-AS-NEEDED EMPLOYEES.** In the event that a Services-As-Needed employee who has worked in a department fifty percent (50%) time or more every pay period for thirteen (13) or more consecutive pay periods will no longer be utilized, the Agency/Department Head shall provide to the employee a written notice of non-utilization no less than ten (10) working days prior to the effective date of said separation. This requirement for a notice of non-utilization shall not apply to Services-As-Needed employees with time-specific projects, employees in P-designated positions, or employees who accept either another Services-As-Needed position or assignment to another Agency/Department without a break in service.

An Agency/Department Head who, after issuing a notification of separation, subsequently extends the employee's utilization up to two (2) weeks beyond the separation date shall not be obligated to reissue a separation notice. If the utilization extends beyond said two (2) week period, the Agency/ Department Head shall issue a revised written notice of separation.

## **SECTION 18. AFFIRMATIVE ACTION COMMITTEE**

- 18.A. APPOINTMENT OF COMMITTEE.** The Union may appoint a committee consisting of four (4) full-time or less than full-time employees as Union representatives to meet with the Diversity Programs Manager, provided, however, that the employee shall only be granted paid release time for meetings during those hours which the employee would have been regularly scheduled to work.

- 18.B. MEETINGS.** The Affirmative Action Committee shall meet quarterly, or more frequently by mutual agreement of the parties, at times and places to be decided by the parties.
- 18.C. RECOMMENDATIONS.** The recommendations and deliberations of said Committee shall be advisory to the County including its Agencies/Departments, commissions and personnel.
- 18.D. GOALS.** The goals and objectives of said Committee shall be those set forth in the Alameda County Board of Supervisors' Resolution No. 168398, adopted on August 24, 1976.

## **SECTION 19. SAFETY**

- 19.A. GOALS AND FUNCTIONS.** Chapter 2.108 of the Alameda County Administrative Code relating to the County's Central Safety Committee is hereby incorporated into this MOU by reference. Such Chapter establishes the goals and functions hereunder.
- 19.B. CENTRAL SAFETY COMMITTEE.** Pursuant to Section 2.108.030 of said Chapter, the County agrees to appoint four (4) full-time or less than full-time employees to the Central Safety Committee as may hereafter be designated by the Unions.
- 19.C. DEPARTMENTAL OR OFFICE SAFETY COMMITTEES.** The Union shall have the right to participate in any and all existing agency/departmental safety committees or in any other formal or informal arrangement relating to safety as may currently be in effect. The Union shall further have the right to initiate a safety committee or other formal or informal arrangement relating to safety as may be appropriate to the work situation in any agency/department where such committees or other arrangements do not currently exist.
- 19.D. COUNTY TIME.** Full-time or less than full-time employees who have been formally designated as Union representatives pursuant to paragraphs B. and C. above shall carry out their duties under this subsection on County time, provided, however, that the employee shall only be granted paid release time for meetings during those hours which the employee would have been regularly scheduled to work.

## **SECTION 20. GRIEVANCE PROCEDURE**

- 20.A. DEFINITION.** A grievance is defined as an allegation by an employee, a group of employees that the County has failed to provide a condition of employment, which is established by the annual Salary Ordinance, by written agency/departmental rules, or by this MOU as adopted by Ordinance, provided that the enjoyment of such right is not made subject to the discretion of the Agency/Department Head or the County; and, provided further, that the condition of employment which is the subject matter of the grievance is a matter within the scope of representation as defined in California Government Code Section 3504.
- 20.B. EXCLUSION OF CIVIL SERVICE MATTERS.** The grievance procedure herein established shall have no application to matters over which the Civil Service Commission has jurisdiction pursuant to the County Charter or rules adopted thereunder. Additionally, claims of discrimination in violation of subsection 2.A. by employees who are in the unclassified service, and therefore not subject to jurisdiction of the Civil Service Commission, shall not be grievable if they arise from or seek to reverse layoffs, separations, dismissals, suspensions, or reductions in rank or compensation, but these employees may pursue any other available administrative or legal remedy.



**20.C. DEPARTMENTAL REVIEW AND ADJUSTMENT OF GRIEVANCES.** The following is the procedure to be followed in the resolution of grievances for full-time employees. For less than full-time employees the procedure shall be the same as herein except that the time limits for filing written grievances, appeals and responses shall be ten (10) calendar days.

1. An employee having a grievance shall first discuss it with their immediate supervisor and endeavor to work out a satisfactory solution in an informal manner with such supervisor.
2. If a satisfactory solution is not accomplished by informal discussion, the employee shall have the right to consult with, and be assisted by, a representative of their own choice in this and all succeeding steps of this subsection 20.C. and may thereafter file a grievance in writing with their immediate supervisor within seven (7) working days after the date of such informal discussion.

Within seven (7) working days after receipt of any written grievance, the immediate supervisor shall return a copy of the written grievance to the employee with the supervisor's answer thereto in writing. If the grievance is not resolved at this level, the employee shall have seven (7) working days from receipt of the answer within which to file an appeal to the section head.

3. The section head, or corresponding administrative level, shall have seven (7) working days after receipt of the written appeal in which to review and answer the grievance in writing. If the grievance is not resolved at this level, the employee or the employee's representative shall have seven (7) working days from receipt of the answer within which to file an appeal with the division head, or corresponding administrative level.
4. The division head, or corresponding administrative level, shall have seven (7) working days after receipt of the written appeal in which to review and answer the grievance in writing. Although no hearing is required at this step, the employee and the employee's representative may be present at, and participate in, any such hearing as the division head may conduct. If the grievance is not resolved at this level, the employee shall have seven (7) working days from receipt of the answer within which to file an appeal with the Department Head.
5. An Agency/Department Head shall have seven (7) working days after receipt of the written appeal in which to review, hold hearings, and answer the grievance in writing. Unless waived by mutual agreement of the employee or the employee's representative and the Agency/Department Head, a hearing is required at this step, and the employee and the employee's representative shall have the right to be present at, and participate in, such hearing. The time limits at this step may be extended by mutual agreement between the Agency/Department Head and the employee or the employee's representative.

**20.D. UNION GRIEVANCE.** The Union may, in its own name, file a grievance alleging that the County has failed to provide it some organizational right which is established by the Board of Supervisors in Chapter 3.04 of the County of Alameda Administrative Code, by written agency/department rules, or by this MOU as adopted by Ordinance, provided that such right is not made subject to the discretion of the agency/department. Such Union grievances shall be filed with the Agency/Department Head and heard and determined pursuant to the provisions of the fifth step of the grievance procedure.

**20.E. WAIVER OF APPEAL STEPS.** If the grievance is not resolved after the first-line supervisor has answered it in writing, the Union and the Agency/Department Head may by mutual agreement waive review of the grievance at the section head or equivalent level, or at the division head or equivalent level, or both, in those cases in which such levels of management are without authority to resolve the grievance as requested by the employee. Grievances raised pursuant to subsection

2.A. which allege sexual harassment by the first-line supervisor may be filed initially with the section head, grievances alleging sexual harassment by the section head may be filed initially with the division head, and grievances alleging sexual harassment by the division head may be filed initially with the Agency/Department Head.

- 20.F. BINDING ARBITRATION OF GRIEVANCES.** In the event that the grievance is not resolved at Step 5 of subsection 20.C. herein, the grievant or the employee's representative may, within thirty (30) days after receipt of the decision of the Agency/Department Head made pursuant to said subsection 20.C., request that the grievance be heard by an arbitrator.
- 20.G. INFORMAL REVIEW BY DIRECTOR.** Prior to the selection of the arbitrator and submission of the grievance for hearing by said arbitrator, the Director of Human Resource Services or designee, shall informally review the grievance and determine whether said grievance may be adjusted to the satisfaction of the employee. The Director of Human Resource Services shall have twenty (20) working days in which to review and seek adjustment of the grievance. In the event that the grievance is not resolved at the Informal Review by the Director, the grievant or the grievant's representative may, within thirty (30) days after receipt of the decision, request that the grievance be heard by an arbitrator.
- 20.H. SELECTION OF ARBITRATOR.** The arbitrator shall be selected by mutual agreement between the Director of Human Resource Services and the employee or employee's representative. If the Director of Human Resource Services and the employee or the employee's representative are unable to agree on the selection of an arbitrator, they shall jointly request the American Arbitration Association to submit a list of five (5) qualified arbitrators. The Director of Human Resource Services and the employee or employee's representative shall then alternately strike names from the list until only one (1) name remains, and that person shall serve as arbitrator.
- 20.I. DUTY OF ARBITRATOR.** Except when an agreed statement of facts is submitted by the parties, it shall be the duty of the arbitrator to hear and consider evidence submitted by the parties and to thereafter make written findings of fact and a disposition of the grievance which shall be final and binding upon the parties. The arbitrator shall have no power to amend this MOU, a Resolution of the Board of Supervisors, the Charter, Ordinance, State law, or written agency/departmental rule, or to recommend such an amendment.
- 20.J. PAYMENT OF COSTS.** Each party to a hearing before an arbitrator shall bear their own expenses in connection therewith. All fees and expenses of the arbitrator and of a reporter shall be borne one-half (1/2) by the County and one-half (1/2) by the grievant.
- 20.K. EFFECT OF FAILURE OF TIMELY ACTION.** Failure of the employee to file an appeal within the required time limit at any step shall constitute an abandonment of the grievance. Failure of the County to respond within the time limit at any step shall result in an automatic advancement of the grievance to the next step.
- 20.L. LIMITATION OF STALE GRIEVANCES.** A grievance shall be void unless presented within 60 calendar days from the date upon which the County has allegedly failed to provide a condition of employment or a union organizational right. This sixty (60) day filing requirement is tolled only in the following applications:
1. Up to sixty (60) days after the County's alleged failure was reasonably discoverable, or,
  2. Up to sixty (60) days after when the grievant may reasonably claim he or she delayed the filing of a grievance as a direct consequence of representations made by the County upon which the grievant relied to their detriment.

**20.M. CLAIM FOR MONEY RELIEF (JURISDICTIONAL LIMIT ON ANY AMOUNT IN CONTROVERSY).** Notwithstanding subsection 20.L. above, in no event shall any grievance include a claim for money relief for more than a 60-day period. The application of this period shall be as follows:

The earlier of:

1. The 60-day period is limited to that which immediately precedes the filing of the grievance, or,
2. The 60-day period is limited to that which immediately precedes the date upon which the grievant reasonably discovers the basis for the grievance or can be reasonably found to have delayed in filing due to detrimental reliance upon representations made by the County, as set forth in subsection 20.L. (Limitation of Stale Grievance), 1. and 2. above.

This provision does not establish any limit for liability accruing after a grievance was filed. An arbitrator shall have no power of jurisdiction to award any monetary relief or damages for any claim which has or may have accumulated prior to the 60-day period as set forth herein.

**20.N. DESIGNATION OF APPEAL LEVELS.** Each Agency/Department Head shall designate in writing the positions or levels in their agency/department to which the various appeals provided in subsection 20.C. (Departmental Review and Adjustment of Grievances) hereof shall be made.

**20.O. EXCLUSION OF NONRECOGNIZED ORGANIZATIONS.** For the purposes of this subsection, the provisions of Section 1. (Recognition) of the MOU shall be construed to limit the employee's right of selection of a representative to the extent that agents of any other employee organization as defined in Section 3.04.020 of the Alameda County Administrative Code, which is not a party to this MOU, are specifically excluded from so acting. The Union shall be notified of all grievances filed pursuant to subsection 20.C.2.

In those cases in which the employee elects to represent himself/herself, or arranges for independent representation, the County shall make no settlement or award which shall be inconsistent with the terms and conditions of this MOU. In the event the Union shall determine that such inconsistent award has been made, the Union, on its own behalf, may file a grievance pursuant to paragraph 20.D. of this section for the purpose of amending such award. In the event any unrepresented or independently represented employee shall elect to go to arbitration under subsection 20.F. hereof, the Union may elect to be a full and equal party to such proceeding for the purpose of protecting the interests of its members in negotiated conditions of employment.

**20.P. GRIEVANCE RIGHTS OF FORMER EMPLOYEES.** A person who because of dismissal, resignation, or layoff is no longer a County employee may file and pursue a grievance at the department head level and may also pursue such grievance through the remaining levels of the grievance procedure, including binding arbitration, provided that the grievance is timely filed as provided in subsections 20.K. (Effect of Failure of Timely Action) and 20.L. (Limitation of Stale Grievance) hereof, that the grievance is filed no later than thirty (30) calendar days from the date of issuance of the warrant complained of, that the issue would otherwise be grievable under this Section; and provided further, however, that under no circumstances may a former employee file or pursue any grievance unless it relates solely to whether such person's final pay warrant(s) correctly reflected the final salary, or fringe benefits taken in the form of cash owed to such person.

**SECTION 21. LABOR/MANAGEMENT COMMITTEE**

The County's established joint Labor/Management Committees ("LMC") as of January 1, 2023, are listed below:

1. Alameda County Child Support Services
2. Alameda County Library
3. Alameda County Sheriff's Office
4. Social Services Agency ("SSA"), Department of Administration and Finance
5. SSA, Department of Adult and Aging Services
6. SSA, Department of Children and Family Services
7. SSA, Department of Workforce and Benefits Administration

Any County agency/department not listed above shall make every effort to schedule a LMC meeting within ten (10) business days upon request by the Union, and any meetings scheduled shall be held no more frequently than quarterly. Nothing in this subsection shall prevent issue-specific LMCs from being held between the parties upon mutual agreement.

The purpose of the LMC is to discuss or make recommendations regarding issues of mutual concern. Issues may include but are not limited to agency/department communications, workload, morale, policies, procedures, new program initiatives. LMCs will not discuss issues related to discipline, grievances, individual performance problems, negotiations, or meet and confer items. Unless otherwise mutually agreed, the LMC will consist of up to two (2) representatives each from the Union and the agency/department, excluding the Union's business representative. Meetings will be one (1) hour in length and may be extended by mutual agreement.

**SECTION 22. SOCIAL SERVICES AGENCY CASELOADS**

**22.A. CASELOAD DISCIPLINE.** In the appeal of dismissals, demotions or suspensions involving an Eligibility Services Technician I (JC 1570) and Eligibility Services Technician II (JC 1571) or case-carrying Social Worker or case-carrying Child Welfare Worker, who alleges that the discipline resulted from errors related to eligibility determinations, grant computations, case maintenance or inability to complete all tasks associated with the employee's regularly assigned cases, the County hereby agrees that if the employees can establish that their caseload (or tasks within a caseload for Workforce and Benefits Administration) exceeded the County's budgeted standard in effect during the time period related to the discipline, the County is required to establish that the employee's deficiencies did not result from assignment of cases in excess of such standard.

Time spent on assigned work not part of the regular caseload will be recognized and included in consideration of employee performance and in disciplinary appeals to the extent that such work has had an impact upon the quantity and/or quality of work performed by the employees on their regularly assigned caseload. The County shall keep records of work done by employees on cases outside their regular assignment, exclusive of routine telephone contacts and other incidental activities. The exclusive procedures for enforcing the obligation of the Social Services Agency to consider time spent on assigned work not part of the employee's regular caseload are (1) the filing of a rebuttal to the evaluation which shall be attached to the evaluation and/or (2) producing evidence at a disciplinary hearing at which such evaluation has been received, that the employee's work deficiencies resulted from time spent on assigned work not part of the employee's regular caseload which was not reflected in the evaluation.

No changes in the standards shall occur except after meet and confer sessions on the effects of proposed changes which are mandated by State or Federal regulations, court actions, or local adjustments deemed necessary by the Board of Supervisors.

A reasonable adjustment period will precede the application of any changes in the standards of caseload for disciplinary considerations. It is understood and agreed that any and all bilingual cases, regardless of aid category or to whom such cases are assigned, shall be given a weight of 1.2 regular cases effective November 1, 1992. Such weighing shall be credited against existing workload yardsticks in the case of Eligibility Services Technician I (JC 1570) and Eligibility Services Technician II (JC 1571) and for services shall be credited against the average of actual assigned caseloads in a given service program. This average is to be determined monthly on an agency wide basis beginning November 1, 1992.

### **SECTION 23. NOTICE OF LAYOFFS**

Except for employees employed in a classification enumerated in Appendix B (Intermittent and Services-As-Needed Classifications), the County shall give reasonable notice to the Union before effecting any layoffs which materially affect employees represented under this MOU. Upon receiving such notices, the Union may meet and confer regarding the effect of the layoff.

### **SECTION 24. EFFECT OF MANDATED FRINGE BENEFITS**

In the event that State or Federal law shall mandate the granting to employees of benefits or other terms and conditions of employment which duplicate, supplement, or otherwise impinge upon benefits or other terms and conditions of employment set forth herein, the provisions of this MOU so duplicated, supplemented, or impinged upon shall be void and of no further effect as of the date the mandated benefit or term and condition of employment becomes effective, but the parties hereto shall then meet and confer with regard to such benefit or other term and condition of employment in order to assure that the State or Federal mandate does not result in an overall loss of benefits to employees.

### **SECTION 25. EDUCATIONAL STIPENDS & LICENSE/CERTIFICATION REIMBURSEMENT**

Effective July 23, 2023, employees may request reimbursement for professional license or certification required by the County as a condition of employment for up to a maximum of one-hundred dollars (\$100.00). Moreover, upon the approval of the Agency/Department Head of any plan submitted by an employee to engage in job-related educational courses, attainment of certification and/or license, but that maintains or upgrades the employee's skills on the job, or prepares the employee for promotional opportunities, the County shall reimburse up to seven hundred dollars (\$700) per employee per fiscal year (less any reimbursement the employee may have received for professional license or certification as stated above) upon submission of evidence of successful completion of such coursework, certification and/or license. Study materials and coursebooks may also be eligible for reimbursement if the employee can demonstrate that such materials were directly related to the attainment of a completed certification or licensure. -More than one (1) educational plan may be approved in any fiscal year, but in no event shall the stipend exceed seven-hundred dollars (\$700.00) per employee, per fiscal year. Effective July 1, 2024, the reimbursement amount shall be increased to eight hundred dollars (\$800.00) per employee per fiscal year. The maximum County liability under this Section 25. (Educational Stipends) shall not exceed one hundred fifty thousand dollars (\$150,000.00) in any fiscal year; except as herein provided. Effective July 1, 2024, the maximum County liability under this Section 25. (Educational Stipends & License/Certification Reimbursement) shall not exceed one hundred and seventy-five thousand dollars (\$175,000.00). The County agrees to carry over from fiscal year to fiscal year any unexpended funds from this provision, not

to exceed a maximum of twenty thousand dollars (\$20,000.00). Employees shall receive such stipends on a first come-first served basis each fiscal year.

Alameda County agrees to post the educational stipend reimbursement form on the Alameda County intranet and SEIU agrees to post the educational stipend reimbursement form on the SEIU website. Any changes to the form will be reviewed with SEIU 1021 prior to implementation.

## **SECTION 26. UNIFORM ALLOWANCES AND REIMBURSEMENT**

### **26.A. UNIFORM ALLOWANCE.**

1. Newly hired Sheriff's Technicians (JC 8755) and Sheriff Safety Aides (JC 8752), after successful completion of six (6) months of continuous service, shall receive an initial uniform allowance in the amount of five hundred and fifty dollars (\$550.00). Effective January 7, 2024, the initial uniform allowance shall be six hundred and twenty-five dollars (\$625.00).
  - a. Effective January 1, 2018, the annual Sheriff's Technician (JC 8755) and Sheriff Safety Aide (8752) uniform allowance is seven hundred twenty-five dollars (\$725.00) per year. Annual uniform allowances are payable in January of each year. Effective January 7, 2024, the annual uniform allowance shall be eight hundred dollars (\$800.00).
2. Newly hired Coroner's Investigator I (JC 8503) and Coroner's Investigator II (JC 8504), after successful completion of 6 months of continuous service, shall receive an initial uniform allowance in the amount of four hundred and eighty dollars (\$480.00). Effective January 7, 2024, the initial uniform allowance shall be five hundred and fifty-five dollars (\$555.00).
  - a. Effective January 1, 2018, the annual Coroner's Investigator I (JC 8503) and Coroner's Investigator II (JC 9504) uniform allowance is six hundred and fifty-five dollars (\$655.00) per year. Annual uniform allowances are payable in January of each year. Effective January 7, 2024, the annual uniform allowance shall be seven hundred and thirty dollars (\$730.00).
3. Newly hired Emergency Services Dispatcher I (JC 1882), Emergency Services Dispatcher II (JC 1885), after successful completion of six (6) months of continuous service, shall receive an initial uniform allowance in the amount of four hundred dollars (\$400.00). Effective January 7, 2024, the initial uniform allowance shall be four hundred and seventy-five dollars (\$475.00).
  - a. Effective January 1, 2018, the annual Emergency Services Dispatcher I (JC 1882) and Emergency Services Dispatcher II (JC 1885) uniform allowance is five hundred and seventy-five dollars (\$575.00) per year. Annual uniform allowances are payable in January of each year. Effective January 7, 2024, the annual uniform allowance shall be six hundred and fifty dollars (\$650.00).

The County shall replace or repair all uniforms damaged or lost, provided that the damages or loss occurred in the normal line of duty and that these damages or losses were not caused by or contributed to by any negligence on the employee's part. The determination whether to repair or replace shall be at the discretion of the Sheriff.

### **26.B. UNIFORMS PROVIDED.**

1. The County shall provide uniforms to each employee in the classification of Senior Heavy Equipment Parts Technician (JC 9411) and to one (1) position of Supply Clerk II (JC 1710)

when assigned to the Heavy Equipment Repair Building of the Public Works Agency. The employees in these classifications shall be required to wear the uniform during work hours. At the discretion of the Agency/Department Head these uniforms will be replaced as needed.

2. The County will provide five (5) sets of shirts and pants to each employee in the classifications of Gardener I, General Services Agency (JC 7205), Gardener I, Public Works Agency (JC 9102), Gardener II, General Services Agency (JC 7210), and Gardener II, Public Works Agency (JC 9103). The employees in these classifications will be required to wear the uniform during work hours. At the discretion of the Agency/Department Head, the uniform will be replaced as needed.
3. Effective October 1, 2023, the County will provide a windbreaker to each employee in the classification of Assistant Public Guardian-Conservator (JC 8509) and Deputy Public Guardian-Conservator/Investigator (JC 8705). The employees in these classifications will be required to wear the windbreaker during work hours. At the discretion of the Agency/Department Head, the windbreaker will be replaced as needed.
4. The County will provide a uniform shirt or smock and uniform pants for each employee in the classifications of Janitor (JC 7410), Lead Janitor (JC 7415), Janitor, Detention Facilities (JC 7416), Janitor Floor Specialist, Detention Facilities (JC 7417), and Lead Janitor, Detention Facilities (JC 7418). Each employee in these classifications will receive five (5) pants and five (5) shirts or smocks. Janitor staff will be responsible, at their cost, for the cleaning and maintenance of the uniforms. The uniforms will be replaced as needed as a result of normal wear and tear during the daily performance of job duties or as a result of inadvertent damage while on duty. Janitor staff will be responsible, at their cost, for replacing uniforms that are damaged during off duty hours or are lost.

To replace worn or damaged uniforms, staff must submit a uniform exchange request form to their immediate supervisor denoting the need to replace the existing uniform as well as provide the worn or damaged garment in exchange.

The uniform fabric and the color will be determined by the General Services Agency and is non-grievable. The employees must wear the uniform shirt or smock and uniform pants during work hours.

#### **26.C. RAIN GEAR.**

1. The County will provide one (1) set of rain gear including boots, per employee to employees in the classifications of Building Inspector I (JC 8305), Building Inspector II (JC 8310) and Construction Inspector (JC 8350) who are regularly assigned to work outdoors.
2. The County will provide up to one (1) set of rain gear excluding boots, per employee to employees in the classification of Agricultural and Standards Investigator I (JC 8418), Agricultural Standards Investigator II (JC 8419), Agricultural and Standards Investigator III (JC 8420) who are regularly assigned to work outdoors. At the discretion of the Agency/Department Head the rain gear will be replaced as needed.

#### **26.D. UNIFORM REIMBURSEMENT.**

1. The County shall reimburse employees in the classifications of Food Service Worker (JC 7510), and Senior Food Service Worker (JC 7512), assigned to work at Juvenile Institutions and Sheriff's Work Alternative Program (also known as Work Furlough), for one-half (1/2) the cost of up to eight (8) dietary uniforms per employee per fiscal year.

**26.E. SAFETY FOOTWEAR REIMBURSEMENT.**

1. Effective January 7, 2024, the County will reimburse employees in the classification of Agricultural and Standards Technician (JC 8204), Agricultural and Standards Investigator I (JC 8418), Agricultural Standards Investigator II (JC 8419), and Agricultural and Standards Investigator III (JC 8420) for the actual cost of one (1) pair of approved safety footwear up to a maximum of one-hundred and thirty dollars (\$130.00) per year. Effective January 5, 2025, the maximum reimbursement shall increase to one hundred and fifty dollars (\$150.00). Reimbursement, after the end of the calendar year, will be based on verification of assignment and submittal of proof of purchase. The employees are required to wear the safety footwear during work hours.
2. The County will reimburse employees in the classifications of Gardener I, General Services Agency (JC 7205), Gardener I, Public Works Agency (JC 9102), Gardener II, General Services Agency (JC 7210), and Gardener II, Public Works Agency (JC 9103) for the actual cost of one (1) pair of work boots (steel-toed, ankle high work boots) up to a maximum of one hundred and thirty dollars (\$130.00) . Effective January 5, 2025, , the maximum reimbursement shall increase to one hundred and fifty dollars (\$150.00). Reimbursement, after the end of the calendar year, will be based on verification of assignment and submittal of proof of purchase. The employees are required to wear these work boots during work hours.
3. The County will reimburse employees in the classifications of Electronic Systems Technician (JC 9267), Telecommunications Equipment Installer (JC 9270), and Telecommunications Technician (JC 9280) for the actual cost of one (1) pair of safety climbing boots up to a maximum of one hundred and eighty dollars (\$180.00) once every three (3) years. Effective January 5, 2025, the maximum reimbursement amount shall increase to two hundred dollars (\$200.00). Reimbursement will be based on verification of assignment and submittal of proof of purchase. The employees are required to wear these work boots during work hours when climbing, as determined by the supervisor.
4. The County will reimburse employees in the classification of Food Service Worker (JC 7510), and Senior Food Service Worker (JC 7512), for the actual cost of one (1) pair of work shoes (slip resistant, reinforced toe), up to a maximum of one hundred and thirty dollars (\$130.00). Effective January 5, 2025, the maximum reimbursement amount shall increase to one hundred and fifty dollars (\$150.00) per calendar year. Reimbursement will be based on verification of assignment and submittal of proof of purchase. The employees are required to wear these shoes during work hours, as determined by the supervisor. An employee may receive only one (1) reimbursement per year.

**SECTION 27. AGENCY/DEPARTMENT HEAD**

"Agency/Department," as used herein, shall mean the Agency Head, the Department Head, or the designee of the Agency Head or Department Head.

**SECTION 28. TRANSFER OPPORTUNITIES**

During the term of this MOU, the County shall continue to maintain a link on the County's website that will provide information to employees about job openings.

<http://www.acgov.org/hrs/divisions/ps/reinstatement.htm>



**SECTION 29. ALLOWANCE FOR USE OF PRIVATE AUTOMOBILES**

- 29.A. MILEAGE RATES PAYABLE.** Mileage allowance for authorized use of personal vehicles on County business shall be paid at the standard business rate as prescribed by the Internal Revenue Service. Mileage allowance shall be adjusted to reflect changes in this rate effective the first month following announcement of the changed rate by the Internal Revenue Service.
- 29.B. MINIMUM ALLOWANCE.** Employees who are required by their Agency/Department Head to use their private automobile at least eight (8) days in any month on County business shall not receive less than ten dollars (\$10.00) in that month for the use of their automobile.
- 29.C. PREMIUM ALLOWANCE.** Employees who are required by their Agency/Department Head to use their private automobile at least ten (10) days in any month and, in connection with such use, is also regularly required to carry in their private automobile, County records, manuals and supplies necessary to their job of such bulk and weight (20 lbs. or more) that they may not be transported by hand, shall be compensated an additional twelve dollars (\$12.00) per month for any such month.
- 29.D. REIMBURSEMENT FOR PROPERTY DAMAGE.** In the event that an employee, required or authorized by the Agency/Department Head to use a private automobile on County business, while so using the automobile, should incur property damage to the employee's automobile through no negligence of the employee, and the employee is unable to recover the cost of such property damage from either the employee's own insurance company or from any other driver, or other source, such costs shall be paid to such employee of the County, in a sum not exceeding five hundred dollars (\$500.00), unless the employee can prove that the actual costs for the losses due to an accident or theft exceed the total amount of the reasonable mileage reimbursement paid by the County, plus five hundred dollars (\$500.00) and provided that any claims employees may have against their insurance company or any third party have been litigated or settled, and provided further, that the employee is not found guilty of a violation of the California Vehicle Code or Penal Code in connection with the accident causing such damage. Employees shall submit proof of loss, damage or theft (i.e., appropriate police report and/or estimated statement of loss) to the Agency/Department Head within thirty (30) days of such loss, damage or theft. Property damage or loss incurred to the private automobile while located on the street or at the parking facility serving the employee's normal place of work shall not be compensated under this subsection, but property damage or loss incurred to the private automobile while located on the street or at the parking facility serving the employee's County business destination shall be compensated as provided above.

**SECTION 30. CATASTROPHIC SICK LEAVE PROGRAM**

An employee may be eligible to receive donations of paid leave to be included in the employee's sick leave balance if the employee has suffered a catastrophic illness or injury which prevents the employee from being able to work. Catastrophic illness or injury is defined as a critical medical condition considered to be terminal or a long-term major physical impairment or disability.

**Eligibility:**

1. The recipient employee, recipient employee's family, or other person designated in writing by the recipient employee must submit a request to the Human Resource Services Department.

2. The recipient employee is not eligible so long as the recipient employee has paid leaves available, however, the request may be initiated prior to the anticipated date leave balances will be exhausted.
3. A medical verification including diagnosis and prognosis must be provided by the recipient employee.
4. A recipient employee is eligible to receive one-hundred eighty (180) working days of donated time per employment.
5. Donations shall be made in full-day increments of 7.5/8 hours for full-time employees, and in increments of 3.5/4 hours for less than full-time employees. Employees may donate unlimited amounts of time. All donations are irrevocable. In addition, effective January 1, 1998, employees with vacation balances that exceed the amount that can be paid off, may donate unlimited amounts of vacation to an Agency/Department catastrophic sick leave pool.
6. The donor employee may donate vacation, compensatory time or in lieu holiday time which shall be converted to recipient employee's sick leave balance and all sick leave provisions will apply. Time donated in any pay period may be used in the following pay periods. No retroactive donations will be permitted.
7. The donor's hourly value will be converted to the recipient's hourly value and then added to the recipient's sick leave balance on a dollar-for-dollar basis.
8. The recipient employee's entitlement to personal disability leave will be reduced by the number of hours added to the recipient's sick leave balance.
9. The determination of the employee's eligibility for Catastrophic Sick Leave donation shall be at the County's sole discretion and shall be final and non-grievable.
10. Recipient employees who are able to work but are working less than their regular schedule will integrate Catastrophic Sick Leave donations with time worked and their own paid leaves, which must be used first, not to exceed one hundred percent (100%) of the employee's gross salary.

### **SECTION 31. TEMPORARY WORKERS**

The County is committed to reducing the utilization of temporary workers. To accomplish this objective, the County developed a proactive action plan in conjunction with Agencies and Departments to reduce usage of temporary workers.

The County maintains a tracking system to track temporary workers by classification and duration of appointment for each Agency/Department. The report is disseminated to Agency/Department Heads through Human Resource Services for the purpose of tracking the number and frequency of positions staffed by temporary workers. This information is distributed to Agencies/Departments, and the Union on a quarterly basis.

The use of temporary workers is, in many cases, a practical tool that can permit Agencies and Departments to complete essential work, serve the public, and eliminate clerical backlogs due to employee absence situations, the difficulty of immediately filling vacant positions, and clerical overloads that oftentimes accompany the implementation of new technology. However, the County does not support the use of temporary workers for the purpose of avoiding the Civil Service hiring process. To that end, the County will continue to track, limit and reduce the use of temporary workers.

**SECTION 32. SAVINGS CLAUSE**

If any provision of this MOU shall be held invalid by operation of law or by any court of competent jurisdiction, or if compliance with or enforcement of any provision shall be restrained by any tribunal, the remainder of this MOU shall not be affected thereby, and the parties shall enter into negotiation for the sole purpose of arriving at a mutually satisfactory replacement for such provision.

**SECTION 33. ENACTMENT**

It is agreed that the foregoing shall be jointly submitted to the Alameda County Board of Supervisors by the Director of Human Resource Services and the Unions for the Board's consideration and approval. Upon approval, the Board shall adopt an Ordinance which shall incorporate this MOU either in full or by reference. Upon such adoption, the provisions of this MOU shall supersede and control over conflicting or inconsistent County Ordinances and Resolutions.

**SECTION 34. NO STRIKE, NO LOCKOUT**

During the term of this MOU, the Union, its members and representatives agree that it and they will not engage in, authorize, or sanction a strike, stoppage of work, or withdrawal of services.

The County will not lockout employees during the term of this MOU.

**SECTION 35. SCOPE OF AGREEMENT**

Except as otherwise specifically provided herein, this MOU fully and completely incorporates the understanding of the parties hereto regarding the provisions contained in this MOU. Neither party shall, during the term of this MOU, demand any change herein, provided that nothing herein shall prohibit the parties from changing the terms of the MOU by mutual agreement.

**SECTION 36. TERM OF MEMORANDUM**

This MOU shall become effective upon the approval of the Board of Supervisors and shall remain in full effect to and including January 3, 2026.

**SIGNATURE PAGE**

**FOR THE COUNTY**

DocuSigned by:  
*Keith Fleming* 5/16/2023  
Keith Fleming, Chief Negotiator, IEDA

DocuSigned by:  
*Margarita Zamora* 5/16/2023  
Margarita Zamora, Labor Relations Manager

DocuSigned by:  
*Jet Chapman* 5/16/2023  
Jet Chapman, Chief Departmental HR Administrator, HCSA

DocuSigned by:  
*Rebecca Chen* 5/16/2023  
Rebecca Chen, Labor Relations Analyst

DocuSigned by:  
*Gil Dong* 5/16/2023  
Gil Dong, Labor Relations Analyst

DocuSigned by:  
*Aracelia Esparza* 5/16/2023  
Aracelia Esparza, Chief Departmental HR Administrator, GSA

DocuSigned by:  
*Alysia Evans* 5/19/2023  
Alysia Evans, Chief Departmental HR Administrator, ACSO

DocuSigned by:  
*Chuck Flesher* 5/16/2023  
Chuck Flesher, IEDA

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*Amy Ho* 5/16/2023  
Amy Ho, Labor Relations Analyst

DocuSigned by:  
*Sharon Moore* 5/19/2023  
Sharon Moore, Departmental HR Manager, SSA

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Denise Robinson, Chief Departmental HR Administrator, SSA

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Mary Woo, Labor Relations Analyst

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*Michi Yoshii* 5/19/2023  
Michi Yoshii, Labor Relations Analyst

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*Angela Zhang* 5/16/2023  
Angela Zhang, Labor Relations Analyst

**FOR THE UNION**

DocuSigned by:  
*David Canham* 5/19/2023  
David Canham, Executive Director, SEIU

DocuSigned by:  
*Peter Masiak* 5/17/2023  
Peter Masiak, Field Director, SEIU

DocuSigned by:  
*Blake Huntsman* 5/23/2023  
Blake Huntsman, Field Supervisor, SEIU

DocuSigned by:  
*Keith Snodgrass* 5/23/2023  
Keith Snodgrass, Field Representative, SEIU

DocuSigned by:  
*Tina Tapia* 5/17/2023  
Tina Tapia, General Chapter President

DocuSigned by:  
*Cara Williams* 5/18/2023  
Cara Williams, SSA Chapter President

DocuSigned by:  
*Ray Carlson* 5/17/2023  
Ray Carlson, ACBH Chapter President

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Monique Chaney-Williams, Negotiation Team

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Dawn Moore, Negotiation Team

**FOR THE UNION**

DocuSigned by:  
Willie Norris 5/17/2023

Willie Norris, Negotiation Team

DocuSigned by:  
Mike Ranga 5/17/2023

Mike Ranga, Negotiation Team

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Rebecca Richardson 5/17/2023

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Lorelei Self 5/16/2023

Lorelei Self, Negotiation Team

DocuSigned by:  
William Wells 5/17/2023

William Wells, Negotiation Team

DocuSigned by:  
Marya Wright 5/16/2023

Marya Wright, Negotiation Team

DocuSigned by:  
Margarita Zamora 5/16/2023  
Margarita Zamora, Acting Director, Human Resource Services

Approved as to Form  
Donna Zeigler, County Counsel

By: Kristy van Herick 5/24/2023  
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Kristy van Herick  
Assistant County Counsel

## **APPENDIX A CLASSIFICATION LISTINGS**

Listed herein Appendix A-1 and A-2 are all the Alameda County job classes represented by the Union.

- Appendix A-1 lists all classifications alphabetically, including Representation Unit, Hours, Overtime Status and FLSA Status.
- Appendix A-2 lists all classifications alphabetically (within Representation Unit) with related salaries effective on the dates shown at the heading of each listing for the period covering December 11, 2022 through January 3, 2026.

**O/T\* STATUS CODES:** The letter designation shown for each class in the column titled O/T\* Status represents the method of compensation (either in pay or in compensating time off) for overtime worked as shown below:

- A = 1.5 O/T for all time worked over workweek, excluding vacation, vacation buy, personal leave, sick leave (all types), holiday or floating holiday leave – Cash or Comp Time Off (CTO) at Agency and/or Department Head option.
- B = 1.5 O/T for all time worked over workweek excluding vacation, vacation buy, personal leave, sick leave (all types), holiday or floating holiday leave, except that for all time worked in excess of twelve (12) consecutive hours, the rate shall be 2-times the employee's hourly rate as defined in subsection 7.C. (Rates Defined).
- C = 1.5 O/T for all time worked over 37.5/40-hours in any workweek, excluding vacation, vacation buy, personal leave, sick leave (all types), holiday or floating holiday leave, except that for all time worked in excess of 12-consecutive hours the rate shall be 2-times the employee's hourly rate as defined in subsection 7.C. (Rates Defined)

**FLSA CODES:** The letter designation shown for each class in the column titled FLSA Status represents the status of the class under the overtime provisions of the FLSA.

- C = Covered by the overtime provisions of the FLSA.
- E = Exempt from the overtime provisions of the FLSA.

**APPENDIX A-1**  
**Classification Listing in Alphabetical Order**

For Salary Information, See Appendix A-2 (Classification and Salary Listing Within Representation Unit, December 11, 2022 to January 3, 2026).

<b>Job Code</b>	<b>Classification Title</b>	<b>Rep Unit</b>	<b>Hours</b>	<b>O/T Status</b>	<b>FLSA Status</b>
1281	Absentee Voting Technician	010	75.0	A	C
1305	Account Clerk I	010	75.0	A	C
1305N	Account Clerk I SAN	010	75.0	A	C
1310	Account Clerk II	010	75.0	A	C
1310N	Account Clerk II SAN	010	75.0	A	C
0132	Accountant	011	75.0	A	E
0135	Accountant II	011	75.0	A	E
0130	Accountant-Auditor	011	75.0	A	C
1314	Accounting Specialist I	010	80.0	A	C
1316	Accounting Specialist II	010	80.0	A	C
5887	Acupuncturist	007	80.0	A	C
1142	Administrative Assistant	010	80.0	A	C
6760	Adult Protective Services Worker I	005	75.0	A	E
6765	Adult Protective Services Worker II	005	75.0	A	E
8418	Agricultural and Standards Investigator I	012	75.0	A	C
8419	Agricultural and Standards Investigator II	012	75.0	A	C
8420	Agricultural and Standards Investigator III	012	75.0	A	C
8204	Agricultural and Standards Technician	011	75.0	A	C
8204N	Agricultural and Standards Technician N	011	75.0	A	C
8202	Agricultural and Standards Aide	011	75.0	A	C
8202N	Agricultural and Standards Aide N	011	75.0	A	C
8215	Agricultural Biologist	011	75.0	A	E
8205	Agricultural Biologist Trainee	011	75.0	A	C
2610	Appraiser I	011	75.0	A	C
2610N	Appraiser I SAN	011	75.0	A	C
2615	Appraiser II	011	75.0	A	E
2615N	Appraiser II SAN	011	75.0	A	E
2620	Appraiser III	011	75.0	A	E
2605	Appraiser Intern	011	75.0	A	C
2203	Architectural Project Coordinator I	011	75.0	A	C
2205	Architectural Project Coordinator II	011	75.0	A	E
2602	Assessment Technician	012	75.0	A	C
2507	Assessor's Technician	012	75.0	A	C
5694	Assistant Vector Ecologist	008	80.0	A	C

<b>Job Code</b>	<b>Classification Title</b>	<b>Rep Unit</b>	<b>Hours</b>	<b>O/T Status</b>	<b>FLSA Status</b>
2515	Associate Right of Way Agent	011	80.0	A	E
6507	Associate Youth and Family Services Therapist	005	75.0	A	C
7520	Assistant Cook	004	75.0	A	C
8509	Assistant Public Guardian-Conservator	011	75.0	A	E
2510	Assistant Right of Way Agent	011	80.0	A	E
0143	Auditor	011	75.0	A	C
1527	Auditor Associate I	010	75.0	A	C
1528	Auditor Associate II	010	75.0	A	C
1529	Auditor Associate III	010	75.0	A	C
0142	Auditor I	011	75.0	A	E
0145	Auditor II	011	75.0	A	E
2700	Auditor-Appraiser Aide	012	75.0	A	C
2705	Auditor-Appraiser I	011	75.0	A	C
2705N	Auditor-Appraiser I SAN	011	75.0	A	C
2710	Auditor-Appraiser II	011	75.0	A	E
2710N	Auditor-Appraiser II SAN	011	75.0	A	E
2715	Auditor-Appraiser III	011	75.0	A	E
0128	Auditor-Intern	011	75.0	A	C
9408	Auto Parts Technician	012	80.0	A	C
6509	Behavioral Health Crisis Intervention Associate	005	75.0	A	C
6512	Behavioral Health Crisis Intervention Specialist I	005	75.0	A	C
6513	Behavioral Health Crisis Intervention Specialist II	005	75.0	A	C
6505	Behavioral Clinician I	005	75.0	A	C
6510	Behavioral Clinician II	005	75.0	A	E
1491	Billing Technician I	010	75.0	A	C
1492	Billing Technician II	010	75.0	A	C
1493	Billing Technician III	010	75.0	A	C
2968	Bonds & Finance Technician I	011	75.0	A	C
2969	Bonds & Finance Technician II	011	75.0	A	C
2972	Bonds & Finance Technician III	011	75.0	A	C
9200	Bookmender	012	75.0	A	C
9312	Bookmobile Driver Clerk	012	75.0	A	C
8303	Building Inspection Technician	012	80.0	A	C
8305	Building Inspector I	012	80.0	A	C
8310	Building Inspector II	012	80.0	A	C
0161	Business License Tax Auditor	011	75.0	A	C
2210	Capital Improvement Project Coordinator	011	80.0	A	C
6787	Career Development Specialist I	005	75.0	A	E



<b>Job Code</b>	<b>Classification Title</b>	<b>Rep Unit</b>	<b>Hours</b>	<b>O/T Status</b>	<b>FLSA Status</b>
5553	Chemist	011	80.0	A	E
1165	Child Support Assistant I	010	75.0	A	C
1166	Child Support Assistant II	010	75.0	A	C
1167	Child Support Assistant III	010	75.0	A	C
1401	Child Support Specialist I	012	75.0	A	C
1402	Child Support Specialist II	012	75.0	A	C
1403	Child Support Specialist III	012	75.0	A	C
6740	Child Welfare Worker I	005	75.0	A	E
6745	Child Welfare Worker II	005	75.0	A	E
1241	Civil Legal Clerk	010	75.0	A	C
1242	Civil Legal Secretary	010	75.0	A	C
1115	Clerk I	010	75.0	A	C
1115N	Clerk I SAN	010	75.0	A	C
1120	Clerk II	010	75.0	A	C
1120N	Clerk II SAN	010	75.0	A	C
1296N	Clerk Intermittent I SAN	010	75.0	A	C
1297N	Clerk Intermittent II SAN	010	75.0	A	C
1521	Clerk-Recorder's Specialist I	010	75.0	A	C
1522	Clerk-Recorder's Specialist II	010	75.0	A	C
1523	Clerk-Recorder's Specialist III	010	75.0	A	C
6643	Clinical Case Manager, CHSC	005	75.0	A	C
5337	Clinical Nurse Specialist	003	80.0	C	E
6316	Clinical Psychologist	007	75.0	A	E
6316N	Clinical Psychologist SAN	007	75.0	A	E
6515	Clinical Review Specialist	005	75.0	A	E
1420	Collection Enforcement Deputy I	012	75.0	A	C
1425	Collection Enforcement Deputy II	012	75.0	A	C
6701	Community Outreach Worker II	008	75.0	A	C
5344	Communicable Disease Surveillance Practitioner	003	80.0	C	E
6700	Community Outreach Worker I	008	75.0	A	C
0325	Community Relations Coordinator	008	80.0	A	C
1811	Computer Operator I	012	75.0	A	C
1811N	Computer Operator I SAN	012	75.0	A	C
1812	Computer Operator II	012	75.0	A	C
8350	Construction Inspector	012	80.0	A	C
6489	Consumer Assistance Specialist, BHCS	008	75.0	A	C
5097	Consumer Family/Relations Program Assistant	008	80.0	A	C
8503	Coroner's Investigator I	012	80.0	A	C

<b>Job Code</b>	<b>Classification Title</b>	<b>Rep Unit</b>	<b>Hours</b>	<b>O/T Status</b>	<b>FLSA Status</b>
8504	Coroner's Investigator II	012	80.0	A	C
8520	Crime Laboratory Technician	012	75.0	A	C
0404	Crime Technician	012	80.0	A	C
8523	Criminalist I	011	80.0	A	C
8524	Criminalist II	011	80.0	A	E
8525	Criminalist III	011	80.0	A	E
7420N	Custodian SAN	004	80.0	A	C
1154	Customer Services Representative, DCSS	010	80.0	A	C
1154N	Customer Services Representative, DCSS N	010	80.0	A	C
1130	Data Control Typist	010	75.0	A	C
1805	Data Entry Operator	010	75.0	A	C
1131	Data Input Clerk	010	75.0	A	C
1809	Data Processing Technician I	012	75.0	A	C
1810	Data Processing Technician II	012	75.0	A	C
1541	Deferred Compensation Technician	012	80.0	A	E
5779	Dental Hygienist	007	75.0	A	E
8705	Deputy Public Guardian-Conservator/Investigator	011	75.0	A	E
8529	DNA Technical Lead	011	80.0	A	C
2980	Economic and Civic Development Specialist I	011	75.0	A	C
2981	Economic and Civic Development Specialist II	011	75.0	A	C
2982	Economic and Civic Development Specialist III	011	75.0	A	C
1282	Elections Technician	010	75.0	A	C
1282N	Elections Technician N	010	75.0	A	C
9267	Electronic Systems Technician	012	80.0	A	C
1570	Eligibility Services Technician I	006	75.0	A	C
1571	Eligibility Services Technician II	006	75.0	A	C
1572	Eligibility Services Technician III	006	75.0	A	C
1573	Eligibility Services Technician IV	006	75.0	A	C
1132	Eligibility Support Clerk	010	75.0	A	C
1470	Eligibility Technician I	006	75.0	A	C
1471	Eligibility Technician II	006	75.0	A	C
1472	Eligibility Technician III	006	75.0	A	C
1468	Eligibility Technician Trainee	006	75.0	A	C
1882	Emergency Services Dispatcher I	012	80.0	A	C
1885	Emergency Services Dispatcher II	012	80.0	A	C
1885N	Emergency Services Dispatcher II N	012	80.0	A	C
8720	Emergency Services Coordinator I	012	75.0	A	C
8721	Emergency Services Coordinator II	012	75.0	A	E

<b>Job Code</b>	<b>Classification Title</b>	<b>Rep Unit</b>	<b>Hours</b>	<b>O/T Status</b>	<b>FLSA Status</b>
6784	Employment Counselor	005	75.0	A	E
6783	Employment Counselor Trainee	005	75.0	A	C
6781	Employment Specialist I	005	75.0	A	C
6782	Employment Specialist II	005	75.0	A	E
2105	Engineering Aide	012	80.0	A	C
2122	Engineering CAD/D Technician I	012	80.0	A	C
2123	Engineering CAD/D Technician II	012	80.0	A	C
2124	Engineering CAD/D Technician III	012	80.0	A	C
5647	Environmental Health Maintenance Worker	007	80.0	A	C
5649	Environmental Health Technician	007	80.0	A	C
8500	Estate Investigator	012	80.0	A	C
6737	Family Services Support Worker	005	75.0	A	C
6706	Family Support Care Coordinator	005	75.0	A	C
6707	Family Support Case Manager	005	75.0	A	E
6708	Senior Family Support Case Manager	005	75.0	A	E
1426N	Financial Hearing Officer SAN	012	75.0	A	C
1426	Financial Hearing Officer	012	75.0	A	C
1283	Fingerprint Examiner	012	75.0	A	C
7510	Food Service Worker	004	75.0	A	C
7510N	Food Service Worker SAN	004	75.0	A	C
8516	Forensic Computer Examiner I	011	80.0	A	C
8517	Forensic Computer Examiner II	011	80.0	A	C
6528	Forensic Behavioral Health Clinician I	005	75.0	A	C
6529	Forensic Behavioral Health Clinician II	005	75.0	A	C
7205	Gardener I, GSA	004	80.0	A	C
9102	Gardener I, PWA	004	80.0	A	C
7210	Gardener II, GSA	004	80.0	A	C
9103	Gardener II, PWA	004	80.0	A	C
1730	General Services Aide	004	75.0	A	C
2125	Geographical Info Technician	012	80.0	A	C
5650	Hazardous Materials Specialist	007	80.0	A	E
5648N	Hazardous Waste Worker SAN	007	80.0	A	C
1461	Health Care Claims Examiner I	010	75.0	A	C
1462	Health Care Claims Examiner II	010	75.0	A	C
6300N	Health Care Services Intern N	007	75.0	A	C
5780	Health Educator I	007	75.0	A	E
5781	Health Educator II	007	75.0	A	E
1485	Health Insurance Technician	012	80.0	A	C

<b>Job Code</b>	<b>Classification Title</b>	<b>Rep Unit</b>	<b>Hours</b>	<b>O/T Status</b>	<b>FLSA Status</b>
7879	Health Services Trainee	008	75.0	A	C
2997	Healthy Homes Community Development Technician I	011	75.0	A	C
2998	Healthy Homes Community Development Technician II	011	75.0	A	C
2994	Healthy Homes Community Development Specialist I	011	75.0	A	C
2995	Healthy Homes Community Development Specialist II	011	75.0	A	C
2996	Healthy Homes Community Development Specialist III	011	75.0	A	C
2955	Healthy Housing Rehabilitation Specialist I	011	75.0	A	C
2984	Healthy Housing Rehabilitation Technician	011	75.0	A	C
2956	Healthy Housing Rehabilitation Specialist II	011	75.0	A	C
2957	Healthy Housing Rehabilitation Specialist III	011	75.0	A	C
2964	Housing and Community Development Specialist I	011	75.0	A	C
2965	Housing and Community Development Specialist II	011	75.0	A	C
2966	Housing and Community Development Specialist III	011	75.0	A	C
2961	Housing and Community Development Technician I	011	75.0	A	C
2973	Housing and Community Development Technician II	011	75.0	A	C
6635	Housing Resource Specialist, BHCS	005	75.0	A	E
1121	Human Resources Assistant I	010	75.0	A	C
1122	Human Resources Assistant II	010	75.0	A	C
2080	Industrial Hygiene Engineer	007	80.0	A	E
0410	Information Systems Technician I	012	80.0	A	C
0411	Information Systems Technician II	012	80.0	A	C
1792	Information Technology Specialist I	012	75.0	A	C
1793	Information Technology Specialist II	012	75.0	A	C
1794	Information Technology Specialist III	012	75.0	A	C
1795	Information Technology Specialist IV	012	75.0	A	C
6929	Information & Referral Worker	006	75.0	A	C
7410	Janitor	004	75.0	A	C
7410N	Janitor SAN	004	75.0	A	C
7416	Janitor, Detention Facilities	004	75.0	A	C
7411	Janitor, Floor Specialist	004	75.0	A	C
7417	Janitor Floor Specialist, Detention Facilities	004	75.0	A	C
6786	Job Developer	005	75.0	A	E
8740	Keeper	012	80.0	A	C
8740N	Keeper SAN	012	80.0	A	C
7850	Laboratory Assistant I	008	75.0	A	C

<b>Job Code</b>	<b>Classification Title</b>	<b>Rep Unit</b>	<b>Hours</b>	<b>O/T Status</b>	<b>FLSA Status</b>
7850N	Laboratory Assistant I SAN	008	75.0	A	C
7855	Laboratory Assistant II	008	75.0	A	C
7856	Laboratory Assistant III	008	75.0	A	C
5550	Laboratory Technician	011	75.0	A	C
8522	Latent Fingerprint Examiner	012	75.0	A	C
7710	Laundry Service Worker	004	75.0	A	C
7710N	Laundry Service Worker SAN	004	75.0	A	C
7750	Laundry Supervisor, Santa Rita Jail	004	75.0	A	C
1124	Lead Clerk	010	75.0	A	C
1155	Lead Customer Services Representative, DCSS	010	80.0	A	C
7415	Lead Janitor	004	75.0	A	C
7418	Lead Janitor, Detention Facilities	004	75.0	A	C
2967	Lead Project Designer	012	75.0	A	C
2963	Lead Risk Assessor	011	75.0	A	C
1511	Legal Process Clerk I	010	80.0	A	C
1513	Legal Process Clerk II	010	80.0	A	C
1240	Legal Secretary	010	75.0	A	C
1213	Legal Stenographer	010	75.0	A	C
4130	Librarian I	011	75.0	A	E
4130N	Librarian I SAN	011	75.0	A	E
4140	Librarian II	011	75.0	A	E
4140N	Librarian II SAN	011	75.0	A	E
4175	Librarian III	011	75.0	A	E
4115	Library Assistant I	011	75.0	A	C
1103	Library Clerk I	010	75.0	A	C
1103N	Library Clerk I SAN	010	75.0	A	C
1104	Library Clerk II	010	75.0	A	C
1104N	Library Clerk II SAN	010	75.0	A	C
9310	Library Driver-Clerk	012	75.0	A	C
9310N	Library Driver-Clerk SAN	012	75.0	A	C
4200	Library Lead Clerk	010	75.0	A	C
1109	Library Page	010	75.0	A	C
1109N	Library Page SAN	010	75.0	A	C
4120	Library Technician	011	75.0	A	C
4120N	Library Technician SAN	011	75.0	A	C
5420	Licensed Vocational Nurse	008	75.0	B	C
5420N	Licensed Vocational Nurse SAN	008	75.0	B	C
6732	Licensing Evaluator	006	75.0	A	C

<b>Job Code</b>	<b>Classification Title</b>	<b>Rep Unit</b>	<b>Hours</b>	<b>O/T Status</b>	<b>FLSA Status</b>
1417	Literacy Advocate	011	75.0	A	C
4121	Literacy Specialist	011	75.0	A	C
1118	Mail Clerk	010	75.0	A	C
2301	Mapping Technician I	012	75.0	A	C
2302	Mapping Technician II	012	75.0	A	C
2303	Mapping Technician III	012	75.0	A	C
8757	Marine Engineer	012	80.0	A	C
6496	Marriage and Family Therapist I	005	75.0	A	C
6497	Marriage and Family Therapist II	005	75.0	A	C
2181	Materials Testing Technician I	012	80.0	A	C
2182	Materials Testing Technician II	012	80.0	A	C
2183	Materials Testing Technician III	012	80.0	A	C
5982	Medical Assistant	008	75.0	A	C
1126	Medical Clerk	010	75.0	A	C
1126N	Medical Clerk SAN	010	75.0	A	C
1460	Medical Records Technician	012	75.0	A	C
6405	Medical Social Worker I	005	75.0	A	C
6415	Medical Social Worker II	005	75.0	A	E
5082	Medical Support Coordinator	003	80.0	A	E
1214	Medical Transcriptionist	010	80.0	A	C
1214N	Medical Transcriptionist SAN	010	80.0	A	C
1160	Medical Translator I	008	75.0	A	C
1161	Medical Translator II	008	75.0	A	C
1161N	Medical Translator II SAN	008	75.0	A	C
6490	Mental Health Specialist I	008	75.0	B	C
6491	Mental Health Specialist II	008	75.0	B	C
6492	Mental Health Specialist III	008	75.0	B	C
6491N	Mental Health Specialist II SAN	008	75.0	B	C
1105	Messenger	010	75.0	A	C
1105N	Messenger SAN	010	75.0	A	C
5605	Microbiologist	007	75.0	A	E
5605N	Microbiologist SAN	007	75.0	A	E
1153	Microfilm Technician	010	75.0	A	C
1152	Microfilm Technician Trainee	010	75.0	A	C
5383	Mid-Level Practitioner	003	80.0	A	E
5383N	Mid-Level Practitioner SAN	003	80.0	A	E
6991	Mobile Health Services Support Worker	012	75.0	A	C
1803	Network Support Technician I	012	80.0	A	C

<b>Job Code</b>	<b>Classification Title</b>	<b>Rep Unit</b>	<b>Hours</b>	<b>O/T Status</b>	<b>FLSA Status</b>
1804	Network Support Technician II	012	80.0	A	C
5415	Nursing Assistant	008	75.0	A	C
5415N	Nursing Assistant SAN	008	75.0	A	C
5798	Nutrition Assistant I	008	75.0	A	C
5799	Nutrition Assistant II	008	75.0	A	C
5792	Nutritionist I	007	75.0	A	C
5795	Nutritionist II	007	75.0	A	E
5810	Occupational Therapist I	007	75.0	A	E
5810N	Occupational Therapist I SAN	007	75.0	A	E
5815	Occupational Therapist II	007	75.0	A	E
5800	Occupational Therapy Aide	008	75.0	A	C
5806	Occupational Therapy Assistant	007	75.0	A	C
1496	Patient Service Technician I	006	75.0	A	C
1497	Patient Service Technician II	006	75.0	A	C
1495	Patient Service Technician III	006	75.0	A	C
1125	Payroll Records Clerk	010	75.0	A	C
5850	Pediatric Occupational Therapist	007	75.0	A	E
5850N	Pediatric Occupational Therapist N	007	75.0	A	E
5860	Pediatric Physical Therapist	007	75.0	A	E
5860N	Pediatric Physical Therapist N	007	75.0	A	E
5644	Pharmacist, ACBH	007	80.0	A	E
5646	Pharmacy Support Specialist	010	80.0	A	C
8521	Photographic and Printing Services Technician	010	75.0	A	C
9295	Photographer	012	75.0	A	C
5835	Physical Therapist I	007	75.0	A	E
5835N	Physical Therapist I SAN	007	75.0	A	E
5840	Physical Therapist II	007	75.0	A	E
5823	Physical Therapy Assistant	008	75.0	A	C
2925	Planner I	011	75.0	A	E
2930	Planner II	011	75.0	A	E
2935	Planner III	011	75.0	A	E
2921	Planning Technician I	011	75.0	A	C
2922	Planning Technician II	011	75.0	A	C
8308	Plans Checker	012	80.0	A	C
1480	Procurement & Contracts Assistant	010	75.0	A	C
0172	Procurement & Contracts Specialist I	011	75.0	A	C
0173	Procurement & Contracts Specialist II	011	75.0	A	E
1095	Program Worker, SEIU Represented	010	75.0	A	C

<b>Job Code</b>	<b>Classification Title</b>	<b>Rep Unit</b>	<b>Hours</b>	<b>O/T Status</b>	<b>FLSA Status</b>
1825	Programmer Analyst	011	80.0	A	E
1821	Programmer I	011	80.0	A	C
1823	Programmer II	011	80.0	A	C
5743N	Psychiatric Technician SAN	008	75.0	A	C
5689	Public Health Engineer	007	75.0	A	E
5770	Public Health Investigator	007	75.0	A	C
5771	Public Health Investigator Trainee	007	75.0	A	C
5980	Public Health Nursing Assistant I	008	75.0	A	C
5981	Public Health Nursing Assistant II	008	75.0	A	C
5775	Public Health Social Worker	005	75.0	A	E
7401	Public Works Aide I	004	75.0	A	C
7402	Public Works Aide II	004	75.0	A	C
2111	Public Works Technical Assistant I	012	80.0	A	C
2112	Public Works Technical Assistant II	012	80.0	A	C
2113	Public Works Technical Assistant III	012	80.0	A	C
2171	Public Works Inspector II, Facilities	012	80.0	A	C
2170	Public Works Inspector I, Facilities	012	80.0	A	C
2160	Public Works Inspector I, Construction	012	80.0	A	C
2161	Public Works Inspector II, Construction	012	80.0	A	C
2172	Public Works Inspector III, Facilities	012	80.0	A	C
2162	Public Works Inspector III, Construction	012	80.0	A	C
2604	Real Property Appraiser Aide	012	75.0	A	C
6831	Recreation Assistant	012	80.0	A	C
5660	Environmental Health Specialist Trainee	007	80.0	A	C
5665	Registered Environmental Health Specialist	007	80.0	A	E
5510	Registered Dental Assistant	008	75.0	A	C
5300	Registered Nurse I	003	80.0	B	E
5305	Registered Nurse II	003	80.0	B	E
5315	Registered Nurse III	003	80.0	B	E
8178N	Registered Veterinary Technician SAN	012	80.0	A	C
6638	Rehabilitation Counselor I	005	75.0	A	C
6640	Rehabilitation Counselor II	005	75.0	A	E
1369	Retirement Accountant I	011	75.0	A	E
1370	Retirement Accountant II	011	75.0	A	E
1361	Retirement Benefits Specialist	010	75.0	A	C
1351	Retirement Specialist I	010	75.0	A	C
1344	Retirement Support Specialist	010	75.0	A	C
1352	Retirement Technician	010	75.0	A	C



<b>Job Code</b>	<b>Classification Title</b>	<b>Rep Unit</b>	<b>Hours</b>	<b>O/T Status</b>	<b>FLSA Status</b>
1215	Secretary I	010	75.0	A	C
8225	Senior Agricultural Biologist	011	75.0	A	E
2508	Senior Assessor's Technician	012	75.0	A	C
0144	Senior Auditor	011	75.0	A	C
5645	Senior Clinical Pharmacist, ACBH	007	80.0	A	C
1287	Senior Fingerprint Examiner	12	75	A	C
7512	Senior Food Service Worker	004	75.0	A	C
5655	Senior Hazardous Materials Specialist	007	80.0	A	E
9411	Senior Heavy Equipment Parts Technician	012	80.0	A	C
8531	Senior Latent Fingerprint Examiner	012	75.0	A	C
5610	Senior Microbiologist	007	75.0	A	E
1353	Senior Retirement Technician	010	75.0	A	C
5865	Senior Therapist	007	75.0	A	E
5684	Senior Vector Control Officer	008	80.0	A	C
1133	Service Support Specialist	010	75.0	A	C
9294	Sheriff's Multimedia Producer	012	80.0	A	C
8752	Sheriff's Safety Aide	012	80.0	A	C
8755	Sheriff's Technician	012	80.0	A	C
5020	Skilled Medical Professional I, Alameda County Children and Families Commission	007	80.0	A	C
5022	Skilled Medical Professional II, Alameda County Children and Families Commission	007	80.0	A	E
6792	Social Welfare Specialist	005	75.0	A	E
6710	Social Worker I	005	75.0	A	C
6715	Social Worker II	005	75.0	A	E
6720	Social Worker III	005	75.0	A	E
6705	Social Worker Trainee	005	75.0	A	C
1842	Software Analyst	011	80.0	A	C
1840	Software Analyst I	011	80.0	A	C
1839	Software Analyst Trainee	011	80.0	A	C
1128	Specialist Clerk I	010	75.0	A	C
1128N	Specialist Clerk I SAN	010	75.0	A	C
1129	Specialist Clerk II	010	75.0	A	C
6646	Senior Clinical Case Manager, Center for Healthy Schools and Communities	005	75.0	A	C
1287	Senior Fingerprint Examiner	012	75.0	A	C
8531	Senior Latent Fingerprint Examiner	012	75.0	A	C
5667	Senior Registered Environmental Health Specialist	007	80.0	A	E
5691	Senior Vector Control Biologist	008	80.0	A	C
1205	Stenographer I	010	75.0	A	C

<b>Job Code</b>	<b>Classification Title</b>	<b>Rep Unit</b>	<b>Hours</b>	<b>O/T Status</b>	<b>FLSA Status</b>
1205N	Stenographer I SAN	010	75.0	A	C
1210	Stenographer II	010	75.0	A	C
1210N	Stenographer II SAN	010	75.0	A	C
1715	Storekeeper I	012	75.0	A	C
6495	Substance Abuse Counselor	007	75.0	A	C
6495N	Substance Abuse Counselor SAN	007	75.0	A	C
1705	Supply Clerk I	012	75.0	A	C
1705N	Supply Clerk I SAN	012	75.0	A	C
1710	Supply Clerk II	012	75.0	A	C
1710N	Supply Clerk II SAN	012	75.0	A	C
1798	Technical Support Specialist I	012	75.0	A	C
1799	Technical Support Specialist II	012	75.0	A	C
9270	Telecommunications Equipment Installer	012	80.0	A	C
9288	Telecommunications Services Coordinator II	010	80.0	A	C
9284	Telecommunications Services Coordinator I	010	80.0	A	C
9280	Telecommunications Technician	012	80.0	A	C
9279	Telecommunications Technician Trainee	012	80.0	A	C
5825	Therapy Aide	008	75.0	A	C
1212	Transcriptionist	010	75.0	A	C
1212N	Transcriptionist SAN	010	75.0	A	C
1601	Treasurer-Tax Collector Specialist I	010	75.0	A	E
1602	Treasurer-Tax Collector Specialist II	010	75.0	A	E
1603	Treasurer-Tax Collector Specialist III	010	75.0	A	E
5690	Vector Control Biologist	008	80.0	A	C
5683	Vector Control Officer	008	80.0	A	C
5682	Vector Control Officer, Trainee	008	80.0	A	C
5695	Vector Ecologist	008	80.0	A	C
1476	Veterans Service Representative	006	75.0	A	C
6702	Welfare Services Aide	006	75.0	A	C
1467	Workforce Services Technician	006	75.0	A	C
6511	Youth and Family Services Program Assistant	008	75.0	A	C
6498	Youth and Family Services Therapist	005	75.0	A	E
6499	Youth and Family Services Lead Therapist	005	75.0	A	E
8675	Zoning Investigator I	011	80.0	A	C
8680	Zoning Investigator II	011	80.0	A	C
8685	Zoning Investigator III	011	80.0	A	E

**APPENDIX A-2**  
**Classification and Salary Listing by Representation Unit**  
**Unit 003**

Job Code	MC	Unit Code	Classification Title									FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	Step 06	Step 07	Step 08	
5337	NM	003	<b>Clinical Nurse Specialist</b>									X
			06/26/2022	4528.80	4650.40	4783.20	5106.40	5415.20	5669.60	5900.80	6078.40	
			07/09/2023	4800.80	4929.60	5070.40	5412.80	5740.00	6009.60	6255.20	6443.20	
			07/07/2024	5040.80	5176.00	5324.00	5683.20	6027.20	6310.40	6568.00	6765.60	
			07/06/2025	5242.40	5383.20	5536.80	5910.40	6268.00	6563.20	6830.40	7036.00	
5344	NM	003	<b>Communicable Disease Surveillance Practitioner</b>									X
			06/26/2022	3878.40	3984.80	4099.20	4277.60	4464.80	4554.40	4645.60	4786.40	
			07/09/2023	4111.20	4224.00	4344.80	4534.40	4732.80	4828.00	4924.00	5073.60	
			07/07/2024	4316.80	4435.20	4562.40	4760.80	4969.60	5069.60	5170.40	5327.20	
			07/06/2025	4489.60	4612.80	4744.80	4951.20	5168.00	5272.00	5377.60	5540.00	
5082	NM	003	<b>Medical Support Coordinator</b>									X
			06/26/2022	4085.60	4196.00	4312.00	4487.20	4685.60	4787.20	4884.00	5030.40	
			07/09/2023	4330.40	4448.00	4570.40	4756.80	4966.40	5074.40	5176.80	5332.00	
			07/07/2024	4547.20	4670.40	4799.20	4994.40	5214.40	5328.00	5436.00	5598.40	
			07/06/2025	4728.80	4857.60	4991.20	5194.40	5423.20	5540.80	5653.60	5822.40	
5383	NM	003	<b>Mid-Level Practitioner</b>									X
			06/26/2022	4188.00	4297.60	4420.80	4705.60	5014.40	5185.60	5288.00	5445.60	
			07/09/2023	4439.20	4555.20	4686.40	4988.00	5315.20	5496.80	5605.60	5772.00	
			07/07/2024	4660.80	4783.20	4920.80	5237.60	5580.80	5772.00	5885.60	6060.80	
			07/06/2025	4847.20	4974.40	5117.60	5447.20	5804.00	6003.20	6120.80	6303.20	
5383N	NM	003	<b>Mid-Level Practitioner SAN</b>									X
			06/26/2022					62.68	64.82	66.10	68.07	
			07/09/2023					66.44	68.71	70.07	72.15	
			07/07/2024					69.76	72.15	73.57	75.76	
			07/06/2025					72.55	75.04	76.51	78.79	
5305	NM	003	<b>Registered Nurse II</b>									X
			06/26/2022	4359.20	4481.60	4608.00	4807.20	5020.00	5118.40	5222.40	5379.20	
			07/09/2023	4620.80	4750.40	4884.80	5096.00	5321.60	5425.60	5536.00	5701.60	
			07/07/2024	4852.00	4988.00	5128.80	5351.20	5588.00	5696.80	5812.80	5986.40	
			07/06/2025	5046.40	5187.20	5333.60	5565.60	5811.20	5924.80	6045.60	6225.60	
5315	NM	003	<b>Registered Nurse III</b>									X
			06/26/2022	4593.60	4718.40	4848.80	5043.20	5266.40	5380.80	5491.20	5656.00	
			07/09/2023	4869.60	5001.60	5140.00	5345.60	5582.40	5704.00	5820.80	5995.20	
			07/07/2024	5112.80	5252.00	5396.80	5612.80	5861.60	5989.60	6112.00	6295.20	
			07/06/2025	5317.60	5462.40	5612.80	5837.60	6096.00	6228.80	6356.80	6547.20	
5300	NM	003	<b>Registered Nurse I</b>									X
			06/26/2022							3953.60	4069.60	
			07/09/2023							4191.20	4313.60	
			07/07/2024							4400.80	4529.60	
			07/06/2025					4576.80	4710.40			

**APPENDIX A-2  
Classification and Salary Listing by Representation Unit  
Unit 004**

Job Code	MC	Unit Code	Classification Title						FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
7520	NM	004	<b>Assistant Cook</b>						N
			06/26/2022	1659.75	1729.50	1803.00	1891.50	1966.50	
			07/09/2023	1759.50	1833.00	1911.00	2004.75	2084.25	
			07/07/2024	1847.25	1924.50	2006.25	2105.25	2188.50	
			07/06/2025	1921.50	2001.75	2086.50	2189.25	2276.25	
7420N	NM	004	<b>Custodian SAN</b>						N
			06/26/2022					24.00	
			07/09/2023					25.44	
			07/07/2024					26.71	
			07/06/2025					27.78	
7510	NM	004	<b>Food Service Worker</b>						N
			06/26/2022		1921.50	2018.25	2103.75	2178.75	
			07/09/2023		2037.00	2139.00	2229.75	2309.25	
			07/07/2024		2139.00	2246.25	2341.50	2424.75	
			07/06/2025		2224.50	2336.25	2435.25	2521.50	
7510N	NM	004	<b>Food Service Worker SAN</b>						N
			06/26/2022					26.90	
			07/09/2023					28.51	
			07/07/2024					29.94	
			07/06/2025					31.14	
7205	NM	004	<b>Gardener I, GSA</b>						N
			06/26/2022	2091.20	2171.20	2276.80	2379.20	2487.20	
			07/09/2023	2216.80	2301.60	2413.60	2521.60	2636.80	
			07/07/2024	2328.00	2416.80	2534.40	2648.00	2768.80	
			07/06/2025	2420.80	2513.60	2636.00	2753.60	2879.20	
9102	NM	004	<b>Gardener I, PWA</b>						N
			06/26/2022	2091.20	2171.20	2276.80	2379.20	2487.20	
			07/09/2023	2216.80	2301.60	2413.60	2521.60	2636.80	
			07/07/2024	2328.00	2416.80	2534.40	2648.00	2768.80	
			07/06/2025	2420.80	2513.60	2636.00	2753.60	2879.20	
7210	NM	004	<b>Gardener II, GSA</b>						N
			06/26/2022	2392.00	2508.00	2607.20	2734.40	2858.40	
			07/09/2023	2535.20	2658.40	2764.00	2898.40	3029.60	
			07/07/2024	2661.60	2791.20	2902.40	3043.20	3180.80	
			07/06/2025	2768.00	2903.20	3018.40	3164.80	3308.00	
9103	NM	004	<b>Gardener II, PWA</b>						N
			06/26/2022	2392.00	2508.00	2607.20	2734.40	2858.40	
			07/09/2023	2535.20	2658.40	2764.00	2898.40	3029.60	
			07/07/2024	2661.60	2791.20	2902.40	3043.20	3180.80	
			07/06/2025	2768.00	2903.20	3018.40	3164.80	3308.00	
1730	NM	004	<b>General Services Aide</b>						N
			06/26/2022	1437.75	1509.00	1585.50	1663.50	1746.75	
			07/09/2023	1524.00	1599.75	1680.75	1763.25	1851.75	
			07/07/2024	1600.50	1680.00	1764.75	1851.75	1944.00	
			07/06/2025	1664.25	1747.50	1835.25	1926.00	2022.00	
7410	NM	004	<b>Janitor SAN</b>						N
			06/26/2022	1849.50	1935.00	2013.00	2115.00	2201.25	
			07/09/2023	1960.50	2051.25	2133.75	2241.75	2333.25	
			07/07/2024	2058.75	2154.00	2240.25	2353.50	2450.25	
			07/06/2025	2141.25	2240.25	2329.50	2448.00	2548.50	
7410N	NM	004	<b>Janitor SAN</b>						N
			06/26/2022					26.84	
			07/09/2023					28.45	
			07/07/2024					29.87	
			07/06/2025					31.06	
7416	NM	004	<b>Janitor, Detention Facilities</b>						N
			06/26/2022	1934.25	2031.00	2133.00	2238.75	2351.25	
			07/09/2023	2050.50	2152.50	2261.25	2373.00	2492.25	
			07/07/2024	2153.25	2260.50	2374.50	2491.50	2616.75	
			07/06/2025	2239.50	2351.25	2469.75	2591.25	2721.75	
7411	NM	004	<b>Janitor, Floor Specialist</b>						N

**APPENDIX A-2**  
**Classification and Salary Listing by Representation Unit**  
**Unit 004**

Job Code	MC	Unit Code	Classification Title						FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
			06/26/2022	1943.25	2029.50	2114.25	2220.00	2311.50	
			07/09/2023	2059.50	2151.00	2241.00	2353.50	2450.25	
			07/07/2024	2162.25	2258.25	2352.75	2471.25	2572.50	
			07/06/2025	2248.50	2348.25	2446.50	2570.25	2675.25	
<b>7417</b>	NM	004	<b>Janitor Floor Specialist, Detention Facilities</b>						N
			06/26/2022	2031.00	2133.00	2238.75	2351.25	2468.25	
			07/09/2023	2152.50	2261.25	2373.00	2492.25	2616.00	
			07/07/2024	2260.50	2374.50	2491.50	2616.75	2746.50	
			07/06/2025	2351.25	2469.75	2591.25	2721.75	2856.00	
<b>7710</b>	NM	004	<b>Laundry Service Worker</b>						N
			06/26/2022	1724.25	1803.00	1887.00	1962.75	2042.25	
			07/09/2023	1827.75	1911.00	2000.25	2080.50	2164.50	
			07/07/2024	1919.25	2006.25	2100.00	2184.75	2272.50	
			07/06/2025	1995.75	2086.50	2184.00	2272.50	2363.25	
<b>7710N</b>	NM	004	<b>Laundry Service Worker SAN</b>						N
			06/26/2022					25.15	
			07/09/2023					26.66	
			07/07/2024					27.99	
			07/06/2025					29.11	
<b>7750</b>	NM	004	<b>Laundry Supervisor, Santa Rita Jail</b>						N
			06/26/2022	2168.25	2283.00	2382.00	2498.25	2610.00	
			07/09/2023	2298.00	2420.25	2525.25	2648.25	2766.75	
			07/07/2024	2412.75	2541.00	2651.25	2781.00	2904.75	
			07/06/2025	2509.50	2643.00	2757.00	2892.00	3021.00	
<b>7415</b>	NM	004	<b>Lead Janitor</b>						N
			06/26/2022	2030.25	2117.25	2222.25	2314.50	2419.50	
			07/09/2023	2151.75	2244.00	2355.75	2453.25	2565.00	
			07/07/2024	2259.00	2356.50	2473.50	2576.25	2693.25	
			07/06/2025	2349.00	2451.00	2572.50	2679.00	2801.25	
<b>7418</b>	NM	004	<b>Lead Janitor, Detention Facilities</b>						N
			06/26/2022	2124.00	2231.25	2342.25	2460.00	2583.00	
			07/09/2023	2251.50	2365.50	2482.50	2607.75	2738.25	
			07/07/2024	2364.00	2484.00	2607.00	2738.25	2875.50	
			07/06/2025	2458.50	2583.00	2711.25	2847.75	2990.25	
<b>7401</b>	NM	004	<b>Public Works Aide I</b>						N
			06/26/2022				1437.75	1493.25	
			07/09/2023				1524.00	1582.50	
			07/07/2024				1600.50	1662.00	
			07/06/2025				1664.25	1728.75	
<b>7402</b>	NM	004	<b>Public Works Aide II</b>						N
			06/26/2022	1594.50	1663.50	1729.50	1815.00	1897.50	
			07/09/2023	1690.50	1763.25	1833.00	1923.75	2011.50	
			07/07/2024	1775.25	1851.75	1924.50	2019.75	2112.00	
			07/06/2025	1846.50	1926.00	2001.75	2100.75	2196.75	
<b>7512</b>	NM	004	<b>Senior Food Service Worker</b>						N
			06/26/2022	1940.25	2022.00	2095.50	2188.50	2281.50	
			07/09/2023	2056.50	2143.50	2221.50	2319.75	2418.75	
			07/07/2024	2159.25	2250.75	2332.50	2436.00	2539.50	
			07/06/2025	2245.50	2340.75	2425.50	2533.50	2640.75	



APPENDIX A-2
Classification and Salary Listing by Representation Unit
Unit 005

Table with columns: Job Code, MC, Unit Code, Classification Title, Effective Date, Step 01, Step 02, Step 03, Step 04, Step 05, FLSA Status. Rows include various job titles such as Clinical Review Specialist, Employment Counselor, and Family Services Support Worker.

**APPENDIX A-2  
Classification and Salary Listing by Representation Unit  
Unit 005**

Job Code	MC	Unit Code	Classification Title						FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
6786	NM	005	<b>Job Developer</b>						X
			06/26/2022	2611.50	2729.25	2844.75	2976.75	3128.25	
			07/09/2023	2768.25	2892.75	3015.75	3155.25	3315.75	
			07/07/2024	2907.00	3037.50	3166.50	3312.75	3481.50	
			07/06/2025	3023.25	3159.00	3293.25	3445.50	3621.00	
6496	NM	005	<b>Marriage and Family Therapist I</b>						N
			06/26/2022		3231.00	3367.50	3523.50	3708.00	
			07/09/2023		3424.50	3569.25	3735.00	3930.75	
			07/07/2024		3595.50	3747.75	3921.75	4127.25	
			07/06/2025		3739.50	3897.75	4078.50	4292.25	
6497	NM	005	<b>Marriage and Family Therapist II</b>						N
			06/26/2022		3523.50	3708.00	3883.50	4060.50	
			07/09/2023		3735.00	3930.75	4116.75	4304.25	
			07/07/2024		3921.75	4127.25	4322.25	4519.50	
			07/06/2025		4078.50	4292.25	4495.50	4700.25	
6405	NM	005	<b>Medical Social Worker I</b>						N
			06/26/2022			2986.50	3135.00	3268.50	
			07/09/2023			3165.75	3323.25	3464.25	
			07/07/2024			3324.00	3489.75	3637.50	
			07/06/2025			3456.75	3629.25	3783.00	
6415	NM	005	<b>Medical Social Worker II</b>						X
			06/26/2022			3431.25	3592.50	3760.50	
			07/09/2023			3637.50	3807.75	3986.25	
			07/07/2024			3819.75	3998.25	4185.75	
			07/06/2025			3972.75	4158.00	4353.00	
5775	NM	005	<b>Public Health Social Worker</b>						X
			06/26/2022			3177.00	3328.50	3479.25	
			07/09/2023			3367.50	3528.00	3687.75	
			07/07/2024			3536.25	3704.25	3872.25	
			07/06/2025			3678.00	3852.75	4027.50	
6638	NM	005	<b>Rehabilitation Counselor I</b>						N
			06/26/2022	3094.50	3231.00	3367.50	3523.50	3708.00	
			07/09/2023	3280.50	3424.50	3569.25	3735.00	3930.75	
			07/07/2024	3444.75	3595.50	3747.75	3921.75	4127.25	
			07/06/2025	3582.75	3739.50	3897.75	4078.50	4292.25	
6640	NM	005	<b>Rehabilitation Counselor II</b>						X
			06/26/2022	3367.50	3523.50	3708.00	3882.75	4060.50	
			07/09/2023	3569.25	3735.00	3930.75	4116.00	4304.25	
			07/07/2024	3747.75	3921.75	4127.25	4321.50	4519.50	
			07/06/2025	3897.75	4078.50	4292.25	4494.00	4700.25	
6792	NM	005	<b>Social Welfare Specialist</b>						X
			06/26/2022	3042.00	3174.00	3339.00	3494.25	3660.00	
			07/09/2023	3224.25	3364.50	3539.25	3704.25	3879.75	
			07/07/2024	3385.50	3532.50	3716.25	3889.50	4074.00	
			07/06/2025	3521.25	3673.50	3864.75	4044.75	4236.75	
6710	NM	005	<b>Social Worker I</b>						N
			06/26/2022	2523.00	2633.25	2748.00	2870.25	3007.50	
			07/09/2023	2674.50	2791.50	2913.00	3042.75	3188.25	
			07/07/2024	2808.00	2931.00	3058.50	3195.00	3348.00	
			07/06/2025	2920.50	3048.00	3180.75	3322.50	3482.25	
6715	NM	005	<b>Social Worker II</b>						X
			06/26/2022	2746.50	2870.25	3006.75	3138.00	3268.50	
			07/09/2023	2911.50	3042.75	3187.50	3326.25	3464.25	
			07/07/2024	3057.00	3195.00	3347.25	3492.75	3637.50	
			07/06/2025	3179.25	3322.50	3481.50	3632.25	3783.00	
6720	NM	005	<b>Social Worker III</b>						X
			06/26/2022	2880.00	3002.25	3135.75	3279.75	3437.25	
			07/09/2023	3052.50	3182.25	3324.00	3476.25	3643.50	
			07/07/2024	3205.50	3341.25	3490.50	3650.25	3825.75	
			07/06/2025	3333.75	3474.75	3630.00	3796.50	3978.75	



**APPENDIX A-2  
Classification and Salary Listing by Representation Unit  
Unit 005**

Job Code	MC	Unit Code	Classification Title						FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
6705	NM	005	<b>Social Worker Trainee</b>						N
			06/26/2022					2279.25	
			07/09/2023					2415.75	
			07/07/2024					2536.50	
			07/06/2025					2637.75	
6646	NM	005	<b>Senior Clinical Case Manager, Center for Healthy Schools and Communities</b>						N
			06/26/2022		3523.50	3708.00	3882.75	4060.50	
			07/09/2023		3735.00	3930.75	4116.00	4304.25	
			07/07/2024		3921.75	4127.25	4321.50	4519.50	
			07/06/2025		4078.50	4292.25	4494.00	4700.25	
6498	NM	005	<b>Youth and Family Services Therapist</b>						X
			06/26/2022		3523.50	3708.00	3882.75	4060.50	
			07/09/2023		3735.00	3930.75	4116.00	4304.25	
			07/07/2024		3921.75	4127.25	4321.50	4519.50	
			07/06/2025		4078.50	4292.25	4494.00	4700.25	
6499	NM	005	<b>Youth and Family Services Lead Therapist</b>						X
			06/26/2022		3699.00	3892.50	4077.00	4263.75	
			07/09/2023		3921.00	4125.75	4321.50	4519.50	
			07/07/2024		4116.75	4332.00	4537.50	4745.25	
			07/06/2025		4281.75	4505.25	4719.00	4935.00	



**APPENDIX A-2**  
**Classification and Salary Listing by Representation Unit**  
**Unit 006**

Job Code	MC	Unit Code	Classification Title						FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
<b>1495</b>	NM	006	<b>Patient Services Technician III</b>						N
			06/26/2022	2426.25	2534.25	2649.00	2774.25	2899.50	
			07/09/2023	2571.75	2686.50	2808.00	2940.75	3073.50	
			07/07/2024	2700.00	2820.75	2948.25	3087.75	3227.25	
			07/06/2025	2808.00	2933.25	3066.00	3211.50	3356.25	
<b>1476</b>	NM	006	<b>Veterans Service Representative</b>						N
			06/26/2022	2250.00	2343.00	2448.75	2556.00	2670.00	
			06/26/2022	2813.25	2929.50	3060.75	3195.00	3337.50	
			07/09/2023	2982.00	3105.00	3244.50	3387.00	3537.75	
			07/07/2024	3131.25	3260.25	3406.50	3556.50	3714.75	
			07/06/2025	3256.50	3390.75	3543.00	3699.00	3863.25	
<b>6702</b>	NM	006	<b>Welfare Services Aide</b>						N
			06/26/2022	2087.25	2175.75	2259.00	2359.50	2463.75	
			07/09/2023	2212.50	2306.25	2394.75	2501.25	2611.50	
			07/07/2024	2323.50	2421.75	2514.75	2626.50	2742.00	
			07/06/2025	2416.50	2518.50	2615.25	2731.50	2851.50	
<b>1467</b>	NM	006	<b>Workforce Services Technician</b>						N
			06/26/2022	2426.25	2533.50	2645.25	2775.00	2899.50	
			07/09/2023	2571.75	2685.75	2804.25	2941.50	3073.50	
			07/07/2024	2700.00	2820.00	2944.50	3088.50	3227.25	
			07/06/2025	2808.00	2932.50	3062.25	3212.25	3356.25	

**APPENDIX A-2**  
**Classification and Salary Listing for Representation Unit**  
**Unit 007**

Job Code	MC	Unit Code	Classification Title						FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
5887	NM	007	<b>Acupuncturist</b>						N
			06/26/2022	2816.80	2949.60	3099.20	3255.20	3420.80	
			07/09/2023	2985.60	3126.40	3284.80	3450.40	3626.40	
			07/07/2024	3135.20	3282.40	3448.80	3623.20	3808.00	
			07/06/2025	3260.80	3413.60	3586.40	3768.00	3960.00	
6316	NM	007	<b>Clinical Psychologist</b>						X
			06/26/2022			4091.25	4296.00	4491.75	
			07/09/2023			4336.50	4554.00	4761.00	
			07/07/2024			4553.25	4782.00	4998.75	
			07/06/2025			4735.50	4973.25	5199.00	
6316N	NM	007	<b>Clinical Psychologist SAN</b>						X
			06/26/2022					51.96	
			07/09/2023					55.08	
			07/07/2024					57.83	
			07/06/2025					60.14	
5779	NM	007	<b>Dental Hygienist</b>						X
			06/26/2022	2698.50	2824.50	2952.00	3104.25	3242.25	
			07/09/2023	2860.50	2994.00	3129.00	3290.25	3436.50	
			07/07/2024	3003.75	3144.00	3285.75	3454.50	3608.25	
			07/06/2025	3123.75	3270.00	3417.00	3592.50	3752.25	
5647	NM	007	<b>Environ Health Maintenance Worker</b>						N
			06/26/2022	2002.40	2108.00	2220.80	2337.60	2460.80	
			07/09/2023	2122.40	2234.40	2354.40	2477.60	2608.80	
			07/07/2024	2228.80	2346.40	2472.00	2601.60	2739.20	
			07/06/2025	2317.60	2440.00	2571.20	2705.60	2848.80	
5649	NM	007	<b>Environmental Health Technician</b>						N
			06/26/2022	3070.40	3216.80	3370.40	3515.20	3684.80	
			07/09/2023	3254.40	3409.60	3572.80	3726.40	3905.60	
			07/07/2024	3416.80	3580.00	3751.20	3912.80	4100.80	
			07/06/2025	3553.60	3723.20	3901.60	4069.60	4264.80	
5650	NM	007	<b>Hazardous Materials Specialist</b>						X
			06/26/2022	3792.80	3968.80	4155.20	4328.80	4541.60	
			07/09/2023	4020.00	4207.20	4404.80	4588.80	4814.40	
			07/07/2024	4220.80	4417.60	4624.80	4818.40	5055.20	
			07/06/2025	4389.60	4594.40	4809.60	5011.20	5257.60	
5648N	NM	007	<b>Hazardous Waste Worker SAN</b>						N
			06/26/2022	21.96	23.07	24.25	25.39	26.72	
			07/09/2023	23.28	24.45	25.71	26.91	28.32	
			07/07/2024	24.44	25.67	27.00	28.26	29.74	
			07/06/2025	25.42	26.70	28.08	29.39	30.93	
6300N	NM	007	<b>Health Care Services Intern SAN</b>						N
			06/26/2022	11.73				28.18	
			07/09/2023	12.43				29.87	
			07/07/2024	13.05				31.36	
			07/06/2025	13.57				32.61	
5780	NM	007	<b>Health Educator I</b>						X
			06/26/2022		2535.75	2641.50	2760.75	2888.25	
			07/09/2023		2688.00	2799.75	2926.50	3061.50	
			07/07/2024		2822.25	2940.00	3072.75	3214.50	
			07/06/2025		2935.50	3057.75	3195.75	3342.75	
5781	NM	007	<b>Health Educator II</b>						X
			06/26/2022		3165.75	3327.75	3482.25		
			07/09/2023		3355.50	3527.25	3691.50		
			07/07/2024		3523.50	3703.50	3876.00		
			07/06/2025		3664.50	3852.00	4031.25		
2080	NM	007	<b>Industrial Hygiene Engineer</b>						X
			06/26/2022		4091.20	4288.80	4487.20	4704.80	
			07/09/2023		4336.80	4546.40	4756.80	4987.20	
			07/07/2024		4553.60	4773.60	4994.40	5236.80	
			07/06/2025		4736.00	4964.80	5194.40	5446.40	

**APPENDIX A-2  
Classification and Salary Listing by Representation Unit  
Unit 007**

Job Code	MC	Unit Code	Classification Title						FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
5605	NM	007	<b>Microbiologist</b>						X
			06/26/2022	3129.75	3257.25	3408.00	3565.50	3715.50	
			07/09/2023	3317.25	3453.00	3612.75	3779.25	3938.25	
			07/07/2024	3483.00	3625.50	3793.50	3968.25	4135.50	
			07/06/2025	3622.50	3770.25	3945.00	4127.25	4301.25	
5605N	NM	007	<b>Microbiologist SAN</b>						X
			06/26/2022					45.40	
			07/09/2023					48.12	
			07/07/2024					50.53	
			07/06/2025					52.55	
5792	NM	007	<b>Nutritionist I</b>						N
			06/26/2022	2750.25	2874.00	3007.50	3147.00	3291.00	
			07/09/2023	2915.25	3046.50	3188.25	3336.00	3488.25	
			07/07/2024	3060.75	3198.75	3348.00	3502.50	3663.00	
			07/06/2025	3183.00	3327.00	3482.25	3642.75	3809.25	
5795	NM	007	<b>Nutritionist II</b>						X
			06/26/2022	3003.75	3135.00	3291.00	3444.00	3605.25	
			07/09/2023	3183.75	3323.25	3488.25	3651.00	3821.25	
			07/07/2024	3342.75	3489.75	3663.00	3833.25	4012.50	
			07/06/2025	3476.25	3629.25	3809.25	3986.25	4173.00	
5810	NM	007	<b>Occupational Therapist I</b>						X
			06/26/2022	3359.25	3515.25	3671.25	3853.50	4042.50	
			07/09/2023	3561.00	3726.00	3891.75	4084.50	4284.75	
			07/07/2024	3738.75	3912.00	4086.00	4288.50	4499.25	
			07/06/2025	3888.00	4068.75	4249.50	4460.25	4679.25	
5810N	NM	007	<b>Occupational Therapist I SAN</b>						X
			06/26/2022					48.95	
			07/09/2023					51.89	
			07/07/2024					54.48	
			07/06/2025					56.66	
5815	NM	007	<b>Occupational Therapist II</b>						X
			06/26/2022	3781.50	3969.00	4158.75	4361.25	4536.75	
			07/09/2023	4008.75	4207.50	4408.50	4623.00	4809.00	
			07/07/2024	4209.00	4418.25	4629.00	4854.00	5049.75	
			07/06/2025	4377.00	4595.25	4814.25	5048.25	5251.50	
5806	NM	007	<b>Occupational Therapy Assistant</b>						N
			06/26/2022	2012.25	2098.50	2191.50	2295.00	2388.75	
			07/09/2023	2133.00	2224.50	2322.75	2433.00	2532.00	
			07/07/2024	2239.50	2335.50	2439.00	2554.50	2658.75	
			07/06/2025	2328.75	2429.25	2536.50	2656.50	2765.25	
5850	NM	007	<b>Pediatric Occupational Therapist</b>						X
			06/26/2022	3511.50	3683.25	3853.50	4041.75	4245.00	
			07/09/2023	3722.25	3904.50	4084.50	4284.00	4500.00	
			07/07/2024	3908.25	4099.50	4288.50	4498.50	4725.00	
			07/06/2025	4064.25	4263.75	4460.25	4678.50	4914.00	
5850N	NM	007	<b>Pediatric Occupational Therapist SAN</b>						X
			06/26/2022					56.55	
			07/09/2023					59.94	
			07/07/2024					62.94	
			07/06/2025					65.46	
5860	NM	007	<b>Pediatric Physical Therapist</b>						X
			06/26/2022	3511.50	3683.25	3853.50	4041.75	4245.00	
			07/09/2023	3722.25	3904.50	4084.50	4284.00	4500.00	
			07/07/2024	3908.25	4099.50	4288.50	4498.50	4725.00	
			07/06/2025	4064.25	4263.75	4460.25	4678.50	4914.00	
5860N	NM	007	<b>Pediatric Physical Therapist SAN</b>						X
			06/26/2022					56.55	
			07/09/2023					59.94	
			07/07/2024					62.94	
			07/06/2025					65.46	



**APPENDIX A-2  
Classification and Salary Listing by Representation Unit  
Unit 007**

Job Code	MC	Unit Code	Classification Title						FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
5865	NM	007	<b>Senior Therapist</b>						X
			06/26/2022	3737.25	3924.00	4119.00	4322.25	4541.25	
			06/26/2022	3741.00	3927.75	4122.75	4327.50	4545.75	
			07/09/2023	3965.25	4163.25	4370.25	4587.00	4818.75	
			07/07/2024	4163.25	4371.75	4588.50	4816.50	5059.50	
			07/06/2025	4329.75	4546.50	4772.25	5009.25	5262.00	
5020	NM	007	<b>Skilled Medical Professional I, Alameda County Children and Families Commission</b>						N
			06/26/2022	3229.60				3848.80	
			07/09/2023	3423.20				4080.00	
			07/07/2024	3594.40				4284.00	
						07/06/2025	3738.40		
5022	NM	007	<b>Skilled Medical Professional II, Alameda County Children and Families Commission</b>						X
			06/26/2022	3524.80				4539.20	
			07/09/2023	3736.00				4811.20	
			07/07/2024	3923.20				5052.00	
						07/06/2025	4080.00		
5667	NM	007	<b>Senior Registered Environmental Health Specialist</b>						X
			06/26/2022	4087.20	4277.60	4473.60	4668.80	4896.80	
			07/09/2023	4332.80	4534.40	4742.40	4948.80	5190.40	
			07/07/2024	4549.60	4760.80	4979.20	5196.00	5449.60	
						07/06/2025	4731.20	4951.20	
6495	NM	007	<b>Substance Abuse Counselor</b>						N
			06/26/2022	2256.00	2358.75	2454.75	2573.25	2685.75	
			07/09/2023	2391.00	2500.50	2601.75	2727.75	2847.00	
			07/07/2024	2510.25	2625.75	2731.50	2864.25	2989.50	
						07/06/2025	2610.75	2730.75	
6495N	NM	007	<b>Substance Abuse Counselor SAN</b>						N
			06/26/2022					32.73	
			07/09/2023					34.69	
			07/07/2024					36.42	
						07/06/2025			









**APPENDIX A-2  
Classification and Salary Listing by Representation Unit  
Unit 008**

Job Code	MC	Unit Code	Classification Title						FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
5682	NM	008	<b>Vector Control Officer, Trainee</b>						N
			06/26/2022				2460.80	2579.20	
			07/09/2023				2608.80	2733.60	
			07/07/2024				2739.20	2870.40	
			07/06/2025				2848.80	2985.60	
5695	NM	008	<b>Vector Ecologist</b>						N
			06/26/2022	3673.60	3857.60	4049.60	4252.80	4464.80	
			07/09/2023	3894.40	4088.80	4292.80	4508.00	4732.80	
			07/07/2024	4088.80	4293.60	4507.20	4733.60	4969.60	
			07/06/2025	4252.00	4465.60	4687.20	4923.20	5168.00	
6511	NM	008	<b>Youth and Family Services Program Assistant</b>						N
			06/26/2022	2529.00	2637.75	2759.25	2886.00	3008.25	
			07/09/2023	2680.50	2796.00	2925.00	3059.25	3189.00	
			07/07/2024	2814.75	2935.50	3071.25	3212.25	3348.75	
			07/06/2025	2927.25	3053.25	3194.25	3340.50	3483.00	





**APPENDIX A-2**  
**Classification and Salary Listing by Representation Unit**  
**Unit 010**

Job Code	MC	Unit Code	Classification Title						FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
1120N	NM	010	<b>Clerk II SAN</b>						N
			07/06/2025		2331.00	2414.25	2523.75	2621.25	
			06/26/2022					27.60	
			07/09/2023					29.26	
1521	NM	010	<b>Clerk-Recorder's Specialist I</b>						N
			07/07/2024					30.72	
			07/06/2025					31.95	
			06/26/2022		2013.75	2085.75	2181.00	2265.00	
1522	NM	010	<b>Clerk-Recorder's Specialist II</b>						N
			07/09/2023	2134.50	2211.00	2311.50	2400.75		
			07/07/2024	2241.00	2321.25	2427.00	2520.75		
			07/06/2025	2331.00	2414.25	2523.75	2621.25		
1523	NM	010	<b>Clerk-Recorder's Specialist III</b>						N
			07/07/2024	2327.25	2431.50	2529.00	2649.00	2755.50	
			07/06/2025	2420.25	2529.00	2630.25	2754.75	2865.75	
			06/26/2022	2091.00	2184.75	2271.75	2380.50	2475.75	
1154	NM	010	<b>Customer Services Representative, Department of Child Support Services</b>						N
			07/09/2023	2216.25	2316.00	2408.25	2523.00	2624.25	
			07/07/2024	2327.25	2431.50	2529.00	2649.00	2755.50	
			07/06/2025	2420.25	2529.00	2630.25	2754.75	2865.75	
1154N	NM	010	<b>Customer Services Representative, Department of Child Support Services SAN</b>						N
			06/26/2022	2384.25	2491.50	2592.00	2713.50	2821.50	
			07/09/2023	2527.50	2640.75	2747.25	2876.25	2991.00	
			07/07/2024	2654.25	2772.75	2884.50	3020.25	3140.25	
1130	NM	010	<b>Data Control Typist</b>						N
			07/06/2025	2760.75	2883.75	3000.00	3141.00	3265.50	
			06/26/2022	1863.20	1961.60	2066.40	2175.20	2287.20	
			07/09/2023	1975.20	2079.20	2190.40	2305.60	2424.80	
1805	NM	010	<b>Data Entry Operator</b>						N
			07/07/2024	2073.60	2183.20	2300.00	2420.80	2546.40	
			07/06/2025	2156.80	2270.40	2392.00	2517.60	2648.00	
			06/26/2022	1917.00	2013.75	2085.75	2181.00	2265.00	
1131	NM	010	<b>Data Input Clerk</b>						N
			07/09/2023	2031.75	2134.50	2211.00	2311.50	2400.75	
			07/07/2024	2133.00	2241.00	2321.25	2427.00	2520.75	
			07/06/2025	2218.50	2331.00	2414.25	2523.75	2621.25	
1282	NM	010	<b>Elections Technician</b>						N
			07/07/2024	2218.50	2315.25	2409.75	2523.75	2625.00	
			07/06/2025	2307.00	2407.50	2506.50	2625.00	2730.00	
			06/26/2022	1917.00	2013.75	2085.75	2181.00	2265.00	
1282N	NM	010	<b>Elections Technician SAN</b>						N
			07/09/2023	2031.75	2134.50	2211.00	2311.50	2400.75	
			07/07/2024	2133.00	2241.00	2321.25	2427.00	2520.75	
			07/06/2025	2218.50	2331.00	2414.25	2523.75	2621.25	
1132	NM	010	<b>Eligibility Support Clerk</b>						N
			07/06/2025	2218.50	2331.00	2414.25	2523.75	2621.25	
			07/09/2023	2178.00	2280.00	2366.25	2478.00	2577.75	
			06/26/2022	2055.00	2151.00	2232.00	2337.75	2431.50	
1132	NM	010	<b>Eligibility Support Clerk</b>						N
			07/07/2024	2286.75	2394.00	2484.75	2601.75	2706.75	











**APPENDIX A-2  
Classification and Salary Listing by Representation Unit  
Unit 010**

Job Code	MC	Unit Code	Classification Title						FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
			06/26/2022			2166.00	2265.00	2358.75	
			07/09/2023			2295.75	2400.75	2500.50	
			07/07/2024			2410.50	2520.75	2625.75	
			07/06/2025			2507.25	2621.25	2730.75	
<b>1212N</b>	NM	010	<b>Transcriptionist SAN</b>						N
			06/26/2022					30.13	
			07/09/2023					31.94	
			07/07/2024					33.54	
			07/06/2025					34.88	
<b>1601</b>	NM	010	<b>Treasurer-Tax Collector's Specialist I</b>						X
			06/26/2022		2013.75	2085.75	2181.00	2265.00	
			07/09/2023		2134.50	2211.00	2311.50	2400.75	
			07/07/2024		2241.00	2321.25	2427.00	2520.75	
			07/06/2025		2331.00	2414.25	2523.75	2621.25	
<b>1602</b>	NM	010	<b>Treasurer-Tax Collector's Specialist II</b>						X
			06/26/2022	2091.00	2184.75	2271.75	2380.50	2475.75	
			07/09/2023	2216.25	2316.00	2408.25	2523.00	2624.25	
			07/07/2024	2327.25	2431.50	2529.00	2649.00	2755.50	
			07/06/2025	2420.25	2529.00	2630.25	2754.75	2865.75	
<b>1603</b>	NM	010	<b>Treasurer-Tax Collector's Specialist III</b>						X
			06/26/2022	2384.25	2491.50	2592.00	2713.50	2821.50	
			07/09/2023	2527.50	2640.75	2747.25	2876.25	2991.00	
			07/07/2024	2654.25	2772.75	2884.50	3020.25	3140.25	
			07/06/2025	2760.75	2883.75	3000.00	3141.00	3265.50	

**APPENDIX A-2  
Classification and Salary Listing by Representation Unit  
Unit 011**

Job Code	MC	Unit Code	Classification Title					FLSA Status	
			Effective Date	Step 01	Step 02	Step 03	Step 04		Step 05
0132	NM	011	<b>Accountant</b>					X	
			06/26/2022			2985.00	3115.50		3260.25
			07/09/2023			3164.25	3302.25		3456.00
			07/07/2024			3322.50	3467.25		3628.50
			07/06/2025			3455.25	3606.00		3774.00
0135	NM	011	<b>Accountant II</b>					X	
			06/26/2022	2769.75	2894.25	3029.25	3173.25		3315.00
			07/09/2023	2936.25	3068.25	3210.75	3363.75		3513.75
			07/07/2024	3083.25	3222.00	3371.25	3531.75		3689.25
			07/06/2025	3206.25	3351.00	3506.25	3672.75		3837.00
0130	NM	011	<b>Accountant-Auditor</b>					N	
			06/26/2022			2741.25	2863.50		2985.00
			07/09/2023			2905.50	3035.25		3164.25
			07/07/2024			3051.00	3186.75		3322.50
			07/06/2025			3173.25	3314.25		3455.25
8204	NM	011	<b>Agricultural and Standards Technician</b>					N	
			06/26/2022	2292.75	2411.25	2529.75	2658.00		2793.75
			07/09/2023	2430.00	2556.00	2681.25	2817.75		2961.75
			07/07/2024	2551.50	2683.50	2815.50	2958.75		3109.50
			07/06/2025	2653.50	2790.75	2928.00	3077.25		3234.00
8204N	NM	011	<b>Agricultural and Standards Technician SAN</b>					N	
			06/26/2022						33.73
			07/09/2023						35.75
			07/07/2024						37.54
			07/06/2025						39.04
8202	NM	011	<b>Agricultural and Standards Aide</b>					N	
			06/26/2022	1845.00	1938.75	2034.75	2136.00		2242.50
			07/09/2023	1956.00	2055.00	2157.00	2264.25		2376.75
			07/07/2024	2053.50	2157.75	2265.00	2377.50		2495.25
			07/06/2025	2136.00	2244.00	2355.75	2472.75		2595.00
8202N	NM	011	<b>Agricultural and Standards Aide SAN</b>					N	
			06/26/2022	24.60	25.85	27.13	28.48		29.90
			07/09/2023	26.08	27.40	28.76	30.19		31.69
			07/07/2024	27.38	28.77	30.20	31.70		33.27
			07/06/2025	28.48	29.92	31.41	32.97		34.60
8215	NM	011	<b>Agricultural Biologist</b>					X	
			06/26/2022	2526.00	2651.25	2761.50	2893.50		3030.75
			07/09/2023	2677.50	2810.25	2927.25	3066.75		3212.25
			07/07/2024	2811.75	2950.50	3073.50	3219.75		3372.75
			07/06/2025	2924.25	3068.25	3196.50	3348.75		3507.75
8205	NM	011	<b>Agricultural Biologist Trainee</b>					N	
			06/26/2022						2306.25
			07/09/2023						2445.00
			07/07/2024						2567.25
			07/06/2025						2670.00
2610	NM	011	<b>Appraiser I</b>					N	
			06/26/2022			2778.75	2904.00		3032.25
			07/09/2023			2945.25	3078.00		3214.50
			07/07/2024			3092.25	3231.75		3375.00
			07/06/2025			3216.00	3360.75		3510.00
2610N	NM	011	<b>Appraiser I SAN</b>					N	
			06/26/2022						37.77
			07/09/2023						40.04
			07/07/2024						42.04
			07/06/2025						43.72
2605	NM	011	<b>Appraiser Intern</b>					N	
			06/26/2022			1458.00	1515.75		1567.50
			07/09/2023			1545.75	1606.50		1661.25
			07/07/2024			1623.00	1686.75		1744.50
			07/06/2025			1688.25	1754.25		1814.25



**APPENDIX A-2**  
**Classification and Salary Listing by Representation Unit**  
**Unit 011**

Job Code	MC	Unit Code	Classification Title						FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
2705N	NM	011	<b>Auditor-Appraiser I SAN</b>						N
			06/26/2022					36.73	
			07/09/2023					38.93	
			07/07/2024					40.88	
			07/06/2025					42.52	
2710	NM	011	<b>Auditor-Appraiser II</b>						X
			06/26/2022	3015.75	3148.50	3300.75	3440.25	3609.00	
			07/09/2023	3196.50	3337.50	3498.75	3646.50	3825.75	
			07/07/2024	3356.25	3504.75	3673.50	3828.75	4017.00	
			07/06/2025	3490.50	3645.00	3820.50	3981.75	4177.50	
2710N	NM	011	<b>Auditor-Appraiser II SAN</b>						X
			06/26/2022					45.14	
			07/09/2023					47.85	
			07/07/2024					50.24	
			07/06/2025					52.25	
2715	NM	011	<b>Auditor-Appraiser III</b>						X
			06/26/2022	3421.50	3577.50	3755.25	3921.75	4119.00	
			07/09/2023	3627.00	3792.00	3980.25	4157.25	4366.50	
			07/07/2024	3808.50	3981.75	4179.00	4365.00	4584.75	
			07/06/2025	3960.75	4140.75	4346.25	4539.75	4768.50	
0128	NM	011	<b>Auditor-Intern</b>						N
			06/26/2022			1532.25	1591.50	1644.75	
			07/09/2023			1624.50	1686.75	1743.75	
			07/07/2024			1705.50	1770.75	1830.75	
			07/06/2025			1773.75	1841.25	1904.25	
2968	NM	011	<b>Bonds &amp; Finance Technician I</b>						N
			06/26/2022	2334.00	2449.50	2574.00	2699.25	2834.25	
			07/09/2023	2474.25	2596.50	2728.50	2861.25	3004.50	
			07/07/2024	2598.00	2726.25	2865.00	3004.50	3154.50	
			07/06/2025	2702.25	2835.00	2979.75	3124.50	3280.50	
2969	NM	011	<b>Bonds &amp; Finance Technician II</b>						N
			06/26/2022	2699.25	2834.25	2975.25	3125.25	3282.00	
			07/09/2023	2861.25	3004.50	3153.75	3312.75	3479.25	
			07/07/2024	3004.50	3154.50	3311.25	3478.50	3653.25	
			07/06/2025	3124.50	3280.50	3444.00	3618.00	3799.50	
2972	NM	011	<b>Bonds &amp; Finance Technician III</b>						N
			06/26/2022	3125.25	3282.00	3445.50	3618.00	3796.50	
			07/09/2023	3312.75	3479.25	3652.50	3834.75	4024.50	
			07/07/2024	3478.50	3653.25	3835.50	4026.75	4225.50	
			07/06/2025	3618.00	3799.50	3989.25	4188.00	4394.25	
0161	NM	011	<b>Business License Tax Auditor</b>						N
			06/26/2022	2907.00	3039.75	3188.25	3329.25	3486.00	
			07/09/2023	3081.75	3222.00	3379.50	3528.75	3695.25	
			07/07/2024	3235.50	3383.25	3548.25	3705.00	3879.75	
			07/06/2025	3365.25	3518.25	3690.00	3853.50	4035.00	
2210	NM	011	<b>Capital Improvement Project Coordinator</b>						N
			06/26/2022	4108.00	4308.80	4528.00	4738.40	4991.20	
			07/09/2023	4354.40	4567.20	4800.00	5022.40	5290.40	
			07/07/2024	4572.00	4795.20	5040.00	5273.60	5555.20	
			07/06/2025	4755.20	4987.20	5241.60	5484.80	5777.60	
5553	NM	011	<b>Chemist</b>						X
			06/26/2022	3509.60	3656.80	3832.80	4015.20	4196.00	
			07/09/2023	3720.00	3876.00	4062.40	4256.00	4448.00	
			07/07/2024	3906.40	4069.60	4265.60	4468.80	4670.40	
			07/06/2025	4062.40	4232.00	4436.00	4647.20	4857.60	
8523	NM	011	<b>Criminalist I</b>						N
			06/26/2022	3499.20	3656.80	3832.80	4019.20	4208.00	
			07/09/2023	3708.80	3876.00	4062.40	4260.00	4460.80	
			07/07/2024	3894.40	4069.60	4265.60	4472.80	4684.00	
			07/06/2025	4050.40	4232.00	4436.00	4652.00	4871.20	







**APPENDIX A-2**  
**Classification and Salary Listing by Representation Unit**  
**Unit 011**

Job Code	MC	Unit Code	Classification Title					FLSA Status	
			Effective Date	Step 01	Step 02	Step 03	Step 04		Step 05
2963	NM	011	<b>Lead Risk Assessor</b>					N	
			06/26/2022	2577.75	2698.50	2811.00	2946.75		3083.25
			07/09/2023	2732.25	2860.50	2979.75	3123.75		3268.50
			07/07/2024	2868.75	3003.75	3129.00	3279.75		3432.00
			07/06/2025	2983.50	3123.75	3254.25	3411.00		3569.25
4130	NM	011	<b>Librarian I</b>					X	
			06/26/2022		2641.50	2757.00	2885.25		3024.00
			07/09/2023		2799.75	2922.75	3058.50		3205.50
			07/07/2024		2940.00	3069.00	3211.50		3366.00
			07/06/2025		3057.75	3192.00	3339.75		3501.00
4130N	NM	011	<b>Librarian I SAN</b>					X	
			06/26/2022						36.76
			07/09/2023						38.97
			07/07/2024						40.92
			07/06/2025						42.56
4140	NM	011	<b>Librarian II</b>					X	
			06/26/2022		2807.25	2946.75	3084.00		3232.50
			07/09/2023		2976.00	3123.75	3269.25		3426.75
			07/07/2024		3124.50	3279.75	3432.75		3597.75
			07/06/2025		3249.75	3411.00	3570.00		3741.75
4140N	NM	011	<b>Librarian II SAN</b>					X	
			06/26/2022						39.29
			07/09/2023						41.65
			07/07/2024						43.73
			07/06/2025						45.48
4175	NM	011	<b>Librarian III</b>					X	
			06/26/2022	2876.25	3015.75	3154.50	3301.50		3464.25
			07/09/2023	3048.75	3196.50	3343.50	3499.50		3672.00
			07/07/2024	3201.00	3356.25	3510.75	3674.25		3855.75
			07/06/2025	3329.25	3490.50	3651.00	3821.25		4010.25
4115	NM	011	<b>Library Assistant I</b>					N	
			06/26/2022	2244.75	2346.00	2463.75	2572.50		2670.75
			07/09/2023	2379.75	2487.00	2611.50	2727.00		2831.25
			07/07/2024	2499.00	2611.50	2742.00	2863.50		2973.00
			07/06/2025	2598.75	2715.75	2851.50	2978.25		3092.25
4120	NM	011	<b>Library Technician</b>					N	
			06/26/2022	2436.00	2544.75	2641.50	2768.25		2893.50
			07/09/2023	2582.25	2697.75	2799.75	2934.00		3066.75
			07/07/2024	2711.25	2832.75	2940.00	3081.00		3219.75
			07/06/2025	2820.00	2946.00	3057.75	3204.00		3348.75
4120N	NM	011	<b>Library Technician SAN</b>					N	
			06/26/2022						35.19
			07/09/2023						37.30
			07/07/2024						39.17
			07/06/2025						40.74
1417	NM	011	<b>Literacy Advocate</b>					N	
			06/26/2022	2256.00	2358.00	2454.00	2574.00		2686.50
			07/09/2023	2391.00	2499.75	2601.00	2728.50		2847.75
			07/07/2024	2510.25	2625.00	2730.75	2865.00		2990.25
			07/06/2025	2610.75	2730.00	2840.25	2979.75		3109.50
4121	NM	011	<b>Literacy Specialist</b>					N	
			06/26/2022	2556.00	2667.00	2781.00	2910.00		3036.75
			07/09/2023	2709.00	2826.75	2947.50	3084.75		3219.00
			07/07/2024	2844.75	2967.75	3095.25	3239.25		3380.25
			07/06/2025	2958.75	3086.25	3219.00	3369.00		3515.25
2925	NM	011	<b>Planner I</b>					X	
			06/26/2022	2815.50	2949.00	3072.75	3223.50		3370.50
			07/09/2023	2984.25	3126.00	3257.25	3417.00		3573.00
			07/07/2024	3133.50	3282.00	3420.00	3588.00		3751.50
			07/06/2025	3258.75	3413.25	3556.50	3731.25		3901.50



**APPENDIX A-2  
Classification and Salary Listing by Representation Unit  
Unit 011**

Job Code	MC	Unit Code	Classification Title					FLSA Status	
			Effective Date	Step 01	Step 02	Step 03	Step 04		Step 05
0144	NM	011	<b>Senior Auditor</b>					N	
			06/26/2022	3393.75	3564.00	3741.00	3927.75		4125.00
			07/09/2023	3597.75	3777.75	3965.25	4163.25		4372.50
			07/07/2024	3777.75	3966.75	4163.25	4371.75		4591.50
			07/06/2025	3928.50	4125.75	4329.75	4546.50		4775.25
1842	NM	011	<b>Software Analyst</b>					N	
			06/26/2022	3726.40	3894.40	4078.40	4280.00		4482.40
			07/09/2023	3949.60	4128.00	4323.20	4536.80		4751.20
			07/07/2024	4147.20	4334.40	4539.20	4764.00		4988.80
			07/06/2025	4312.80	4508.00	4720.80	4954.40		5188.00
1840	NM	011	<b>Software Analyst I</b>					N	
			06/26/2022	3179.20	3338.40	3509.60	3680.00		3865.60
			07/09/2023	3369.60	3538.40	3720.00	3900.80		4097.60
			07/07/2024	3538.40	3715.20	3906.40	4096.00		4302.40
			07/06/2025	3680.00	3864.00	4062.40	4260.00		4474.40
1839	NM	011	<b>Software Analyst Trainee</b>					N	
			06/26/2022	2901.60	3047.20	3200.80	3356.80		3526.40
			07/09/2023	3076.00	3230.40	3392.80	3558.40		3737.60
			07/07/2024	3229.60	3392.00	3562.40	3736.00		3924.80
			07/06/2025	3358.40	3528.00	3704.80	3885.60		4081.60
8675	NM	011	<b>Zoning Investigator I</b>					N	
			06/26/2022	3003.20	3145.60	3280.80	3438.40		3595.20
			07/09/2023	3183.20	3334.40	3477.60	3644.80		3811.20
			07/07/2024	3342.40	3500.80	3651.20	3827.20		4001.60
			07/06/2025	3476.00	3640.80	3797.60	3980.00		4161.60
8680	NM	011	<b>Zoning Investigator II</b>					N	
			06/26/2022	3438.40	3595.20	3761.60	3932.80		4108.00
			07/09/2023	3644.80	3811.20	3987.20	4168.80		4354.40
			07/07/2024	3827.20	4001.60	4186.40	4377.60		4572.00
			07/06/2025	3980.00	4161.60	4353.60	4552.80		4755.20
8685	NM	011	<b>Zoning Investigator III</b>					X	
			06/26/2022	3932.80	4108.00	4307.20	4505.60		4736.80
			07/09/2023	4168.80	4354.40	4565.60	4776.00		5020.80
			07/07/2024	4377.60	4572.00	4793.60	5015.20		5272.00
			07/06/2025	4552.80	4755.20	4985.60	5216.00		5483.20

**APPENDIX A-2  
Classification and Salary Listing by Representation Unit  
Unit 012**

Job Code	MC	Unit Code	Classification Title						FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
8418	NM	012	<b>Agricultural and Standards Investigator I</b>						N
			06/26/2022	2476.50	2604.00	2736.75	2855.25	2973.00	
			07/09/2023	2625.00	2760.00	2901.00	3026.25	3151.50	
			07/07/2024	2756.25	2898.00	3045.75	3177.75	3309.00	
			07/06/2025	2866.50	3014.25	3167.25	3304.50	3441.00	
8419	NM	012	<b>Agricultural and Standards Investigator II</b>						N
			06/26/2022	2783.25	2925.75	3077.25	3207.75	3340.50	
			07/09/2023	2950.50	3101.25	3261.75	3400.50	3540.75	
			07/07/2024	3098.25	3256.50	3424.50	3570.75	3717.75	
			07/06/2025	3222.00	3387.00	3561.75	3713.25	3866.25	
8420	NM	012	<b>Agricultural and Standards Investigator III</b>						N
			06/26/2022	3328.50	3465.00	3612.00	3777.75	3951.75	
			07/09/2023	3528.00	3672.75	3828.75	4004.25	4188.75	
			07/07/2024	3704.25	3856.50	4020.00	4204.50	4398.00	
			07/06/2025	3852.75	4011.00	4180.50	4372.50	4574.25	
2602	NM	012	<b>Assessment Technician</b>						N
			06/26/2022	2140.50	2238.75	2331.75	2433.00	2532.75	
			07/09/2023	2268.75	2373.00	2472.00	2579.25	2685.00	
			07/07/2024	2382.00	2491.50	2595.75	2708.25	2819.25	
			07/06/2025	2477.25	2591.25	2699.25	2816.25	2931.75	
2507	NM	012	<b>Assessor's Technician</b>						N
			06/26/2022	2091.00	2184.75	2272.50	2381.25	2476.50	
			07/09/2023	2216.25	2316.00	2409.00	2524.50	2625.00	
			07/07/2024	2327.25	2431.50	2529.75	2650.50	2756.25	
			07/06/2025	2420.25	2529.00	2631.00	2756.25	2866.50	
2700	NM	012	<b>Auditor-Appraiser Aide</b>						N
			06/26/2022	1940.25	2038.50	2140.50	2245.50	2358.75	
			07/09/2023	2056.50	2160.75	2268.75	2380.50	2500.50	
			07/07/2024	2159.25	2268.75	2382.00	2499.75	2625.75	
			07/06/2025	2245.50	2359.50	2477.25	2599.50	2730.75	
9408	NM	012	<b>Auto Parts Technician</b>						N
			06/26/2022					2484.00	
			07/09/2023					2632.80	
			07/07/2024					2764.80	
			07/06/2025					2875.20	
9200	NM	012	<b>Bookmender</b>						N
			06/26/2022		1941.00	2031.00	2115.00	2218.50	
			07/09/2023		2057.25	2152.50	2241.75	2351.25	
			07/07/2024		2160.00	2260.50	2353.50	2469.00	
			07/06/2025		2246.25	2351.25	2448.00	2568.00	
9312	NM	012	<b>Bookmobile Driver Clerk</b>						N
			06/26/2022	2168.25	2268.00	2358.75	2475.00	2581.50	
			07/09/2023	2298.00	2403.75	2500.50	2623.50	2736.75	
			07/07/2024	2412.75	2523.75	2625.75	2754.75	2873.25	
			07/06/2025	2509.50	2625.00	2730.75	2865.00	2988.00	
8303	NM	012	<b>Building Inspection Technician</b>						N
			06/26/2022	2387.20	2486.40	2606.40	2720.80	2840.80	
			07/09/2023	2530.40	2635.20	2762.40	2884.00	3011.20	
			07/07/2024	2656.80	2767.20	2900.80	3028.00	3161.60	
			07/06/2025	2763.20	2877.60	3016.80	3148.80	3288.00	
8305	NM	012	<b>Building Inspector I</b>						N
			06/26/2022	3080.00	3220.80	3376.80	3533.60	3692.00	
			07/09/2023	3264.80	3414.40	3579.20	3745.60	3913.60	
			07/07/2024	3428.00	3584.80	3758.40	3932.80	4109.60	
			07/06/2025	3564.80	3728.00	3908.80	4090.40	4273.60	
8310	NM	012	<b>Building Inspector II</b>						N
			06/26/2022	3533.60	3692.00	3877.60	4066.40	4258.40	
			07/09/2023	3745.60	3913.60	4110.40	4310.40	4513.60	
			07/07/2024	3932.80	4109.60	4316.00	4525.60	4739.20	
			07/06/2025	4090.40	4273.60	4488.80	4706.40	4928.80	

**APPENDIX A-2  
Classification and Salary Listing by Representation Unit  
Unit 012**

Job Code	MC	Unit Code	Classification Title						FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
1401	NM	012	<b>Child Support Specialist I</b>						N
			06/26/2022	2178.75	2284.50	2401.50	2524.50	2648.25	
			07/09/2023	2309.25	2421.75	2545.50	2676.00	2807.25	
			07/07/2024	2424.75	2542.50	2673.00	2809.50	2947.50	
			07/06/2025	2521.50	2644.50	2780.25	2922.00	3065.25	
1402	NM	012	<b>Child Support Specialist II</b>						N
			06/26/2022	2505.00	2634.00	2761.50	2901.75	3047.25	
			07/09/2023	2655.00	2792.25	2927.25	3075.75	3230.25	
			07/07/2024	2787.75	2931.75	3073.50	3229.50	3391.50	
			07/06/2025	2899.50	3048.75	3196.50	3358.50	3527.25	
1403	NM	012	<b>Child Support Specialist III</b>						N
			06/26/2022	2650.50	2783.25	2922.00	3068.25	3222.75	
			07/09/2023	2809.50	2950.50	3097.50	3252.00	3416.25	
			07/07/2024	2949.75	3098.25	3252.75	3414.75	3587.25	
			07/06/2025	3067.50	3222.00	3382.50	3551.25	3730.50	
1420	NM	012	<b>Collection Enforcement Deputy I</b>						N
			06/26/2022	2224.50	2316.75	2415.00	2527.50	2634.75	
			07/09/2023	2358.00	2455.50	2559.75	2679.00	2793.00	
			07/07/2024	2475.75	2578.50	2688.00	2813.25	2932.50	
			07/06/2025	2574.75	2682.00	2795.25	2925.75	3049.50	
1425	NM	012	<b>Collection Enforcement Deputy II</b>						N
			06/26/2022	2505.00	2634.00	2761.50	2901.75	3047.25	
			07/09/2023	2655.00	2792.25	2927.25	3075.75	3230.25	
			07/07/2024	2787.75	2931.75	3073.50	3229.50	3391.50	
			07/06/2025	2899.50	3048.75	3196.50	3358.50	3527.25	
1811	NM	012	<b>Computer Operator I</b>						N
			06/26/2022	1939.50	2023.50	2117.25	2209.50	2304.75	
			07/09/2023	2055.75	2145.00	2244.00	2342.25	2442.75	
			07/07/2024	2158.50	2252.25	2356.50	2459.25	2565.00	
			07/06/2025	2244.75	2342.25	2451.00	2557.50	2667.75	
1811N	NM	012	<b>Computer Operator I SAN</b>						N
			06/26/2022					28.20	
			07/09/2023					29.89	
			07/07/2024					31.38	
			07/06/2025					32.64	
1812	NM	012	<b>Computer Operator II</b>						N
			06/26/2022	2168.25	2271.75	2364.75	2473.50	2577.75	
			07/09/2023	2298.00	2408.25	2506.50	2622.00	2732.25	
			07/07/2024	2412.75	2529.00	2631.75	2753.25	2868.75	
			07/06/2025	2509.50	2630.25	2736.75	2863.50	2983.50	
8350	NM	012	<b>Construction Inspector</b>						N
			06/26/2022	1747.20				4739.20	
			07/09/2023	1852.00				5023.20	
			07/07/2024	1944.80				5274.40	
			07/06/2025	2022.40				5485.60	
8503	NM	012	<b>Coroner's Investigator I</b>						N
			06/26/2022			3099.20	3262.40	3439.20	
			07/09/2023			3284.80	3458.40	3645.60	
			07/07/2024			3448.80	3631.20	3828.00	
			07/06/2025			3586.40	3776.80	3980.80	
8504	NM	012	<b>Coroner's Investigator II</b>						N
			06/26/2022	3242.40	3403.20	3562.40	3734.40	3907.20	
			07/09/2023	3436.80	3607.20	3776.00	3958.40	4141.60	
			07/07/2024	3608.80	3787.20	3964.80	4156.00	4348.80	
			07/06/2025	3752.80	3938.40	4123.20	4322.40	4522.40	
8520	NM	012	<b>Crime Laboratory Technician</b>						N
			06/26/2022	2731.50	2856.00	2996.25	3134.25	3281.25	
			07/09/2023	2895.75	3027.00	3176.25	3322.50	3478.50	
			07/07/2024	3040.50	3178.50	3335.25	3489.00	3652.50	
			07/06/2025	3162.00	3306.00	3468.75	3628.50	3798.75	

**APPENDIX A-2  
Classification and Salary Listing by Representation Unit  
Unit 012**

Job Code	MC	Unit Code	Classification Title						FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
0404	NM	012	<b>Crime Technician</b>						N
			06/26/2022	3019.20	3116.80	3278.40	3450.40	3630.40	
			07/09/2023	3200.00	3304.00	3475.20	3657.60	3848.00	
			07/07/2024	3360.00	3469.60	3648.80	3840.80	4040.80	
			07/06/2025	3494.40	3608.00	3794.40	3994.40	4202.40	
1809	NM	012	<b>Data Processing Technician I</b>						N
			06/26/2022	1628.25	1706.25	1795.50	1890.00	1975.50	
			07/09/2023	1725.75	1809.00	1903.50	2003.25	2094.00	
			07/07/2024	1812.00	1899.75	1998.75	2103.75	2199.00	
			07/06/2025	1884.75	1975.50	2079.00	2187.75	2286.75	
1810	NM	012	<b>Data Processing Technician II</b>						N
			06/26/2022	1726.50	1812.00	1901.25	1995.75	2098.50	
			07/09/2023	1830.00	1920.75	2015.25	2115.75	2224.50	
			07/07/2024	1921.50	2016.75	2115.75	2221.50	2335.50	
			07/06/2025	1998.00	2097.75	2200.50	2310.00	2429.25	
1541	NM	012	<b>Deferred Compensation Tech</b>						X
			06/26/2022	2559.20	2692.80	2734.40	2966.40	3105.60	
			07/09/2023	2712.80	2854.40	2898.40	3144.00	3292.00	
			07/07/2024	2848.80	2996.80	3043.20	3301.60	3456.80	
			07/06/2025	2962.40	3116.80	3164.80	3433.60	3595.20	
9267	NM	012	<b>Electronic Systems Technician</b>						N
			06/26/2022	2890.40	3022.40	3156.80	3299.20	3448.80	
			07/09/2023	3064.00	3204.00	3346.40	3496.80	3656.00	
			07/07/2024	3217.60	3364.00	3513.60	3672.00	3839.20	
			07/06/2025	3346.40	3498.40	3654.40	3819.20	3992.80	
1882	NM	012	<b>Emergency Services Dispatcher I</b>						N
			06/26/2022	2663.20	2776.80	2903.20	3036.00	3185.60	
			07/09/2023	2823.20	2943.20	3077.60	3218.40	3376.80	
			07/07/2024	2964.00	3090.40	3231.20	3379.20	3545.60	
			07/06/2025	3082.40	3214.40	3360.80	3514.40	3687.20	
1885	NM	012	<b>Emergency Services Dispatcher II</b>						N
			06/26/2022	3175.20	3311.20	3472.80	3644.00	3819.20	
			07/09/2023	3365.60	3509.60	3680.80	3862.40	4048.00	
			07/07/2024	3533.60	3684.80	3864.80	4055.20	4250.40	
			07/06/2025	3675.20	3832.00	4019.20	4217.60	4420.80	
1885N	NM	012	<b>Emergency Services Dispatcher II SAN</b>						N
			06/26/2022					46.46	
			07/09/2023					49.25	
			07/07/2024					51.71	
			07/06/2025					53.78	
8720	NM	012	<b>Emergency Services Coordinator I</b>						N
			06/26/2022	2487.75	2601.00	2713.50	2843.25	2972.25	
			07/09/2023	2637.00	2757.00	2876.25	3013.50	3150.75	
			07/07/2024	2769.00	2895.00	3020.25	3164.25	3308.25	
			07/06/2025	2880.00	3010.50	3141.00	3291.00	3440.25	
8721	NM	012	<b>Emergency Services Coordinator II</b>						X
			06/26/2022	2762.25	2888.25	3012.75	3162.75	3304.50	
			07/09/2023	2928.00	3061.50	3193.50	3352.50	3502.50	
			07/07/2024	3074.25	3214.50	3353.25	3520.50	3678.00	
			07/06/2025	3197.25	3342.75	3487.50	3661.50	3825.00	
2105	NM	012	<b>Engineering Aide</b>						N
			06/26/2022	2106.40	2188.00	2292.80	2389.60	2495.20	
			07/09/2023	2232.80	2319.20	2430.40	2532.80	2644.80	
			07/07/2024	2344.80	2435.20	2552.00	2659.20	2776.80	
			07/06/2025	2438.40	2532.80	2654.40	2765.60	2888.00	
2122	NM	012	<b>Engineering CAD/D Technician I</b>						N
			06/26/2022	2632.80	2729.60	2863.20	3000.80	3132.00	
			07/09/2023	2790.40	2893.60	3035.20	3180.80	3320.00	
			07/07/2024	2929.60	3038.40	3187.20	3340.00	3486.40	
			07/06/2025	3046.40	3160.00	3314.40	3473.60	3625.60	

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Classification and Salary Listing by Representation Unit  
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Job Code	MC	Unit Code	Classification Title						FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
2123	NM	012	<b>Engineering CAD/D Technician II</b>						N
			06/26/2022	3000.80	3132.00	3274.40	3424.00	3575.20	
			07/09/2023	3180.80	3320.00	3471.20	3629.60	3789.60	
			07/07/2024	3340.00	3486.40	3644.80	3811.20	3979.20	
			07/06/2025	3473.60	3625.60	3790.40	3964.00	4138.40	
2124	NM	012	<b>Engineering CAD/D Technician III</b>						N
			06/26/2022	3274.40	3424.00	3575.20	3751.20	3914.40	
			07/09/2023	3471.20	3629.60	3789.60	3976.00	4149.60	
			07/07/2024	3644.80	3811.20	3979.20	4175.20	4356.80	
			07/06/2025	3790.40	3964.00	4138.40	4342.40	4531.20	
8500	NM	012	<b>Estate Investigator</b>						N
			06/26/2022	3248.80	3412.00	3580.00	3761.60	3949.60	
			07/09/2023	3444.00	3616.80	3795.20	3987.20	4186.40	
			07/07/2024	3616.00	3797.60	3984.80	4186.40	4396.00	
			07/06/2025	3760.80	3949.60	4144.00	4353.60	4572.00	
1426	NM	012	<b>Financial Hearing Officer</b>						N
			06/26/2022	2702.25	2814.75	2949.75	3088.50	3222.75	
			07/09/2023	2864.25	2983.50	3126.75	3273.75	3416.25	
			07/07/2024	3007.50	3132.75	3282.75	3437.25	3587.25	
			07/06/2025	3127.50	3258.00	3414.00	3574.50	3730.50	
1426N	NM	012	<b>Financial Hearing Officer SAN</b>						N
			06/26/2022					39.33	
			07/09/2023					41.69	
			07/07/2024					43.77	
			07/06/2025					45.52	
1283	NM	012	<b>Fingerprint Examiner</b>						N
			06/26/2022	2331.75	2438.25	2553.00	2661.75	2772.75	
			07/09/2023	2472.00	2584.50	2706.00	2821.50	2939.25	
			07/07/2024	2595.75	2713.50	2841.00	2962.50	3086.25	
			07/06/2025	2699.25	2822.25	2955.00	3081.00	3210.00	
2125	NM	012	<b>Geographical Information Technician</b>						N
			06/26/2022	3274.40	3424.00	3575.20	3751.20	3914.40	
			07/09/2023	3471.20	3629.60	3789.60	3976.00	4149.60	
			07/07/2024	3644.80	3811.20	3979.20	4175.20	4356.80	
			07/06/2025	3790.40	3964.00	4138.40	4342.40	4531.20	
1485	NM	012	<b>Health Insurance Technician</b>						N
			06/26/2022	2713.60	2840.80	2944.00	3090.40	3220.00	
			07/09/2023	2876.80	3011.20	3120.80	3276.00	3413.60	
			07/07/2024	3020.80	3161.60	3276.80	3440.00	3584.00	
			07/06/2025	3141.60	3288.00	3408.00	3577.60	3727.20	
0410	NM	012	<b>Information Systems Technician I</b>						N
			06/26/2022	2212.00	2329.60	2433.60	2559.20	2683.20	
			07/09/2023	2344.80	2469.60	2580.00	2712.80	2844.00	
			07/07/2024	2462.40	2592.80	2708.80	2848.80	2986.40	
			07/06/2025	2560.80	2696.80	2816.80	2962.40	3105.60	
0411	NM	012	<b>Information Systems Technician II</b>						N
			06/26/2022	2693.60	2826.40	2957.60	3120.80	3263.20	
			07/09/2023	2855.20	2996.00	3135.20	3308.00	3459.20	
			07/07/2024	2997.60	3145.60	3292.00	3473.60	3632.00	
			07/06/2025	3117.60	3271.20	3424.00	3612.80	3777.60	
1792	NM	012	<b>Information Technology Specialist I</b>						N
			06/26/2022				1937.25	2031.75	
			07/09/2023				2053.50	2154.00	
			07/07/2024				2156.25	2262.00	
			07/06/2025				2242.50	2352.75	
1793	NM	012	<b>Information Technology Specialist II</b>						N
			06/26/2022				2133.75	2238.75	
			07/09/2023				2262.00	2373.00	
			07/07/2024				2375.25	2491.50	
			07/06/2025				2470.50	2591.25	

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			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
1794	NM	012	<b>Information Technology Specialist III</b>						N
			06/26/2022				2350.50	2471.25	
			07/09/2023				2491.50	2619.75	
			07/07/2024				2616.00	2751.00	
			07/06/2025				2721.00	2861.25	
1795	NM	012	<b>Information Technology Specialist IV</b>						N
			06/26/2022			2595.00	2721.75	2859.00	
			07/09/2023			2751.00	2885.25	3030.75	
			07/07/2024			2888.25	3029.25	3182.25	
			07/06/2025			3003.75	3150.75	3309.75	
8740	NM	012	<b>Keeper</b>						N
			06/26/2022	2094.40	2195.20	2308.80	2424.00	2545.60	
			07/09/2023	2220.00	2327.20	2447.20	2569.60	2698.40	
			07/07/2024	2331.20	2443.20	2569.60	2698.40	2833.60	
			07/06/2025	2424.80	2540.80	2672.00	2806.40	2947.20	
8740N	NM	012	<b>Keeper SAN</b>						N
			06/26/2022					28.84	
			07/09/2023					30.57	
			07/07/2024					32.10	
			07/06/2025					33.38	
8522	NM	012	<b>Latent Fingerprint Examiner</b>						N
			06/26/2022	2747.25	2872.50	3011.25	3150.75	3295.50	
			07/09/2023	2912.25	3045.00	3192.00	3339.75	3493.50	
			07/07/2024	3057.75	3197.25	3351.75	3507.00	3668.25	
			07/06/2025	3180.00	3325.50	3486.00	3647.25	3815.25	
2967	NM	012	<b>Lead Project Designer</b>						N
			06/26/2022	3870.75	4044.00	4239.00	4436.25	4659.75	
			07/09/2023	4103.25	4287.00	4493.25	4702.50	4939.50	
			07/07/2024	4308.75	4501.50	4718.25	4938.00	5186.25	
			07/06/2025	4481.25	4681.50	4907.25	5135.25	5394.00	
9310	NM	012	<b>Library Driver-Clerk</b>						N
			06/26/2022	1992.00	2080.50	2165.25	2268.00	2358.00	
			07/09/2023	2111.25	2205.00	2295.00	2403.75	2499.75	
			07/07/2024	2217.00	2315.25	2409.75	2523.75	2625.00	
			07/06/2025	2305.50	2407.50	2506.50	2625.00	2730.00	
9310N	NM	012	<b>Library Driver-Clerk SAN</b>						N
			06/26/2022					28.87	
			07/09/2023					30.60	
			07/07/2024					32.13	
			07/06/2025					33.42	
2301	NM	012	<b>Mapping Technician I</b>						N
			06/26/2022			2179.50	2280.75	2382.00	
			07/09/2023			2310.00	2417.25	2525.25	
			07/07/2024			2425.50	2538.00	2651.25	
			07/06/2025			2522.25	2639.25	2757.00	
2302	NM	012	<b>Mapping Technician II</b>						N
			06/26/2022	2280.75	2382.00	2489.25	2604.00	2717.25	
			07/09/2023	2417.25	2525.25	2638.50	2760.00	2880.00	
			07/07/2024	2538.00	2651.25	2770.50	2898.00	3024.00	
			07/06/2025	2639.25	2757.00	2881.50	3014.25	3144.75	
2303	NM	012	<b>Mapping Technician III</b>						N
			06/26/2022	2700.00	2825.25	2947.50	3095.25	3226.50	
			07/09/2023	2862.00	2994.75	3124.50	3281.25	3420.00	
			07/07/2024	3005.25	3144.75	3280.50	3445.50	3591.00	
			07/06/2025	3125.25	3270.75	3411.75	3583.50	3735.00	
8757	NM	012	<b>Marine Engineer</b>						N
			06/26/2022	3724.80	3908.80	4103.20	4309.60	4524.80	
			07/09/2023	3948.00	4143.20	4349.60	4568.00	4796.00	
			07/07/2024	4145.60	4350.40	4567.20	4796.80	5036.00	
			07/06/2025	4311.20	4524.80	4749.60	4988.80	5237.60	



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Job Code	MC	Unit Code	Classification Title						FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
2181	NM	012	<b>Materials Testing Technician I</b>						N
			06/26/2022	2636.80	2745.60	2865.60	2997.60	3136.80	
			07/09/2023	2795.20	2910.40	3037.60	3177.60	3324.80	
			07/07/2024	2935.20	3056.00	3189.60	3336.80	3491.20	
			07/06/2025	3052.80	3178.40	3316.80	3470.40	3631.20	
2182	NM	012	<b>Materials Testing Technician II</b>						N
			06/26/2022	2997.60	3136.80	3277.60	3429.60	3577.60	
			07/09/2023	3177.60	3324.80	3474.40	3635.20	3792.00	
			07/07/2024	3336.80	3491.20	3648.00	3816.80	3981.60	
			07/06/2025	3470.40	3631.20	3793.60	3969.60	4140.80	
2183	NM	012	<b>Materials Testing Technician III</b>						N
			06/26/2022	3299.20	3448.00	3607.20	3768.80	3960.00	
			07/09/2023	3496.80	3655.20	3824.00	3995.20	4197.60	
			07/07/2024	3672.00	3837.60	4015.20	4195.20	4407.20	
			07/06/2025	3819.20	3991.20	4176.00	4363.20	4583.20	
1460	NM	012	<b>Medical Records Technician</b>						N
			06/26/2022	2292.75	2399.25	2498.25	2613.75	2717.25	
			07/09/2023	2430.00	2543.25	2648.25	2770.50	2880.00	
			07/07/2024	2551.50	2670.75	2781.00	2909.25	3024.00	
			07/06/2025	2653.50	2777.25	2892.00	3025.50	3144.75	
6991	NM	012	<b>Mobile Health Services Support Worker</b>						N
			06/26/2022	1992.00	2080.50	2165.25	2268.00	2358.00	
			07/09/2023	2111.25	2205.00	2295.00	2403.75	2499.75	
			07/07/2024	2217.00	2315.25	2409.75	2523.75	2625.00	
			07/06/2025	2305.50	2407.50	2506.50	2625.00	2730.00	
1803	NM	012	<b>Network Support Technician I</b>						N
			06/26/2022	2455.20	2576.00	2703.20	2840.00	2984.00	
			07/09/2023	2602.40	2730.40	2865.60	3010.40	3163.20	
			07/07/2024	2732.80	2867.20	3008.80	3160.80	3321.60	
			07/06/2025	2842.40	2981.60	3128.80	3287.20	3454.40	
1804	NM	012	<b>Network Support Technician II</b>						N
			06/26/2022	2840.00	2984.00	3132.80	3288.80	3452.80	
			07/09/2023	3010.40	3163.20	3320.80	3486.40	3660.00	
			07/07/2024	3160.80	3321.60	3487.20	3660.80	3843.20	
			07/06/2025	3287.20	3454.40	3626.40	3807.20	3996.80	
9295	NM	012	<b>Photographer</b>						N
			06/26/2022	2340.75	2450.25	2573.25	2685.00	2808.75	
			07/09/2023	2481.00	2597.25	2727.75	2846.25	2977.50	
			07/07/2024	2604.75	2727.00	2864.25	2988.75	3126.75	
			07/06/2025	2709.00	2835.75	2979.00	3108.00	3252.00	
8308	NM	012	<b>Plans Checker</b>						N
			06/26/2022	3220.80	3376.80	3533.60	3692.00	3877.60	
			07/09/2023	3414.40	3579.20	3745.60	3913.60	4110.40	
			07/07/2024	3584.80	3758.40	3932.80	4109.60	4316.00	
			07/06/2025	3728.00	3908.80	4090.40	4273.60	4488.80	
2111	NM	012	<b>Public Works Technical Assistant I</b>						N
			06/26/2022	2632.80	2729.60	2863.20	3000.80	3132.00	
			07/09/2023	2790.40	2893.60	3035.20	3180.80	3320.00	
			07/07/2024	2929.60	3038.40	3187.20	3340.00	3486.40	
			07/06/2025	3046.40	3160.00	3314.40	3473.60	3625.60	
2112	NM	012	<b>Public Works Technical Assistant II</b>						N
			06/26/2022	3000.80	3132.00	3274.40	3424.00	3575.20	
			07/09/2023	3180.80	3320.00	3471.20	3629.60	3789.60	
			07/07/2024	3340.00	3486.40	3644.80	3811.20	3979.20	
			07/06/2025	3473.60	3625.60	3790.40	3964.00	4138.40	
2113	NM	012	<b>Public Works Technical Assistant III</b>						N
			06/26/2022	3274.40	3424.00	3575.20	3751.20	3914.40	
			07/09/2023	3471.20	3629.60	3789.60	3976.00	4149.60	
			07/07/2024	3644.80	3811.20	3979.20	4175.20	4356.80	
			07/06/2025	3790.40	3964.00	4138.40	4342.40	4531.20	

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			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
2171	NM	012	<b>Public Works Inspector II, Facilities</b>						N
			06/26/2022	3299.20	3448.00	3607.20	3768.80	3960.00	
			07/09/2023	3496.80	3655.20	3824.00	3995.20	4197.60	
			07/07/2024	3672.00	3837.60	4015.20	4195.20	4407.20	
			07/06/2025	3819.20	3991.20	4176.00	4363.20	4583.20	
2170	NM	012	<b>Public Works Inspector I, Facilities</b>						N
			06/26/2022	2775.20	2888.80	3020.00	3155.20	3299.20	
			07/09/2023	2941.60	3062.40	3201.60	3344.80	3496.80	
			07/07/2024	3088.80	3215.20	3361.60	3512.00	3672.00	
			07/06/2025	3212.00	3344.00	3496.00	3652.80	3819.20	
2160	NM	012	<b>Public Works Inspector I, Construction</b>						N
			06/26/2022	2775.20	2888.80	3020.00	3155.20	3299.20	
			07/09/2023	2941.60	3062.40	3201.60	3344.80	3496.80	
			07/07/2024	3088.80	3215.20	3361.60	3512.00	3672.00	
			07/06/2025	3212.00	3344.00	3496.00	3652.80	3819.20	
2161	NM	012	<b>Public Works Inspector II, Construction</b>						N
			06/26/2022	3299.20	3448.00	3607.20	3768.80	3960.00	
			07/09/2023	3496.80	3655.20	3824.00	3995.20	4197.60	
			07/07/2024	3672.00	3837.60	4015.20	4195.20	4407.20	
			07/06/2025	3819.20	3991.20	4176.00	4363.20	4583.20	
2172	NM	012	<b>Public Works Inspector III, Facilities</b>						N
			06/26/2022	3607.20	3768.80	3960.00	4128.80	4335.20	
			07/09/2023	3824.00	3995.20	4197.60	4376.80	4595.20	
			07/07/2024	4015.20	4195.20	4407.20	4596.00	4824.80	
			07/06/2025	4176.00	4363.20	4583.20	4780.00	5017.60	
2162	NM	012	<b>Public Works Inspector III, Construction</b>						N
			06/26/2022	3607.20	3768.80	3960.00	4128.80	4335.20	
			07/09/2023	3824.00	3995.20	4197.60	4376.80	4595.20	
			07/07/2024	4015.20	4195.20	4407.20	4596.00	4824.80	
			07/06/2025	4176.00	4363.20	4583.20	4780.00	5017.60	
2604	NM	012	<b>Real Property Appraiser Aide</b>						N
			06/26/2022	2073.75	2174.25	2285.25	2400.75	2522.25	
			07/09/2023	2198.25	2304.75	2422.50	2544.75	2673.75	
			07/07/2024	2308.50	2420.25	2544.00	2672.25	2807.25	
			07/06/2025	2400.75	2517.00	2646.00	2779.50	2919.75	
6831	NM	012	<b>Recreation Assistant</b>						N
			06/26/2022	2261.60	2371.20	2494.40	2620.00	2732.80	
			07/09/2023	2397.60	2513.60	2644.00	2777.60	2896.80	
			07/07/2024	2517.60	2639.20	2776.00	2916.80	3041.60	
			07/06/2025	2618.40	2744.80	2887.20	3033.60	3163.20	
8178N	NM	012	<b>Registered Veterinary Technician SAN</b>						N
			06/26/2022	30.29	31.81	33.40	35.07	36.83	
			07/09/2023	32.11	33.72	35.40	37.17	39.04	
			07/07/2024	33.72	35.41	37.17	39.03	40.99	
			07/06/2025	35.07	36.83	38.66	40.59	42.63	
2508	NM	012	<b>Senior Assessor's Technician</b>						N
			06/26/2022	2384.25	2491.50	2593.50	2713.50	2821.50	
			07/09/2023	2527.50	2640.75	2748.75	2876.25	2991.00	
			07/07/2024	2654.25	2772.75	2886.00	3020.25	3140.25	
			07/06/2025	2760.75	2883.75	3001.50	3141.00	3265.50	
1287	NM	012	<b>Senior Fingerprint Examiner</b>						N
			05/14/2023	2500.50	2625.75	2757.00	2895.00	3039.75	
			07/09/2023	2650.50	2783.25	2922.75	3069.00	3222.00	
			07/07/2024	2783.25	2922.75	3069.00	3222.75	3383.25	
			07/06/2025	2894.25	3039.75	3192.00	3351.75	3518.25	
9411	NM	012	<b>Senior Heavy Equipment Parts Technician</b>						N
			06/26/2022					2777.60	
			07/09/2023					2944.00	
			07/07/2024					3091.20	
			07/06/2025					3215.20	

**APPENDIX A-2  
Classification and Salary Listing by Representation Unit  
Unit 012**

Job Code	MC	Unit Code	Classification Title						FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
8531	NM	012	<b>Senior Latent Fingerprint Examiner</b>						N
			05/14/2023	2889.75	3034.50	3186.00	3345.00	3512.25	
			07/09/2023	3063.00	3216.75	3377.25	3546.00	3723.00	
			07/07/2024	3216.00	3377.25	3546.00	3723.00	3909.00	
			07/06/2025	3345.00	3512.25	3687.75	3872.25	4065.00	
9294	NM	012	<b>Sheriff's Multimedia Producer</b>						N
			06/26/2022	2496.80	2613.60	2744.80	2864.00	2996.00	
			07/09/2023	2646.40	2770.40	2909.60	3036.00	3176.00	
			07/07/2024	2778.40	2908.80	3055.20	3188.00	3335.20	
			07/06/2025	2889.60	3024.80	3177.60	3315.20	3468.80	
8752	NM	012	<b>Sheriff's Safety Aide</b>						N
			06/26/2022	1922.40	2004.80	2096.80	2193.60	2284.80	
			07/09/2023	2037.60	2124.80	2222.40	2325.60	2421.60	
			07/07/2024	2139.20	2231.20	2333.60	2441.60	2542.40	
			07/06/2025	2224.80	2320.80	2427.20	2539.20	2644.00	
8755	NM	012	<b>Sheriff's Technician</b>						N
			06/26/2022	2377.60	2485.60	2595.20	2712.80	2836.80	
			07/09/2023	2520.00	2634.40	2751.20	2875.20	3007.20	
			07/07/2024	2646.40	2766.40	2888.80	3019.20	3157.60	
			07/06/2025	2752.00	2876.80	3004.00	3140.00	3284.00	
1715	NM	012	<b>Storekeeper I</b>						N
			06/26/2022	2049.75	2150.25	2240.25	2350.50	2453.25	
			07/09/2023	2172.75	2279.25	2374.50	2491.50	2600.25	
			07/07/2024	2281.50	2393.25	2493.00	2616.00	2730.00	
			07/06/2025	2373.00	2489.25	2592.75	2721.00	2839.50	
1705	NM	012	<b>Supply Clerk I</b>						N
			06/26/2022	1836.75	1915.50	2009.25	2087.25	2186.25	
			07/09/2023	1947.00	2030.25	2130.00	2212.50	2317.50	
			07/07/2024	2044.50	2131.50	2236.50	2323.50	2433.75	
			07/06/2025	2126.25	2217.00	2325.75	2416.50	2531.25	
1705N	NM	012	<b>Supply Clerk I SAN</b>						N
			06/26/2022					26.72	
			07/09/2023					28.32	
			07/07/2024					29.74	
			07/06/2025					30.93	
1710	NM	012	<b>Supply Clerk II</b>						N
			06/26/2022	2003.25	2088.00	2187.00	2292.00	2398.50	
			07/09/2023	2123.25	2213.25	2318.25	2429.25	2542.50	
			07/07/2024	2229.75	2324.25	2434.50	2550.75	2670.00	
			07/06/2025	2319.00	2417.25	2532.00	2652.75	2776.50	
1710N	NM	012	<b>Supply Clerk II SAN</b>						N
			06/26/2022					29.53	
			07/09/2023					31.30	
			07/07/2024					32.87	
			07/06/2025					34.18	
1798	NM	012	<b>Technical Support Specialist I</b>						N
			06/26/2022				2595.00	2721.75	
			07/09/2023				2751.00	2885.25	
			07/07/2024				2888.25	3029.25	
			07/06/2025				3003.75	3150.75	
1799	NM	012	<b>Technical Support Specialist II</b>						N
			06/26/2022			2859.00	2997.75	3144.75	
			07/09/2023			3030.75	3177.75	3333.75	
			07/07/2024			3182.25	3336.75	3500.25	
			07/06/2025			3309.75	3470.25	3640.50	
9270	NM	012	<b>Telecommunications Equipment Installer</b>						N
			06/26/2022	2568.80	2668.00	2795.20	2918.40	3036.00	
			07/09/2023	2723.20	2828.00	2963.20	3093.60	3218.40	
			07/07/2024	2859.20	2969.60	3111.20	3248.00	3379.20	
			07/06/2025	2973.60	3088.00	3236.00	3377.60	3514.40	

**APPENDIX A-2**  
**Classification and Salary Listing by Representation Unit**  
**Unit 012**

Job Code	MC	Unit Code	Classification Title						FLSA Status
			Effective Date	Step 01	Step 02	Step 03	Step 04	Step 05	
9280	NM	012	<b>Telecommunications Technician</b>						N
			06/26/2022	3313.60	3460.80	3627.20	3788.80	3980.00	
			07/09/2023	3512.80	3668.80	3844.80	4016.00	4219.20	
			07/07/2024	3688.80	3852.00	4036.80	4216.80	4430.40	
			07/06/2025	3836.00	4006.40	4198.40	4385.60	4608.00	
9279	NM	012	<b>Telecommunications Technician Trainee</b>						N
			06/26/2022	2568.80	2668.00	2795.20	2918.40	3036.00	
			07/09/2023	2723.20	2828.00	2963.20	3093.60	3218.40	
			07/07/2024	2859.20	2969.60	3111.20	3248.00	3379.20	
			07/06/2025	2973.60	3088.00	3236.00	3377.60	3514.40	

**APPENDIX B**  
**Intermittent and Services-As-Needed Classifications**

<b>Job Code</b>	<b>Title</b>
1305N	Account Clerk I
1310N	Account Clerk II
8202N	Agricultural & Standards Aide
2610N	Appraiser I
2615N	Appraiser II
2705N	Auditor-Appraiser I
2710N	Auditor-Appraiser II
1154N	Call Center Rep, DCSS
1115N	Clerk I
1120N	Clerk II
1296N	Clerk Intermittent I
1297N	Clerk Intermittent II
6316N	Clinical Psychologist
1811N	Computer Operator I
7420N	Custodian
1282N	Elections Technician
1885N	Emergency Services Dispatcher II
1426N	Financial Hearing Officer (Int.)
7510N	Food Service Worker
5648N	Hazardous Waste Worker (SAN)
6300N	Health Care Services Intern
7410N	Janitor
8740N	Keeper SAN
7850N	Laboratory Assistant I
7710N	Laundry Service Worker (SAN)
1109N	Library Page
4130N	Librarian I
4140N	Librarian II

<b>Job Code</b>	<b>Title</b>
4120N	Library Assistant II
1103N	Library Clerk I
1104N	Library Clerk II
9310N	Library Driver-Clerk
5420N	Licensed Vocational Nurse
1126N	Medical Clerk
1214N	Medical Transcriptionist
1161N	Medical Translator II
6419N	Mental Health Specialist II
1105N	Messenger
5605N	Microbiologist
5383N	Mid-Level Practitioner
5415N	Nursing Assistant (Per Diem)
5810N	Occupational Therapist I (Int.)
5850N	Pediatric Occupational Therapist
5860N	Pediatric Physical Therapist
5835N	Physical Therapist I (Int.)
5743N	Psychiatric Technician
1128N	Specialist Clerk I
1205N	Stenographer I
1210N	Stenographer II
6495N	Substance Abuse Counselor
1705N	Supply Clerk I
1710N	Supply Clerk II
1212N	Transcriptionist

**APPENDIX C**  
**Agency Shop Confidential Exclusions**

1. Any and all future clerical positions assigned to the Board of Supervisors.
2. All present and future clerical positions assigned to the Clerk, Board of Supervisors.
3. All present and future clerical positions assigned to the County Administrator.
4. All present and future clerical positions assigned to County Counsel.
5. All present and future clerical positions assigned to the County Human Resource Services Department.
6. All present and future clerical positions assigned to the Personnel/Payroll sections of the Probation Department.
7. All present and future clerical positions assigned to the Personnel/Payroll sections of the Social Services Agency.
8. All present and future clerical positions assigned to the Personnel/Payroll sections of the Health Care Services Agency.
9. Two (2) Secretary I positions assigned to the Health Care Services Agency.
10. Two (2) Secretary I positions assigned to the Social Services Agency.
11. Secretary I position assigned to the General Services Agency.
12. All present and future clerical positions assigned to the Personnel/Payroll sections of the Department of Child Support Services.

**APPENDIX D**  
**Part-Time and Services-As-Needed Registered Nurses Classifications**

Employees in the following classifications who are regularly scheduled to work two-fifths (0.4) time or more but less than full-time in a workweek.

<b>Job Code</b>	<b>Title</b>
5300	Registered Nurse I
5305	Registered Nurse II
5315	Registered Nurse III
5337	Clinical Nurse Specialist
5344	Communicable Disease Services Practitioner
5383	Mid-Level Practitioner
5383N	Mid-Level Practitioner SAN

**APPENDIX E  
DOMESTIC PARTNERS**

**Domestic Partner Defined.** A "domestic partnership" shall exist between two persons, one of whom is an employee of the County, covered by this Memorandum of Understanding, regardless of their gender and each of them shall be the "domestic partner" of the other if they both complete, sign, and cause to be filed with the County a notarized "County of Alameda Affidavit of Domestic Partnership" (or submit to the County a notarized "Declaration of Domestic Partnership" [State Form DP-1] filed with the California Secretary of State) attesting to the following:

- a. the two parties reside together and share the common necessities of life;
- b. the two parties are: not married to anyone; eighteen years or older; not related by blood closer than would bar marriage in the State of California; and mentally competent to consent to contract;
- c. the two parties declare that they are each other's sole domestic partner and they are responsible for their common welfare;
- d. the two parties agree to notify the County if there is a change of circumstances attested to the affidavit;
- e. the two parties affirm, under penalty of perjury, that the assertions in the affidavit are true to the best of their knowledge.

**Termination.** A member of a domestic partnership may end said relationship by filing a "County of Alameda Termination of Domestic Partnership" form. For those who filed a State "Declaration of Domestic Partnership," a copy of a notarized State of California "Notice of Termination of Domestic Partnership" (State Form DP-2) filed with the State of California must be provided to the County.

**New Statements of Domestic Partnership.** No person who has filed an affidavit of domestic partnership may file another such affidavit until six (6) months after a statement of termination of the previous partnership has been filed with the County or the State of California as described herein (and all other criteria have been met which establish the domestic partnership).



**APPENDIX F**  
**Flood Control and Water Conservation District Zone 7**

Alameda County Flood Control and Water Conservation District Zone 7 job classes represented by the Union are covered by this MOU except for Section 16. (Wages) which are set in a separate MOU between the Board of Directors of Zone 7 and the Union.

<b>Job Code</b>	<b>Classification</b>
4925	Account Clerk, Zone 7
4913	Accountant-Auditor, Zone 7
4918	Administrative Assistant, Zone 7
4946	Assistant Water Resources Planner, Zone 7
4947	Associate Water Resources Planner, Zone 7
4953	Buyer I, Zone 7
4954	Buyer II, Zone 7
4945	Junior Water Resources Planner, Zone 7
4916	Office Assistant, Zone 7
4968	Senior Water Resources Planner, Zone 7
4940	Water Conservation Coordinator, Zone 7
4942T	Water Plant Operator I
4943T	Water Plant Operator II
4944	Water Plant Operator III
4950	Water Quality Chemist, Zone 7
4949	Water Quality Laboratory Technician, Zone 7
4936	Water Resources Engineering Aide, Zone 7
4937	Water Resources Technician I
4938	Water Resources Technician II
4939	Water Resources Technician III

**SIDELETTERS OF AGREEMENT TABLE OF CONTENTS**

Sideletters of Agreement and Letters of Understanding are provisions negotiated by the Union and the County that are separate from, and supplemental to, the MOU. These provisions are grievable, unless so specified in their language, but they are legally enforceable through the courts.

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**2022 Memorandum of Understanding Negotiations  
Between the  
County of Alameda  
and the  
Service Employees International Union, Local 1021**

**Sideletter of Agreement**

**Vacation Policy – Treasurer Tax Collector & Assessor’s Office**

The County of Alameda (“County”) and the Service Employees International Union, Local 1021 (“SEIU”), collectively herein “Parties”, agree that within ninety (90) days after the adoption of the December 11, 2022 to January 3, 2026 Memorandum of Understanding by the County Board of Supervisors, the County will initiate a review of the Treasurer Tax Collector and Assessor’s Office departmental vacation policies and practices with the intent of updating said policies and practices. Upon completion of the review, management will share with SEIU the results of the review. If any changes are made to said policies, the County will offer to meet and confer with the Union on the impacts of the decision to amend said departmental policies and practices.

**For the County:**

*Keith Fleming* 2/23/2023  
\_\_\_\_\_  
DocuSigned by:  
Keith Fleming, IEIDA Date

**For Union:**

*Blake Huntsman* 2/27/2023  
\_\_\_\_\_  
DocuSigned by:  
Blake Huntsman, SEIU 1021 Date

*Peter Masiak* 2/27/2023  
\_\_\_\_\_  
DocuSigned by:  
Peter Masiak, SEIU 1021 Date

*Keith Snodgrass* 2/27/2023  
\_\_\_\_\_  
DocuSigned by:  
Keith Snodgrass, SEIU 1021 Date

*Tina Tapia* 2/24/2023  
\_\_\_\_\_  
DocuSigned by:  
Tina Tapia, General Chapter President Date

*Cara Williams* 2/23/2023  
\_\_\_\_\_  
DocuSigned by:  
Cara Williams, SSA Chapter President Date

*Thema Page* 3/2/2023  
\_\_\_\_\_  
DocuSigned by:  
Thema Page, ACBH Chapter President Date

**2022 Memorandum of Understanding Negotiations  
Between the  
County of Alameda  
and the  
Service Employees International Union, Local 1021**

**Sideletter of Agreement**

**Telework/Telecommute**

County of Alameda ("County") agencies/departments are encouraged to establish their individual agency/department telecommuting program or policy that provides for continuity of operations and services during emergencies, improves employee productivity, supports the reduction of traffic congestion and greenhouse gas emissions, helps to attract, and retain a diverse and talented workforce, reduces unscheduled absences, provide for an enhanced work/life balance, and helps to improve employee morale.

In accordance with the Meyers-Milias-Brown Act, the County commits to providing the Union with an opportunity to meet and confer in good faith on the impact of the decision to implement new or amended telecommuting policies.

**For the County:**

DocuSigned by:  
*Keith Fleming* 3/31/2023  
-----  
Keith Fleming, IEDA Date

**For Union:**

DocuSigned by:  
*Blake Huntsman* 4/3/2023  
-----  
Blake Huntsman, SEIU 1021 Date

DocuSigned by:  
*Peter Masiak* 3/31/2023  
-----  
Peter Masiak, SEIU 1021 Date

DocuSigned by:  
*Keith Snodgrass* 4/3/2023  
-----  
Keith Snodgrass, SEIU 1021 Date

DocuSigned by:  
*Tina Tapia* 4/3/2023  
-----  
Tina Tapia, General Chapter President Date

DocuSigned by:  
*Cara Williams* 4/3/2023  
-----  
Cara Williams, SSA Chapter President Date

DocuSigned by:  
*Raymond Carlson* 4/3/2023  
-----  
Raymond Carlson, ACBH Chapter President Date

**2022 Memorandum of Understanding Negotiations  
Between the  
County of Alameda  
and the  
Service Employees International Union, Local 1021**

**Sideletter of Agreement**

**Disaster Service Worker**

Under State law, Title I, Section 3100 of the California Government Code, all government employees are declared Disaster Service Workers ("DSW") who can be called upon in any emergency. This means that City, County, and State employees have a responsibility to help in a disaster. As such, all County of Alameda ("County") employees are designated DSW.

The County and the Service Employees International Union, Local 1021 ("Union"), collectively herein, "Parties" agree to the following:

Within 150-days of the adoption of the December 11, 2022 to January 3, 2026 Memorandum of Understanding ("MOU"), the County shall provide release time for up to four (4) Union representatives as part of a Committee to meet at mutually agreeable times and places. The purpose of the Committee is to discuss the framework of employee DSW roles, duties, training, rights, and responsibilities in support of the activities of the County's Emergency Operations Center during a declared emergency and make recommendations for the Director of Human Resource Services to consider when updating the countywide disaster policy. The County shall meet and confer with the Union over any impacts and its effects on working conditions of a decision to implement amendments to the countywide disaster policy.

Committee recommendations, if any, shall be submitted to the Director of Human Resource Services for consideration by or before the end of the term of the December 11, 2022 to January 3, 2026 MOU.

**For the County:**

DocuSigned by:  
Keith Fleming 3/6/2023  
Keith Fleming, IEDA Date

**For Union:**

DocuSigned by:  
Blake Huntsman 2/13/2023  
Blake Huntsman, SEIU 1021 Date

DocuSigned by:  
Peter Masiak 2/27/2023  
Peter Masiak, SEIU 1021 Date

DocuSigned by:  
Keith Snodgrass 2/28/2023  
Keith Snodgrass, SEIU 1021 Date

DocuSigned by:  
Tina Tapia 2/28/2023  
Tina Tapia, General Chapter President Date

DocuSigned by:  
Cara Williams 3/1/2023  
Cara Williams, SSA Chapter President Date

DocuSigned by:  
Thema Page 3/6/2023  
Thema Page, ACBH Chapter President Date

**2022 Memorandum of Understanding Negotiations  
between the  
County of Alameda  
and the  
Service Employees International Union, Local 1021**

**Sideletter of Agreement**

**Health and Safety**

- A. The Service Employees International Union, Local 1021 ("Union") shall have the right to designate workplace Union Safety Representatives pursuant to CAL-OSHA laws.
- B. The County of Alameda ("County") Risk Manager shall respond in writing to all recommendations made by the Countywide Safety Committee within sixty (60) days after receipt of said communications.

It is the County's responsibility to maintain a safe working environment. The County will conduct and maintain facilities (owned or leased) in accordance with standards established by the State Division of Occupational Safety & Health and in compliance with the Occupational Safety and Health Act and other applicable safety and health regulations.

1. Each County agency/department will include Union-designated employees in the agency/department or work site safety committee that exist or are formed during the term of this Memorandum of Understanding ("MOU"). The agency/department Union field representative will submit a list of Union-designated employees to be appointed to the agency/department or work site safety committee. The size of each safety committee will be determined by the agency/department head. The number of agency/department Union-designated employees assigned to a work site safety committee will be determined by mutual agreement. In the event the Union and the agency/department are unable to agree on the number of Union-designated employees, the Union may appeal to the Central Safety Committee. If the Central Safety Committee is unable to reach a majority decision, it may be appealed to the County Risk Manager. The agency/department or work site safety committees may elect to have a rotating chairperson.
2. Upon request, the County Safety Officer will provide orientation/training to members of the agency/departmental or work site safety committee. Training provided to agency/department or work site safety committee members may be developed by the County Central Safety Committee, subject to the approval by the County Safety Officer. In the event outside training is available to the committees, the County will allow release time for committee members in accordance with subsection 19.D. (County Time) of the MOU.
3. The agency/department safety coordinators will provide to their agency/department employees information that specifies the procedure that should be followed when reporting hazards or safety problems. The information will also identify the agency/department or work site safety coordinator and the members of the agency/departmental or work site safety committee.
4. The agency/department safety coordinator will make available and distribute the Safety/Hazard Report Form through supervisors, safety committee members, departmental safety coordinator and the County Safety Officer. The Safety/Hazard Report Form will be attached to the information described in number 3 above.
5. The agency/departmental safety coordinators will prepare and circulate one (1) copy of their agency/department's Cal/OSHA log to the Union on a quarterly basis. These forms will also be made available to the agency/department or work site safety committee upon request.

- 6. The County reserves the right to reopen the MOU regarding safety committees, work site representatives, and orientation/training of designated on-site employee representatives. If the parties are unable to reach agreement during the reopener negotiations, the County reserves its right to implement its proposal pursuant to the Meyers-Milias-Brown Act.

**COUNTY OF ALAMEDA**

DocuSigned by:  
*Keith Fleming* 11/10/2022  
 Keith Fleming, IEDA

**FOR SEIU LOCAL 1021**

DocuSigned by:  
*Blake Huntsman* 11/22/2022  
 Blake Huntsman, SEIU 1021

DocuSigned by:  
*Peter Masiak* 11/18/2022  
 Peter Masiak, SEIU 1021

DocuSigned by:  
*Keith Snodgrass* 11/29/2022  
 Keith Snodgrass, SEIU 1021

DocuSigned by:  
*Tina Tapia* 11/17/2022  
 Tina Tapia, General Chapter President

DocuSigned by:  
*Cara Williams* 11/29/2022  
 Cara Williams, SSA Chapter President

DocuSigned by:  
*Thema Page* 12/5/2022  
 Thema Page, ACBH Chapter President

**2022 Memorandum of Understanding Negotiations  
Between the  
County of Alameda ("County")  
and the  
Service Employees International Union, Local 1021 ("Union")**

**Sideletter of Agreement**

**Emergency Response**

Within 72-hours of an agency/department notifying an employee in a classification represented by the Union that the employee is assigned to perform work requested by the Departmental Operations Center ("DOC") or pursuant to the Incident Command System/Incident Management System ("ICS/IMS"), the agency/department shall provide the employee with an agency/department contact to address employee issues and concerns related to said assignment.

Employees may, at any time, speak with their immediate supervisor or contact their agency/department human resources office with questions related to their assignment.

**For the County:**

DocuSigned by:  
*Keith Fleming* 3/29/2023  
Keith Fleming, IEDA Date

**For Union:**

DocuSigned by:  
*Blake Huntsman* 4/3/2023  
Blake Huntsman, SEIU 1021 Date

DocuSigned by:  
*Peter Masiak* 4/3/2023  
Peter Masiak, SEIU 1021 Date

DocuSigned by:  
*Keith Snodgrass* 3/29/2023  
Keith Snodgrass, SEIU 1021 Date

DocuSigned by:  
*Tina Tapia* 3/30/2023  
Tina Tapia, General Chapter President Date

DocuSigned by:  
*Cara Williams* 3/30/2023  
Cara Williams, SSA Chapter President Date

DocuSigned by:  
*Raymond Carlson* 3/30/2023  
Raymond Carlson, ACBH Chapter President Date



**2022 Memorandum of Understanding Negotiations  
Between the  
County of Alameda ("County")  
and the  
Service Employees International Union, Local 1021 ("Union")**

**Sideletter of Agreement**

**Salary Step Increase Equalization Review**

Within one-hundred and twenty (120) calendar days following the adoption of the December 11, 2022 to January 3, 2026 Memorandum of Understanding by the County of Alameda ("County") Board of Supervisors, the County will initiate an internal audit of the percentage amounts between each salary step of classifications represented by the Service Employees International Union, Local 1021 ("Union"). For reference, a "step", as defined in the Salary Ordinance ("SO") Section 4-15. (Steps Defined) is "an increment approximating 5 percent on the schedules of biweekly compensation..."

Upon the conclusion of the audit, the County will provide to the Union the data relative to all classifications with less than five percent (5%) salary difference between any salary step. Thereafter, the County will offer to meet and confer regarding any proposed adjustments to the salary steps for said classifications to comply with SO Section 4-15. No employee shall suffer a reduction in pay as a result of the audit and proposed adjustments.

**For the County:**

DocuSigned by:  
*Keith Fleming* 3/23/2023  
09EB3705810241D...  
Keith Fleming, IEDA Date

**For Union:**

DocuSigned by:  
*Blake Huntsman* 3/23/2023  
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Blake Huntsman, SEIU 1021 Date

DocuSigned by:  
*Peter Masiak* 3/25/2023  
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Peter Masiak, SEIU 1021 Date

DocuSigned by:  
*Keith Snodgrass* 3/29/2023  
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Keith Snodgrass, SEIU 1021 Date

DocuSigned by:  
*Tina Tapia* 3/24/2023  
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Tina Tapia, General Chapter President Date

DocuSigned by:  
*Cara Williams* 3/28/2023  
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Cara Williams, SSA Chapter President Date

DocuSigned by:  
*Raymond Carlson* 3/24/2023  
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Raymond Carlson, ACBH Chapter President Date

**2022 Memorandum of Understanding Negotiations  
Between the  
County of Alameda ("County")  
and the  
Service Employees International Union, Local 1021 ("Union")**

**Paid Sick Leave on Scheduled Work Days Only**

The amendment to subsection 11.D. (Sick Leave – Days or Fractions of Days) first incorporated into the September 6, 1987 to September 2, 1989 Memorandum of Understanding ("MOU") between the County of Alameda ("County") and the Service Employees International Union, Local 1021 ("SEIU"), which grants paid sick leave only for those days on which an employee would have been scheduled to work, does not prevent the employee who becomes ill while on paid vacation, from receiving sick leave under the provisions of Personnel Bulletin #6: Sick Leave on Paid Vacation, dated January 21, 1980. The provision of Personnel Bulletin #6, Sick Leave on Paid Vacation, is incorporated below:

**"Sick Leave While on Paid Vacation"**

Any employee who, while on paid vacation becomes disabled for three (3) or more working days, receives medical treatment and is bedridden and/or hospitalized, or under medical isolation orders may receive sick leave pay, providing that the nature, location, or activities of the vacation did not materially contribute to the likelihood that such a disability would occur. The Agency/Department Head, as a condition of granting sick leave with pay in lieu of vacation time, will require medical certification of being bedridden, or hospitalized, or under medical isolation. The certification must be received within five (5) working days of return to work."

**For the County:**

DocuSigned by:

*Keith Fleming*

Keith Fleming, IEDA

1/6/2023

Date

**For Union:**

DocuSigned by:

*Blake Huntsman*

Blake Huntsman, SEIU 1021

1/9/2023

Date

DocuSigned by:

*Peter Masiak*

Peter Masiak, SEIU 1021

1/9/2023

Date

DocuSigned by:

*Keith Snodgrass*

Keith Snodgrass, SEIU 1021

1/11/2023

Date

DocuSigned by:

*Tina Tapia*

Tina Tapia, General Chapter President

1/10/2023

Date

DocuSigned by:

*Cara Williams*

Cara Williams, SSA Chapter President

1/6/2023

Date

DocuSigned by:

*Thema Page*

Thema Page, ACBH Chapter President

1/17/2023

Date

**2015 MEMORANDUM OF UNDERSTANDING  
BETWEEN  
SEIU LOCAL 1021  
AND  
THE COUNTY OF ALAMEDA**

**SIDELETTER OF AGREEMENT**

**Release Time to Attend Retirement Planning Sessions**

This Sideletter of agreement provides that County employees represented by SEIU and who are members of the Alameda County Employee’s Retirement Association (ACERA) shall be afforded paid release time to attend two ACERA sponsored workshops or seminars per year.

Upon ten working days advance notice by the employee to his/her supervisor, an employee, who is a member of ACERA, shall be granted paid release time to attend two ACERA sponsored workshops/seminars per year which are held during the employee’s scheduled working hours. Sufficient paid leave shall be granted to permit the employee to travel between the work place and the session site. Planning sessions for jurisdictions other than the County of Alameda are exempted from this Sideletter.

With prior notice to the immediate supervisor, additional leave may be granted by the Agency/Department Head and charged to the employee’s accrued vacation, compensator time, in-lieu holiday and Floating holiday balance.

An Agency/Department shall not deny a request for this leave except for reasons critical to the operation of the Agency/Department.

**FOR THE COUNTY**

Keith Fleming  
Cynthia Baron  
\_\_\_\_\_  
\_\_\_\_\_

**FOR SEIU Local 1021**

Amy Kim  
[Signature]  
[Signature]  
\_\_\_\_\_

DATE: 11/19/15

DATE: Nov. 19, 2015

**SIDELETTER OF AGREEMENT**

**BETWEEN  
SEIU LOCAL 535 AND 616  
AND  
THE COUNTY OF ALAMEDA**

**STATEMENT OF POLICY AND PROCEDURES:**

**Services-As-Needed Employees in SEIU Local 616**

November 19, 2004

Employees serving in Services-as-Needed (SAN) positions within SEIU Local 616 (who work two-fifths (0.4) or more per pay period), the County will follow the administrative procedure outlined herein.

1. MONITORING PROCESS

The County will establish a monitoring system for departments and agencies for the purpose of insuring that such departments and agencies are aware of the actual hours of work and length of employment of individuals serving in SAN positions. Where Human Resource Services determines that an employee is in a SAN position for 12 months (1950 hours for 75.0/2080 hours for 80.0 hours) continuously in the same position in the same department and has gained tenure, one of the following actions will be required:

- a. Commence the process of transitioning the employee to full or part time status; or,
- b. Justify, in writing, to the Civil Service Commission why the employee should not be transitioned.

Disputes regarding such justification shall be resolved by the Civil Service Commission why the employee should not be transitioned.

For employees in SAN positions who are regularly scheduled on a full-time basis, leaves of absence which have been agreed to and approved in writing by the department head of up to six months duration and/or periods of non-utilization or periods of non-availability totaling 15 work days or less in any twelve month period shall not constitute an interruption of continuous service for the purpose of this section. Such absences or periods of non-utilization/non-availability shall not count toward the accumulation of such service time, but their occurrence shall also not require an employee to begin again the accumulation of such service time. Therefore, the calculation of twelve months of continuous service may extend to the equivalent of twelve months of service accumulated over a longer period of time whenever such leaves of absence or periods of non-utilization/non-availability occur. Also for the purpose of this section, for employees in SAN positions who are regularly scheduled on a part-time basis, these same provisions in regard to the continuity of service shall apply on a pro-rated basis. (For example: an employee regularly scheduled to work three-fifths time may experience a temporary period of non-utilization/non-availability of a total of nine days or less in any twelve month period before incurring a break in the continuity of service).

2. CONVERSION TO PERMANENT STATUS:

Where the employing department requests the employee to be converted to full or part time status, Human Resource Services will:

- a. Conduct an audit of the position to determine the appropriate class for conversion to full or part time status.
- b. Determine whether the incumbent is appointable to the position either through a non-competitive qualifying exam (the incumbent must have performed the duties of the position to the equivalent of full time for one year) or by being selected from an appropriate eligible list; and,
- c. If the incumbent is eligible for appointment, process the reallocation of the position. Human Resource Services will make every effort to act on and where warranted, complete such reallocations within 45 calendar days of the receipt of the request from the employing department.

3. APPLICATION

- a. This policy applies to employees in SEIU Local 616.
- b. It is not the intent of this policy to condone the continuing use of SAN appointments where a long-term history (a year or longer) of regular full or part-time work scheduling in a position designated as SAN indicates such appointments are no longer consistent with Rule 1713.
- c. Nothing herein shall limit the right of employees in SAN positions to appeal the allocation of their positions pursuant to Civil Service Rule 1232.

FOR THE COUNTY:

Keith Fleming  
Sharon Harris  
[Signature]  
Dennis A. Wardle

FOR SEIU:

[Signature]  
[Signature]

DATE: 11/19/04

**SIDELETTER OF AGREEMENT**




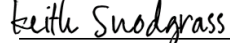

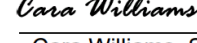
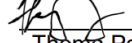
**Library – Alameda County Library Labor Management Committee**

September 7, 2022

The Alameda County Library and SEIU Local 1021 are committed to open communication to provide a positive work environment and enhance services to the public. In an effort to achieve these goals, the parties agree to the establishment of a Labor Management Committee.

The parties agree to the following:

1. The Committee will provide a forum for information-sharing, identification of issues requiring resolution and review of workplace developments.
2. The Committee will not discuss issues related to discipline, grievances, individual performance problems, negotiations or meet and confer items.
3. This Committee will be comprised of: two (2) representatives from HRS Labor Relations, one (1) business representative of SEIU, one (1) bargaining unit member for each bargaining unit represented by SEIU within the ACL system with a maximum of three (3) SEIU-represented ACL employees, and a maximum of three (3) ACL management employees.
4. The Committee shall meet no less frequently than quarterly.
5. One (1) week prior to the meeting, the SEIU Business Representative will send a list of topics to be discussed and a list of attendees to be present to the Library Departmental Personnel Officer. If no agenda items are received, from the business representative one (1) week before the meeting, no meeting will be held.
6. Meetings will be two (2) hours in length and may be extended by mutual agreement.
7. The Committee shall maintain written agendas and minutes of the meeting.

<p><b>COUNTY OF ALAMEDA</b>  <small>DocuSigned by:</small>            Keith Fleming, IEDA          9/1/2022</p>	<p><b>FOR SEIU LOCAL 1021</b>  <small>DocuSigned by:</small>            Blake Huntsman, SEIU 1021          9/1/2022</p> <p><small>DocuSigned by:</small>            Peter Masiak, SEIU 1021          9/8/2022</p> <p><small>DocuSigned by:</small>            Keith Snodgrass, SEIU 1021          9/9/2022</p> <p><small>DocuSigned by:</small>            Tina Tapia, General Chapter President          9/2/2022</p> <p><small>DocuSigned by:</small>            Cara Williams, SSA Chapter President          9/6/2022</p> <p><small>DocuSigned by:</small>            Jennifer Page, ACBH Chapter President          9/7/2022</p>
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**Sideletter of Agreement  
County of Alameda  
And  
Service Employees International Union, Local 1021**

**Sheriff's Office Modification of Work Hours and Alternate Work Schedules**

**December 11, 2022**

The County of Alameda ("County") and the Northern California Public Sector Region, Local 1021 of the Service Employees International Union, CTW ("Union"), collectively herein as "Parties", entered into this Sideletter of Agreement ("Sideletter") to the Memorandum of Understanding ("MOU") to codify the Alameda County Sheriff's Office ("ACSO") Alternate Work Schedule covering a variety of ACSO employees in classifications represented by SEIU. This Sideletter also codifies previous Sideletters (original signed on April 23, 2008; amended June 17, 2013; August 22, 2016; and April 30, 2019) entered into between the County and SEIU. For purposes of this Sideletter and unless expressly stated otherwise, the term "Sheriff" also refers to subordinates authorized by the Sheriff to carry out specific functions under this Sideletter on the Sheriff's behalf.

The parties agree that the Sheriff shall, at the Sheriff's own discretion, determine which classifications and positions working within the ACSO, may work the Alternate Work Schedules codified herein.

**Part I. Purpose**

The Parties are signatories to an MOU that by its terms as they exist at the signing date of this Sideletter will expire January 3, 2026. The MOU sets forth certain terms and conditions of employment that apply to employees in classifications for which the Union is the recognized exclusive representative. Among these employees are certain employees that report indirectly to the Sheriff through one or more of the Sheriff's designated subordinate managers.

**Part II. Alternate Work Schedules**

- A. **Alternate Work Schedules.** In addition to the schedules authorized in the MOU, the Sheriff may apply any of the following alternate regular work schedules to certain ACSO employees as identified in subsection B. (Applicability) of this Part II. below:
1. **Modified 11½ or M-11.5 Schedule:** Three (3) days of work, eleven and one-half (11½) hours of work per day plus a fourth (4<sup>th</sup>) workday of five and one half (5 ½) hours of work, within an FLSA work week, plus a one-half (½) hour unpaid meal period each eleven and one-half (11 ½) hour workday and a one-half (½) hour unpaid meal period on the five and one-half (5 ½) hour workday. This schedule shall hereinafter be referred to as the "Modified 11½" or "M-11.5" schedule; or
  2. **Rotating 37.5 or R-37.5 Schedule:** A rotating two (2) FLSA work week work schedule consisting in the first FLSA work week of five (5) consecutive days of work, seven and one-half (7 ½) hours of work per day plus a one (1) hour unpaid meal period each work day; followed in the second FLSA work week by three (3) work days of nine and one-half (9 ½) hours of work each work day and one (1) day of nine (9) hours of work, plus a one (1) hour unpaid meal period each work day (hereinafter "Rotating 37.5" or "R-37.5"); or
  3. **4/10 Schedule:** Four (4) days of work within an FLSA workweek ten (10) hours of work per work day plus a one (1) hour unpaid meal period each workday (hereinafter "4/10").
- B. **Applicability.** At the sole discretion of the Sheriff, the Sheriff or designee may apply Alternate Work Schedules as defined in Section A.1., A.2., or A.3. to some or all of the ACSO employees in classifications represented by the Union.

C. Special Conditions M-11.5 Schedule. The following terms apply to employees assigned to the M-11.5 schedule:

1. All scheduled five and one-half (5 ½) shifts shall occur on Wednesdays.
2. No watch exchanges will be permitted on Wednesdays.
3. Except as otherwise required by law, vacation and compensatory time off may not be used on Wednesdays unless authorized in advance by the appropriate supervisor as denoted in the unit-specific Vacation/Compensatory Leave book.
4. The Sheriff shall determine shift starting and ending times. Once an employee has begun working an assigned M-11.5 schedule and except in a bona fide emergency, the Sheriff shall not change the employee's regularly scheduled shift starting or ending time before giving the employee fourteen (14) days advance notice of the revised regular starting and ending time. Nothing herein shall interfere with the Sheriff's continued periodic use of early call-in or extended work hours as dictated by operational requirements.
5. Regularly scheduled days off of employees on the M-11.5 schedule shall be Sunday, Monday and Tuesday or Thursday, Friday and Saturday.

D. Holidays. The maximum value of a holiday is 7.5-hours for a classification normally scheduled to work 75-hours per pay period or 8-hours for a classification normally scheduled to work 80-hours per pay period. Employees regularly assigned to an Alternate Work Schedule pursuant to this Sideletter shall be subject to the following conditions respecting paid holidays.

1. Holidays Falling On A Scheduled Day of Rest. Subsection 9.E.4.b. (In-Lieu Day Off) of the MOU shall apply when the holiday falls on an employee's regularly scheduled day off. However, in determining the employee's compensation due for such holiday, the employee on an Alternate Work Schedule shall be compensated in cash as though the employee was normally scheduled to work eight (8) hours per day, five (5) days per week (if on a M-11.5 or 4/10 schedule) or seven and one-half (7 ½) hours per day (if on an R-37.5 schedule).
2. Pay for Holiday Work. An employee who works on a holiday shall be compensated in cash for all hours worked on such holiday in the manner provided by section 9.E.1.b. the MOU.
3. Observed Holidays. Except as provided in this paragraph, an employee who does not work on a holiday on which the employee is normally scheduled to work shall be paid seven and one-half (7½) hours at the employee's regularly scheduled straight time rate (if on an R-37.5 schedule, or eight (8) hours at the employee's regular straight time rate for the holiday if on an M-11.5 or 4/10 schedule. If the holiday falls on an employee's regularly scheduled shift that is longer than seven and one-half (7½) (if on an R-37.5 schedule), or eight (8) hours (if on an M-11.5 or 4/10 schedule), the County shall deduct from the employee's accumulated compensatory time off balance the number of hours that equals the difference between the number of hours in the scheduled shift and seven and one-half (7½) or eight (8) hours (e.g. 2-hours for a 10-hour shift for an employee on a 4/10 schedule), whichever applies. If that balance is insufficient, the County shall deduct the difference from the employee's accumulated vacation balance. If that balance is insufficient, remaining time shall be charged as leave without pay.

If the employee is on an M-11.5 schedule and the holiday falls on a Wednesday on which the employee is normally scheduled a five and one-half hour shift, he or she shall be entitled five and one-half (5.5) hours of pay at the employee's straight time rate for the five and one-half



(5.5) hours of the employee's shift taken off as a holiday, plus an additional two and one-half (2½) hours of holiday equalization pay in cash at the straight time rate.

In lieu of the foregoing terms of this subsection 3. (Observed Holidays), the Sheriff may at the Sheriff's discretion, for the workweek in which a holiday falls, return an affected employee to a regular work schedule (i.e., a non-Alternate Work Schedule) in the manner provided under subsection 7.R. (Biweekly Work Schedule in the Sheriff's Department) of the MOU. Unless the Sheriff determines otherwise, the employee shall return to the employee's designated Alternate Work Schedule the next week.

E. Vacation Accrual and Charges.

1. An employee on an Alternate Work Schedule as set forth above shall accrue vacation pursuant to the MOU.
2. When the employee is off on vacation, the employee's accumulated vacation balance shall be charged for the actual time off (e.g., 11.5-hours charged for 11.5-hours off work, 9-hours charged for 9-hours off work, etc.).

F. Sick Leave Accrual and Charges.

1. An employee on an Alternate Work Schedule as set forth above shall accrue sick leave pursuant to the MOU.
2. When the employee is off on sick leave, the employee's accumulated sick leave balance shall be charged for the actual time off (e.g., 11.5-hours charged for 11.5-hours off work, 9-hours charged for 9-hours off work, etc.).

G. Termination of Alternate Work Schedule. The Sheriff may, at the Sheriff's exclusive discretion, return any employee(s) to a non-Alternate Work Schedule as set forth in the MOU at any time the Sheriff determines that it is in the best interests of the ACSO to do so, upon fourteen (14) days advance notice to the affected employee(s).

H. No Precedent. The Parties acknowledge that movement of classifications covered by this Sideletter to a shift approximating twelve (12) hours per day does not entitle such employees to the same pension plan as applies to Deputy Sheriffs. The Parties agree that the use of such schedule under the terms of this Sideletter shall not be raised as a precedent or offered as evidence in any future labor relations or litigation setting to support a claim by SEIU or any other person that employees covered by this Sideletter, past, present or future, are legally entitled or should be legally entitled to a public safety pension plan the same as or similar to that presently applicable to Deputy Sheriffs.

I. Transitional Steps.

1. For new employees covered under this Sideletter, the department will provide sign-up sheets for employees to express their preference for a shift and/or schedule in order of seniority. The department will consider seniority when assigning the final schedules subject to the Sheriff's determination of operational needs. All sign-up requests for alternate bi-weekly work schedules must be approved in advance by the Sheriff.
2. Nothing in this Sideletter shall be construed as impairing or diminishing the Sheriff's right to determine the distribution of shifts and schedules among the workforce notwithstanding employee expressions of preference or seniority to the contrary, nor shall the terms of this Sideletter be construed to guarantee any employee a right to a preferred shift or schedule.

**Part III. Hours of Work for Criminalists**

- A. The regularly scheduled workweek of employees in the Criminalist I, II, and III classes shall consist of forty (40) hours of work per week, exclusive of the unpaid meal period.

**Part IV. General Provisions**

- A. Integration. This Sideletter is the agreement between the parties. There are no terms, promises, conditions or obligations pertaining hereto other than as expressed herein in writing.
- B. Construction. To the extent, if any, the terms of this Sideletter conflict, are inconsistent with, or address the same subject as the MOU, the terms of this Sideletter shall prevail. All other terms of employment set forth in the MOU shall continue to apply to employees on Alternate Work Schedules.
- C. Duration. This Agreement shall remain in effect through the term of the MOU Part IV above shall remain in effect until and unless modified through the negotiation process for a successor to the current M.O.U. between the parties or its successor(s)..

Dispute Resolution. Any dispute over the application of this Sideletter shall be resolved through the grievance procedure set forth in the Parties' MOU.

**COUNTY OF ALAMEDA**

DocuSigned by:

*Keith Fleming*

11/22/2022

Keith Fleming, IEDA

**FOR SEIU LOCAL 1021**

DocuSigned by:

*Blake Huntsman*

11/22/2022

Blake Huntsman, SEIU 1021

DocuSigned by:

*Peter Masiak*

11/23/2022

Peter Masiak, SEIU 1021

DocuSigned by:

*Keith Snodgrass*

11/29/2022

Keith Snodgrass, SEIU 1021

DocuSigned by:

*Tina Tapia*

11/28/2022

Tina Tapia, General Chapter President

DocuSigned by:

*Cara Williams*

11/29/2022

Cara Williams, SSA Chapter President

DocuSigned by:

*Thema Page*

12/5/2022

Thema Page, ACBH Chapter President

**Statement to Support Request for Sick Leave**

SIDELETTER OF AGREEMENT  
BETWEEN  
SEIU LOCALS 535 AND 616  
AND  
THE COUNTY OF ALAMEDA

ALAMEDA COUNTY  
STATEMENT TO SUPPORT REQUEST FOR SICK LEAVE

November 22, 2004

INSTRUCTIONS: It is the employee's responsibility to have a physician certified to practice in California complete the form below in full, answering each question based upon his professional knowledge of the health situation for which sick leave is requested.

\_\_\_\_\_ was under my professional care from  
Name of Employee

\_\_\_\_\_ to \_\_\_\_\_  
Date Date

The patient was seen by me for: (check applicable statement)

\_\_\_\_\_ symptoms confirmed by observation or test

\_\_\_\_\_ symptoms reported by the patient

I am aware that the employee's work duties are as follows (to be filled in by the employee, describing the specific job that the person performs for the County of Alameda):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Based upon my understanding of the employee's job assignment and my assessment of the employee's health situation, it is my recommendation that the person return to work on \_\_\_\_\_  
Date

\_\_\_\_\_  
(Physician's Signature)

FOR THE COUNTY:	FOR SEIU:
<u>Felth Fleming</u>	<u>James J. Jusserson</u>
<u>Alan Fleming</u>	<u>Justin Beal</u>
<u>Dennis S. Ward</u>	
DATE: <u>11/22/04</u>	

**Social Services Agency**  
**Department of Children and Family Services**

**SIDELETTER OF AGREEMENT  
BETWEEN  
SEIU LOCAL 1021  
AND  
THE COUNTY OF ALAMEDA**

**November 8, 2015**

**DEPARTMENT OF CHILDREN AND FAMILIES SERVICES**

This Sideletter of Agreement between the County of Alameda and SEIU Locals 535 and 616 applies to bargaining unit members in the Department of Children and Families Services of the Alameda County Social Services Agency.

The Board of Supervisors is committed to value-based budgeting; it recognizes that the protection of vulnerable children from neglect and abuse has a very high priority in the allocation of County resources; and it pledges, as part of its budget process, to meet and confer as required by law and to seriously and earnestly consider any recommendation that will further child welfare fairness and worker safety.

To that end, a joint Labor/Management Committee on the Crisis in Child Welfare will be established within 60 days from the adoption of this agreement, comprised of the Social Services Agency Director and a member of the Board of Supervisors who will reestablish and will meet with eight other management employees and eight non-management SEIU represented departmental employees designated by their Union. The Union participants will attend all Labor Management Committee meetings on release time.

The goal of the Labor Management Committee is to assist in the development of effective caseloads and to make recommendations to the Board of Supervisors for its review and consideration during its budgetary process each fiscal year. In order to achieve its goal, the Labor Management Committee may develop, review, and recommend revenue enhancement strategies, structural and programmatic changes, fiscal strategies, effective sizes and workers' safety initiatives.

The Labor Management Committee will meet at least once a month to develop and refine triage plans, to monitor the outcomes of the budgetary/legislative strategies and worker safety efforts set forth in this sideletter and by mutual agreement whenever worker(s) have caseloads that exceed existing effective sizes.

Minutes of each Labor Management Committee meeting, including all Committee recommendations, shall be distributed to each member of the Board of Supervisors. Additionally, the Social Services Agency shall report three times per year to each Board member the nature of the assigned caseloads and any agency action taken to ameliorate the caseloads.

**WORKER SAFETY – INDEMNIFICATION**

In the event that the County is served with a lawsuit or lawsuits involving members of the bargaining unit and in which bargaining unit members are identified by name as defendants, or are clearly identifiable as fictitiously named defendants, the County will immediately notify the bargaining unit member or members so identified of their potential liability, and will also notify the member or members of their rights to County representation and indemnification pursuant to the Government Code of the State of California. Upon such notification, it will be presumed that the employee has thereby requested that the County provide a defense to the employee/employees unless the employee or employees specifically and with full knowledge of the facts and their right, affirmatively and unmistakably decline such representation and indemnification. In the

event any conflict exists between the rights of the involved employees and the County, in any lawsuit, the County will provide representation separate from that of the County or any other defendant as to whom there might be a conflict of interest.

### **COUNTY COMMITMENT**

The Board of Supervisors is committed to reducing assigned to promote quality and effective services in the Department of Children and Family Services of the Social Services Agency. This commitment is consistent with the County's Value-Based Budgeting Program Priorities. Additional funding will be allocated to child welfare services whenever funding can be identified. Nothing herein removes the Board of Supervisors' discretion to determine during its budget deliberation processes that additional funding may be allocated to child welfare services.

### **CASE MONITORING**

The Board of Supervisors is committed to reducing case assignments and effectively monitoring case load sizes in order to promote quality and effective services in the Department of Children and Family Services of the Social Services Agency. Therefore, the Social Services Agency is establishing effective case load sizes for those Child Welfare Workers who are assigned cases in one of the listed programs as their primary assignment.

<b>Program</b>	<b>Effective Sizes</b>
Emergency Response, field workers (ERU)*	15**
ERU Placement/RFA Swing Shift	25
Family Reunification	19
Permanent Youth Connection	29
Family Maintenance – Children	28
Family Maintenance – Family	18
Informal Family Maintenance – Children	28
Informal Family Maintenance – Family	18
Dependency Investigation*	5
Adoptions Children	28
Independent Adoption	21 Families
Step Parent Adoption	32 Families
ILSP	29
SEED	22
Court Finalization Unit	28
Placement	20 per month
Post Permanency Unit	<b>Combined Total: 27</b>
	<i>(Includes Post Adoption Information Cases (PAIC), Age Reassessment, AAP Age Increase, AAP Extension to 21, KG Reassessments, Out of Home (OHP) Wrap, etc.)</i>
RFA Matched	30
RFA Unmatched	30
Guardianship	90
	<i>(1 case credit each ongoing guardianship case (child); 1 case credit for each CPS screening (guardian) and 6.4 case credit for each probate report assigned.)</i>
Family Preservation	6 families/10 children
	<i>(Reduce caseload by 1 family/2 children for each group they facilitate)</i>
RFA/ICPC	15 new home studies/month
Kinship Unit	29

All existing Children and Family Services case carrying programs as of December 31, 2006, not covered by this Sideletter of Agreement shall be discussed at the Social Services Agency – Children and Family Services

Labor/Management Team meetings. The Union and Management shall meet on the status of the effective sizes at a regular meeting of the Labor/Management Team (LMT) for the Department of Children and Family Services.

\*It is the practice and policy of the Social Services Agency/Department of Children and Family Services, that when workers are assigned as an Emergency Response Child field worker (ERU) or a Dependency Investigator and are absent on approved leave for five or more consecutive work days, they shall be removed from assignment rotation during the period of their absence.

\*\*Immediate (I's) referrals/cases and 10-day referrals/cases will be equitably assigned on a rotational basis among the Emergency Response Child Welfare Workers present at time of assignment.

The Social Services Agency/Department of Children and Family Services shall give a weight of 1.5 for each case defined as Medically Fragile, Non-Reunification or Out of State NDM.

The Social Services Agency will prepare a report regarding current cases with the number of assigned workers and forward such report to the Board of Supervisors in the months of February, June and October of each year. The report will include the following elements:

- Number of cases assigned by program
- Number of case-carrying Child Welfare Workers by program
- Personnel changes that may affect case assignments such as resignations, individuals on leave, etc.
- Evaluation of Agency actions taken to reduce case assignments

The Board of Supervisors will assess the report and consider budgetary implications of the report during the annual budget preparation process

The Director of the Social Services Agency shall notify the Social Services Subcommittee of the Board of Supervisors, the Union, and the Labor/Management Committee on Children and Families Service Delivery within 30 working days from the end of the month in which actual assigned cases exceed the effective case load sizes by ten (10%) percent. Within 15 working days of that notification the Social Services Agency shall meet with the Union to disclose and discuss all information and provide copies of all documentation on which the projection is based. If no agreement is reached between the Union and the Social Services Agency to resolve the issue, the Director of the Social Services Agency shall notify the Social Services Subcommittee of the Board of Supervisors during a public meeting.

Any proposed changes in the effective sizes or creations of new categories shall be subject to meet and confer pursuant to Section 22 of the Memorandum of Understanding.

### **PREMIUM PAY**

Effective July 1, 2007 Child Welfare Workers who are assigned cases in one of the programs listed above as their primary assignment, shall receive a \$100 premium payment per pay period when their exceeds effective case load size for a continuous period of at least 50 calendar days. Such premium payment shall be made retroactive to the pay period when the worker's case load exceeded 10% of the effective size. Premium pay will increase at the rate of 10% increments for every 30 calendar days that their caseload\_exceeds effective sizes beyond the first 50 calendar days, not to exceed a total premium of \$160. (For example, if a worker exceeds the effective size for more than 80 days the worker would receive \$110 effective the 51<sup>st</sup> day. If the exceeds the effective size for 110 days, the worker would receive \$121 effective the 81<sup>st</sup> day and so on to a maximum of \$160.)

### **GRIEVANCE PROCESS**

The provisions of this Sideletter of Agreement shall be grievable, pursuant to Section 20 of the Memorandum of Understanding. However, the union may file and pursue claims that the Social Services Agency and/or

the Director of Social Services, but not the Board of Supervisors or its committees, have failed to perform duties placed upon them by the provisions of the agreement. In no event, however, shall an arbitrator have the power to require that fewer cases be assigned to any Child Welfare Worker or that additional workers be assigned or hired.

**FOR THE COUNTY:**

Cynthia Baron  
Michelle  
Fitch w/ J. Patten

**FOR SEIU LOCAL 1021:**

J. H.  
RM  
Nancy Ghed

DATE: 5/8/18

DATE: 5/4/18

**Social Services Agency**  
**Department of Children and Family Services – Caseload Standards for Out of State Non-Minor Dependents**

**SIDELETTER OF AGREEMENT  
BETWEEN  
SEIU LOCAL 1021  
AND  
THE COUNTY OF ALAMEDA**




**CASELOAD STANDARDS FOR OUT OF STATE NON-MINOR DEPENDENTS**

**03/26/2015**

On March 9, 2015, the parties agreed to the following:


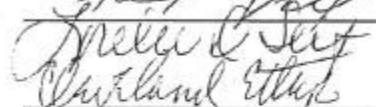
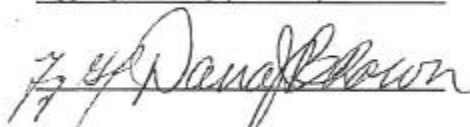
1. Effective October 1, 2015, the caseload standards for Out of State Non-Minor Dependents (NMD) cases will be weighted at **1.5** per case.
2. Effective May 1, 2015, the designated SSA Division Secretary will make airfare and hotel reservations for employees. Hotel reservations will be made at a hotel that is located within a reasonable distance (within 60 miles) to the destination. Hotel reservation guarantees and payments will be made using the agency's credit card.
3. A reimbursement check will be issued within **3 working days** following the submission by the employee of a complete and approved travel expense reimbursement claim to the SSA Procurement Office.
4. Other County approved expenses will be covered with a prepaid debit card to be issued at the time of travel approval. All receipts and cards will be returned to the Accounting Specialist I or designee in the Finance Department- General Accounting Unit by the employee upon return to work. Receipts may be submitted via QIC. Cards must be submitted according to the Prepaid Cards Procedure.

FOR THE COUNTY:

  
 \_\_\_\_\_  
  
 \_\_\_\_\_  
  
 \_\_\_\_\_

DATE: 3/30/15

FOR SEIU:

  
 \_\_\_\_\_  
  
 \_\_\_\_\_  
  
 \_\_\_\_\_

DATE: 3/25/15



**2022 Memorandum of Understanding Negotiations  
Between the  
County of Alameda ("County")  
and the  
Service Employees International Union, Local 1021 ("Union")**

**Sideletter of Agreement**

**Social Services Agency  
Eligibility Services Technician Series Performance Evaluation**

The County and the Union agree that within 120 working days of ratification of the Memorandum of Understanding by the Union and approval by the Board of Supervisors, the Parties shall meet to review the Performance Evaluation used by the Social Services Agency ("SSA") for the Eligibility Services Technician classification series with the intent of determining the essential core competencies, e.g., workload, budgeting, customer service, time management, etc., used by SSA management to determine employee's successful performance of the job.

**For the County:**

DocuSigned by:  
*Keith Fleming* 3/31/2023  
99E83705810241D  
Keith Fleming, IEDA Date

**For Union:**

DocuSigned by:  
*Blake Huntsman* 4/3/2023  
49A0F76CA1B4431  
Blake Huntsman, SEIU 1021 Date

DocuSigned by:  
*Peter Masiak* 3/31/2023  
3AEEF7E83D941E  
Peter Masiak, SEIU 1021 Date

DocuSigned by:  
*Keith Snodgrass* 4/3/2023  
74470093448E415  
Keith Snodgrass, SEIU 1021 Date

DocuSigned by:  
*Tina Tapia* 4/3/2023  
7CB4445F68AD4CD  
Tina Tapia, General Chapter President Date

DocuSigned by:  
*Cara Williams* 4/3/2023  
D9C188035178925  
Cara Williams, SSA Chapter President Date

DocuSigned by:  
*Raymond Carlson* 4/3/2023  
4901012C48F1C95  
Raymond Carlson, ACBH Chapter President Date

**Social Services Agency**  
**Joint Committees for Department Concerns**

**SIDELETTER OF AGREEMENT**

**JOINT COMMITTEES FOR DEPARTMENT CONCERNS**

**SOCIAL SERVICES AGENCY**

**MARCH 12, 2007**

The Alameda County Social Services Agency and Service Employees International Union Locals 535 and 616 hereby agree to the following:

1. Joint committees for Department Concerns

A. The Purpose of the Committees

1. The long-term goal of this agreement is to establish a framework for effective labor-management collaboration which enables the Agency to creatively address the demands of the future while preserving the integrity and rights of the workforce.
2. The purpose of the Committees will be to meet, discuss, decide, or make recommendations regarding issues related to the operation of the Agency's service departments. Issues may include but are not limited to the following:
  - a. Consistency of Department operations with policies
  - b. Communications
  - c. Workload distribution
  - d. Morale
  - e. Department procedures
  - f. New program initiatives
3. The Committees will provide a forum for information-sharing, identification of issues requiring resolution, and review of workplace developments.
4. The Committees will not discuss issues related to discipline, grievances, individual performance problems, negotiations, or meet-and-confer items.

B. Composition

1. The Committees will include a maximum of six Social Services Agency representatives from SEIU Local 535 and/or 616 plus a Business Agent from 535 and a Business Agent from 616, and an equal number (up to eight) of representatives from Department administration, including the Department Head.

C. Committee Protocol

1. Committee protocol will be decided by the Committees. Such issues as routing of agenda and minutes, meeting leadership, and recording will be decided at the initial meetings.
2. Committees should maintain formal agendas and records of meetings.

- 3. Responsibility for chairing the Committees will be alternated between SEIU and management.
- 4. The Committees shall meet no less frequently than quarterly.
- 5. This sideletter shall be in effect through the term of the current MOU between Alameda County and SEIU Locals 535 and 616.

D. Joint Labor-Management Teams

It is acknowledged by the County that employees designated by the Union and released by the County to serve on teams specifically designated as a joint departmental Labor Management Team lasting more than 30 calendar days may be unable to maintain their workload when attending said meetings. To that end, the Director or his/her designee shall reassign or make other reasonable adjustments to the employee's workload as the Agency determines necessary.

Committees

- Labor-Management Team for Department of Children and Families Services
- Labor-Management Team for Department of Workforce and Benefits Administration/Employment Services
- Labor-Management Team for Department of Adult and Aging Services
- Labor-Management Team for Agency Administrative and Finance

FOR THE COUNTY

Keith Fleming  
Cynthia Brown  
Gommie J. Hill  
Alisa

DATE: 3/13/07

FOR SEIU Locals 535 & 616

[Signature]  
[Signature]

DATE: 3/13/07

**Social Services Agency**  
**Welfare Workload Distribution**

**2015 MEMORANDUM OF UNDERSTANDING NEGOTIATIONS**  
**BETWEEN**  
**SEIU LOCAL 1021**  
**AND**  
**THE COUNTY OF ALAMEDA**

**SIDELETTER OF AGREEMENT**

**WELFARE WORKLOAD DISTRIBUTION**

Where an employee, who is already at "budgeted standards" is assigned work other than that required by the regularly assigned caseload, the Agency shall endeavor to spread and rotate such extra assignments throughout the unit in such a manner that in any thirty (30) day period such extra tasks shall not fall disproportionately on any one worker.

**FOR THE COUNTY**

Felix Clemme  
Cynthia Baron  
\_\_\_\_\_  
\_\_\_\_\_

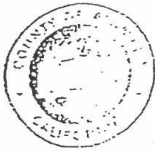
DATE: 11/19/15

**FOR SEIU Local 1021**

[Signature]  
[Signature]  
[Signature]  
\_\_\_\_\_  
\_\_\_\_\_

DATE: Nov. 19, 2015

**Workload During Negotiations**



MEL HING  
COUNTY ADMINISTRATOR

COUNTY ADMINISTRATOR  
1221 OAK STREET • SUITE 555 • OAKLAND, CALIFORNIA 94612 • (415) 272-6984

STEVEN C. SZALAY  
ASSISTANT COUNTY ADMINISTRATOR

SIDELETTER OF AGREEMENT  
WORKLOAD DURING NEGOTIATIONS

The County recognizes that employees who are designated by the Union and released by the County for attendance at multiple meet and confer sessions lasting over 30 calendar days cannot perform work when the employee is attending meet and confer sessions. In those instances when the Agency/Department Head determines an employee's workload is not current due to attendance at meet and confer sessions, the Agency/Department Head shall reassign such portion of the employee's workload or make such other reasonable adjustments as the Agency/Department Head determines is necessary.

For the County:

Karen D. Schumann  
Nancy Reilly  
Yvonne J. Inwalle

For the Unions:

Shirley White  
SEIU, Local 250  
WOOY CHINE  
SEIU, Local 535  
Tom Abbott  
SEIU, Local 616

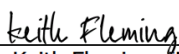
Signed and entered into this 19th day of November, 1987.  
(81421)

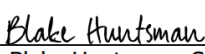
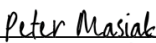
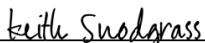



**INFORMATION DOCUMENTS**

The documents listed below and included in the MOU are information items only and are neither Sideletters of Agreement nor Letters of Understanding. As such, these are not grievable but are legally enforceable through the courts.

<b>Document</b>	<b>Page</b>
• August 4, 1981 Letter from Joseph P. Bort Regarding Scheduling of Lunches	
• November 18, 2015 Memorandum from Gregory J. Ahearn to Sheriff’s Office Members of SEIU Regarding Labor Management Team	
• August 4, 1981 Letter from Joseph P. Bort Regarding Sickout Sideletter	

**TENTATIVE AGREEMENT**

**For the County:**  
DocuSigned by:  
  
 Keith Fleming, IEDA  
 11/22/2022  
 \_\_\_\_\_  
 Date

**For Union:**  
DocuSigned by:  
  
 Blake Huntsman, SEIU 1021  
 11/22/2022  
 \_\_\_\_\_  
DocuSigned by:  
  
 Peter Masiak, SEIU 1021  
 11/23/2022  
 \_\_\_\_\_  
DocuSigned by:  
  
 Keith Snodgrass, SEIU 1021  
 11/29/2022  
 \_\_\_\_\_  
DocuSigned by:  
  
 Tina Tapia, General Chapter President  
 11/28/2022  
 \_\_\_\_\_  
DocuSigned by:  
  
 Cara Williams, SSA Chapter President  
 11/29/2022  
 \_\_\_\_\_  
DocuSigned by:  
  
 Thema Page, ACBH Chapter President  
 12/5/2022  
 \_\_\_\_\_  
 Date

**Information Document**  
**August 4, 1981 Letter from Joseph P. Bort Regarding Scheduling of Lunches**



BOARD OF SUPERVISORS

JOSEPH P. BORT  
SUPERVISOR FOURTH DISTRICT

August 4, 1981

Mrs. Shirley Ware  
Hospital and Institutional  
Workers, Local 250  
2417 Mariner Square Loop  
Alameda, Ca. 94501

Mr. Randy Johnese  
Social Services Union  
Local 535  
2936 McClure  
Oakland, Ca. 94606


Mrs. Diane Burneo  
United Service  
Employees, Local 616  
337 - 17th Street  
Oakland, Ca. 94612

Dear Field Representatives:

RE: Scheduling of Lunch Periods

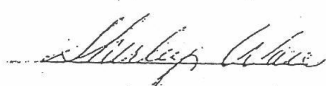
This is to confirm that it is not the intent of the County to intentionally assign a lunch period to an employee so as to avoid giving the employee a rest period as provided in Section 6 (d) of the current Memorandum of Understanding.

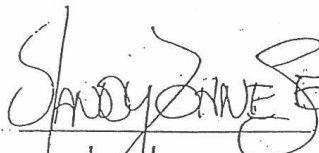
Very truly yours,

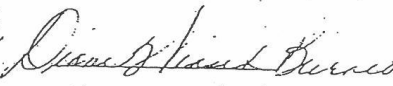
  
Joseph P. Bort  
Chairman, Board of supervisors

JPB:NI:tc

APPROVED AND ACCEPTED:

  
\_\_\_\_\_  
8/14/81  
Date

  
\_\_\_\_\_  
8/14/81  
Date

  
\_\_\_\_\_  
August 14, 1981  
Date

**Information Document**  
**November 18, 2015 Memorandum from Gregory J. Ahern to Sheriff's Office**  
**Quarterly Labor Management Team Meetings**

Alameda County Sheriff's Office

Lakeside Plaza, 1401 Lakeside Drive, 12<sup>th</sup> Floor, Oakland, CA 94612-4305



Gregory J. Ahern, Sheriff

Director of Emergency Services  
Coroner - Marshal

**MEMORANDUM**

DATE: November 18, 2015  
TO: Sheriff's Office Members of SEIU  
FROM: Gregory J. Ahern, Sheriff  
SUBJECT: **LABOR MANAGEMENT TEAM**

The Sheriff's Office is committed to open communication amongst all staff. As such, I intend to have quarterly Labor Management Team meetings with four (4) members from SEIU Labor, which will include employees and/or SEIU representatives, along with four (4) members from Sheriff's Management. Labor and Management are able to name their own representatives to each meeting, which may vary depending on the topics on the agenda.

The meetings will be held quarterly (January, April, July and October) on a mutually agreed upon date and location. An agenda will be sent to the Human Resources Manager from SEIU Labor one week prior to the meeting with a list of topics to be discussed and a list of attendees to be present. If no agenda is received one week before the meeting, no meeting will be held.

Agenda issues will be those issues not subject to meet and confer. Meetings will be one hour in length.

GJA:dr



**Information Document  
August 4, 1981 Letter from Joseph P. Bort Regarding Sickout**



BOARD OF SUPERVISORS

JOSEPH P. BORT  
SUPERVISOR, FOURTH DISTRICT

August 4, 1981

Mrs. Shirley Ware  
Hospital and Institutional  
Workers, Local 250  
2417 Mariner Square Loop  
Alameda, Ca. 94501

Mr. Randy Johnese  
Social Services Union,  
Local 535  
2936 McClure  
Oakland, Ca. 94609

Mrs. Diane Burneo  
United Service  
Employees Local 616  
337 - 17th Street  
Oakland, Ca. 94612

Dear Field Representatives:

RE: Sickout Side Letter

The County and Union agree as follows:

1. County and Union have met and conferred pursuant to Government Code Section 3500 et. Seq. regarding the County's policy of denying sick leave with pay to employees who have engaged in a "sickout" as a form of concerted action.
2. County and Union agree that an employee absent during what an Agency/Department Head, in his/her discretion, determines to be a concerted sickout shall not be eligible for sick leave with pay for such absence unless the employee submits within five (5) working days from the date of such absence evidence of sickness or injury consisting of declarations of the employee and a physician signed on forms supplied by the County, copies of which are attached. The Agency/Department Head, with the approval of the County Administrator, may waive the declarations requirement where there is compelling evidence of the employee's sickness or injury.

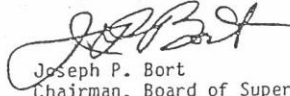
2-

Mrs. Shirley Ware  
Mr. Randy Johnese  
Ms. Diane Burneo

August 4, 1981

- 3. Any dispute as to whether an Agency/Department Head has erred in determining that a concerted sickout has occurred may be promptly appealed by the Union to the Board of Supervisors and/or the Superior Court.

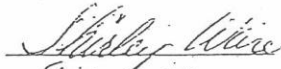
Very truly yours,

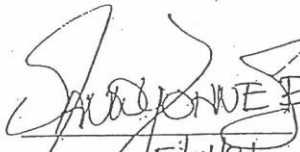


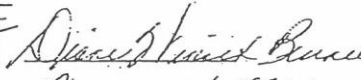
Joseph P. Bort  
Chairman, Board of Supervisors

JPB:NI:tc

APPROVED AND ACCEPTED:

  
 8/14/81  
 Date

  
 8/14/81  
 Date

  
 August 14, 1981  
 Date

**MINUTE ORDER**

**ALAMEDA COUNTY BOARD OF SUPERVISORS  
MINUTE ORDER**

*The following action was taken by the Alameda County Board of Supervisors on 06/13/2023*

**Approved as Recommended**  **Other**

Read titles, waived the reading of the Ordinances in their entirety and adopted Ordinances O-2023-23 and O-2023-24

**Unanimous**  **Tam:**  **Haubert:**  **Miley:**  **Márquez:**  **Carson:**  - **4**

Vote Key: N=No; A=Abstain; X=Excused

**Documents accompanying this matter:**

**Ordinance:** O-2023-23,O-2023-24

**Documents to be signed by Agency/Purchasing Agent:**

**File No.** 30982  
**Item No.** 20

**Copies sent to:**

Annie Wong

**Special Notes:**



I certify that the foregoing is a correct copy of a Minute Order adopted by the Board of Supervisors, Alameda County, State of California.

**ATTEST:**  
Clerk of the Board  
Board of Supervisors

By: Rhonda Bailey  
Deputy

**PAYPERIOD CALENDARS - 2022-2026****COUNTY OF ALAMEDA****PAYPERIOD CALENDAR 2022**

<b>FROM</b>	<b>TO</b>	<b>PAYDAY</b>	<b>PAY PERIOD</b>
12/12/21	12/25/21	01/07/22	22-01
		CHRISTMAS OBSERVED 12/24/21	
12/26/21	01/08/22	01/21/22	22-02
		NEW YEAR'S OBSERVED 12/31/21	
01/09/22	01/22/22	02/04/22	22-03
		MARTIN LUTHER KING'S BIRTHDAY OBSERVED 01/17/22	
01/23/22	02/05/22	02/18/22	22-04
02/06/22	02/19/22	03/04/22	22-05
		LINCOLN'S BIRTHDAY OBSERVED 02/11/22	
02/20/22	03/05/22	03/18/22	22-06
		WASHINGTON'S BIRTHDAY OBSERVED 02/21/22	
=====			
03/06/22	03/19/22	04/01/22	22-07
03/20/22	04/02/22	04/15/22	22-08
04/03/22	04/16/22	04/29/22	22-09
04/17/22	04/30/22	05/13/22	22-10
05/01/22	05/14/22	05/27/22	22-11
05/15/22	05/28/22	06/10/22	22-12
05/29/22	06/11/22	06/24/22	22-13
		MEMORIAL DAY OBSERVED 05/30/22	
=====			
06/12/22	06/25/22	07/08/22	22-14
06/26/22	07/09/22	07/22/22	22-15
		INDEPENDENCE DAY 07/04/22	
07/10/22	07/23/22	08/05/22	22-16
07/24/22	08/06/22	08/19/22	22-17
08/07/22	08/20/22	09/02/22	22-18
08/21/22	09/03/22	09/16/22	22-19
09/04/22	09/17/22	09/30/22	22-20
		LABOR DAY OBSERVED 09/05/22	
		ADMISSION DAY 09/09/22 (*)	
=====			
09/18/22	10/01/22	10/14/22	22-21
10/02/22	10/15/22	10/28/22	22-22
		COLUMBUS DAY OBSERVED 10/10/22 (*)	
10/16/22	10/29/22	11/10/22	22-23
10/30/22	11/12/22	11/23/22	22-24
		VETERAN'S DAY 11/11/22	
11/13/22	11/26/22	12/09/22	22-25
		THANKSGIVING OBSERVED 11/24/22 AND 11/25/22	
11/27/22	12/10/22	12/23/22	22-26

**COUNTY OF ALAMEDA  
PAYPERIOD CALENDAR 2023**

<b>FROM</b>	<b>TO</b>	<b>PAYDAY</b>	<b>PAY PERIOD</b>
12/11/22	12/24/22	01/06/23	23-01
12/25/22	01/07/23	01/20/23	23-02
		<i>CHRISTMAS OBSERVED 12/26/22</i>	
		<i>NEW YEAR'S OBSERVED 01/02/23</i>	
01/08/23	01/21/23	02/03/23	23-03
		<i>MARTIN LUTHER KING'S BIRTHDAY OBSERVED 01/16/23</i>	
01/22/23	02/04/23	02/17/23	23-04
02/05/23	02/18/23	03/03/23	23-05
		<i>LINCOLN'S BIRTHDAY OBSERVED 02/13/23</i>	
02/19/23	03/04/23	03/17/23	23-06
		<i>WASHINGTON'S BIRTHDAY OBSERVED 02/20/23</i>	
03/05/23	03/18/23	03/31/23	23-07
=====			
03/19/23	04/01/23	04/14/23	23-08
04/02/23	04/15/23	04/28/23	23-09
04/16/23	04/29/23	05/12/23	23-10
04/30/23	05/13/23	05/26/23	23-11
05/14/23	05/27/23	06/09/23	23-12
05/28/23	06/10/23	06/23/23	23-13
		<i>MEMORIAL DAY OBSERVED 05/29/23</i>	
=====			
06/11/23	06/24/23	07/07/23	23-14
		<i>JUNETEENTH 06/19/23</i>	
06/25/23	07/08/23	07/21/23	23-15
		<i>INDEPENDENCE DAY 07/04/23</i>	
07/09/23	07/22/23	08/04/23	23-16
07/23/23	08/05/23	08/18/23	23-17
08/06/23	08/19/23	09/01/23	23-18
08/20/23	09/02/23	09/15/23	23-19
09/03/23	09/16/23	09/29/23	23-20
		<i>LABOR DAY OBSERVED 09/04/23</i>	
=====			
09/17/23	09/30/23	10/13/23	23-21
10/01/23	10/14/23	10/27/23	23-22
		<i>COLUMBUS DAY OBSERVED 10/09/23 (*)</i>	
10/15/23	10/28/23	11/09/23	23-23
10/29/23	11/11/23	11/22/23	23-24
		<i>VETERAN'S DAY OBSERVED 11/10/23</i>	
11/12/23	11/25/23	12/08/23	23-25
		<i>THANKSGIVING OBSERVED 11/23/23 AND 11/24/23</i>	
11/26/23	12/09/23	12/22/23	23-26

**COUNTY OF ALAMEDA  
PAYPERIOD CALENDAR 2024**

<b>FROM</b>	<b>TO</b>	<b>PAYDAY</b>	<b>PAYPERIOD</b>
12/10/23	12/23/23	01/05/24	24-01
12/24/23	01/06/24	01/19/24	24-02
		<i>CHRISTMAS 12/25/23</i>	
		<i>NEW YEAR'S 01/01/24</i>	
01/07/24	01/20/24	02/02/24	24-03
		<i>MARTIN LUTHER KING'S BIRTHDAY OBSERVED 01/15/24</i>	
01/21/24	02/03/24	02/16/24	24-04
02/04/24	02/17/24	03/01/24	24-05
		<i>LINCOLN'S BIRTHDAY 02/12/24</i>	
02/18/24	03/02/24	03/15/24	24-06
		<i>WASHINGTON'S BIRTHDAY OBSERVED 02/19/24</i>	
03/03/24	03/16/24	03/29/24	24-07
=====			
03/17/24	03/30/24	04/12/24	24-08
03/31/24	04/13/24	04/26/24	24-09
04/14/24	04/27/24	05/10/24	24-10
04/28/24	05/11/24	05/24/24	24-11
05/12/24	05/25/24	06/07/24	24-12
05/26/24	06/08/24	06/21/24	24-13
		<i>MEMORIAL DAY OBSERVED 05/27/24</i>	
=====			
06/09/24	06/22/24	07/05/24	24-14
		<i>JUNETEENTH 06/19/24</i>	
06/23/24	07/06/24	07/19/24	24-15
		<i>INDEPENDENCE DAY 07/04/24</i>	
07/07/24	07/20/24	08/02/24	24-16
07/21/24	08/03/24	08/16/24	24-17
08/04/24	08/17/24	08/30/24	24-18
08/18/24	08/31/24	09/13/24	24-19
09/01/24	09/14/24	09/27/24	24-20
		<i>LABOR DAY OBSERVED 09/02/24</i>	
=====			
09/15/24	09/28/24	10/11/24	24-21
09/29/24	10/12/24	10/25/24	24-22
10/13/24	10/26/24	11/08/24	24-23
10/27/24	11/09/24	11/22/24	24-24
11/10/24	11/23/24	12/06/24	24-25
		<i>VETERANS DAY 11/11/24</i>	
11/24/24	12/07/24	12/20/24	24-26
		<i>THANKSGIVING OBSERVED 11/28/24 AND 11/29/24</i>	

**COUNTY OF ALAMEDA  
PAYPERIOD CALENDAR 2025**

<b>FROM</b>	<b>TO</b>	<b>PAYDAY</b>	<b>PAYPERIOD</b>
12/08/24	12/21/24	01/03/25	25-01
12/22/24	01/04/25	01/17/25	25-02
		<i>CHRISTMAS 12/25/24</i>	
		<i>NEW YEAR'S 01/01/25</i>	
01/05/25	01/18/25	01/31/25	25-03
01/19/25	02/01/25	02/14/25	25-04
		<i>MARTIN LUTHER KING'S BIRTHDAY OBSERVED 01/20/25</i>	
02/02/25	02/15/25	02/28/25	25-05
		<i>LINCOLN'S BIRTHDAY 02/12/25</i>	
02/16/25	03/01/25	03/14/25	25-06
		<i>WASHINGTON'S BIRTHDAY OBSERVED 02/17/25</i>	
03/02/25	03/15/25	03/28/25	25-07
=====			
03/16/25	03/29/25	04/11/25	25-08
03/30/25	04/12/25	04/25/25	25-09
04/13/25	04/26/25	05/09/25	25-10
04/27/25	05/10/25	05/23/25	25-11
05/11/25	05/24/25	06/06/25	25-12
05/25/25	06/07/25	06/20/25	25-13
		<i>MEMORIAL DAY OBSERVED 05/26/25</i>	
=====			
06/08/25	06/21/25	07/03/25	25-14
		<i>JUNETEENTH 06/19/25</i>	
06/22/25	07/05/25	07/18/25	25-15
		<i>INDEPENDENCE DAY 07/04/25</i>	
07/06/25	07/19/25	08/01/25	25-16
07/20/25	08/02/25	08/15/25	25-17
08/03/25	08/16/25	08/29/25	25-18
08/17/25	08/30/25	09/12/25	25-19
08/31/25	09/13/25	09/26/25	25-20
		<i>LABOR DAY OBSERVED 09/01/25</i>	
=====			
09/14/25	09/27/25	10/10/25	25-21
09/28/25	10/11/25	10/24/25	25-22
10/12/25	10/25/25	11/07/25	25-23
10/26/25	11/08/25	11/21/25	25-24
11/09/25	11/22/25	12/05/25	25-25
		<i>VETERANS DAY 11/11/25</i>	
11/23/25	12/06/25	12/19/25	25-26
		<i>THANKSGIVING OBSERVED 11/27/25 AND 11/28/25</i>	

**COUNTY OF ALAMEDA  
PAYPERIOD CALENDAR 2026**

FROM	TO	PAYDAY	PAYPERIOD
12/07/25	12/20/25	01/02/26	26-01
12/21/25	01/03/26	01/16/26	26-02
		<i>CHRISTMAS 12/25/25</i>	
		<i>NEW YEAR'S 01/01/26</i>	
01/04/26	01/17/26	01/30/26	26-03
01/18/26	01/31/26	02/13/26	26-04
		<i>MARTIN LUTHER KING'S BIRTHDAY OBSERVED 01/19/26</i>	
02/01/26	02/14/26	02/27/26	26-05
		<i>LINCOLN'S BIRTHDAY 02/12/26</i>	
02/15/26	02/28/26	03/13/26	26-06
		<i>WASHINGTON'S BIRTHDAY OBSERVED 02/16/26</i>	
03/01/26	03/14/26	03/27/26	26-07
=====			
03/15/26	03/28/26	04/10/26	26-08
03/29/26	04/11/26	04/24/26	26-09
04/12/26	04/25/26	05/08/26	26-10
04/26/26	05/09/26	05/22/26	26-11
05/10/26	05/23/26	06/05/26	26-12
05/24/26	06/06/26	06/18/26	26-13
		<i>MEMORIAL DAY OBSERVED 05/25/26</i>	
=====			
06/07/26	06/20/26	07/02/26	26-14
		<i>JUNETEENTH 06/19/26</i>	
06/21/26	07/04/26	07/17/26	26-15
		<i>INDEPENDENCE DAY OBSERVED 07/03/26</i>	
07/05/26	07/18/26	07/31/26	26-16
07/19/26	08/01/26	08/14/26	26-17
08/02/26	08/15/26	08/28/26	26-18
08/16/26	08/29/26	09/11/26	26-19
08/30/26	09/12/26	09/25/26	26-20
		<i>LABOR DAY OBSERVED 09/07/26</i>	
=====			
09/13/26	09/26/26	10/09/26	26-21
09/27/26	10/10/26	10/23/26	26-22
10/11/26	10/24/26	11/06/26	26-23
10/25/26	11/07/26	11/20/26	26-24
11/08/26	11/21/26	12/04/26	26-25
		<i>VETERANS DAY 11/11/26</i>	
11/22/26	12/05/26	12/18/26	26-26
		<i>THANKSGIVING OBSERVED 11/26/26 AND 11/27/26</i>	
12/06/26	12/19/26	12/31/26	26-27