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**Human Resource Services**

May 1, 2012

Honorable Board of Supervisors  
Administration Building  
Oakland, CA 94612

# SECOND READING

**Subject: Two Memoranda of Understanding a Salary Ordinance Amendment, and One Sideletter of Agreement**

Dear Board Members:

**Recommendation:**

# CONTINUED FROM

TUES., 5/15/12 (Item #14)

That your Board (1) adopt an ordinance approving the December 25, 2011 through December 22, 2012 Memorandum of Understanding between the Alameda County Management Employees Association (General Government Unit) and the County of Alameda, (2) adopt an ordinance approving the December 25, 2011 through December 22, 2012 Memorandum of Understanding between the Alameda County Management Employees Association (Confidential Unit) and the County of Alameda, (3) adopt a Salary Ordinance amending sections of Article 7 and Article 3, to implement changes agreed to with ACMEA, and (4) adopt one Sideletter of Agreement.

**Discussion/Findings:**

Your representatives and representatives of the Alameda County Management Employees Association have reached agreement on two memoranda of understanding from the dates of December 25, 2011 through December 22, 2012, one for the General Government Unit and one for the Confidential Unit.

There will be no salary increases during the term of the MOUs, which means that ACMEA General and Confidential will have completed four years with no salary increases. Other changes include:

Section 7-5, Paid Leave, provides for one additional management paid leave day in calendar year 2012 only;  
Section 7-4, Vacation Sellback, is being increased from 15 days to 20 days for Fiscal Year 2011/2012 only;  
Section 3-18.26 extends the premium pay for two employees in the Social Services Agency through the term of the MOU.

The Sideletter of Agreement requires a review of on-call duties for Adult Protective Services Supervisors.

**Financing:**

Funds will be in the 2012-2013 budget appropriation to pay any costs resulting from these agreements.

Very truly yours,

Mary Welch, Interim Director  
Human Resource Services

MW:vb

Z:\Board Letters\05.15.2012 ACMEA MOU GEN and CONF

c: CAO  
Auditor-Controller  
County Counsel  
Agency/Department Heads

Approved as to Form  
DONNA ZEIGLER, County Counsel

By \_\_\_\_\_



Ordinance No.

AN ORDINANCE APPROVING THE  
DECEMBER 25, 2011 – DECEMBER 22, 2012 MEMORANDUM OF UNDERSTANDING WITH THE ALAMEDA COUNTY  
MANAGEMENT EMPLOYEES ASSOCIATION (GENERAL GOVERNMENT UNIT)

The Board of Supervisors of the County of Alameda ordains as follows:

SECTION I

The provisions of sections 1 through 25, and 27 and Appendices A – E of the December 25, 2011 through December 22, 2012, Memorandum of Understanding, dated as of May 1, 2012, between the County negotiators and the Alameda County Management Employees Association (General Government Unit), applicable to employees in Representation Units R15, R44, R45, R48, R49, and R53 is hereby approved and incorporated herein by reference.

SECTION II

This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published once with the names of the members voting for and against the same in the Inter-City Express, a newspaper published in the said County of Alameda.

Approved as to Form  
DONNA ZEIGLER, County Counsel

By



Ordinance No.

AN ORDINANCE APPROVING THE  
DECEMBER 25, 2011 – DECEMBER 22, 2012 MEMORANDUM OF UNDERSTANDING WITH THE ALAMEDA COUNTY  
MANAGEMENT EMPLOYEES ASSOCIATION (CONFIDENTIAL UNIT)

The Board of Supervisors of the County of Alameda ordains as follows:

SECTION I

The provisions of sections 1 through 25, and 27 and Appendices A – D of the December 25, 2011 through December 22, 2012, Memorandum of Understanding, dated as of May 1, 2012, between the County negotiators and the Alameda County Management Employees Association (Confidential Unit), applicable to employees in Representation Unit R50 and R61 is hereby approved and incorporated herein by reference.

SECTION II

This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published once with the names of the members voting for and against the same in the Inter-City Express, a newspaper published in the said County of Alameda.

Approved as to Form  
DONNA ZEIGLER, County Counsel

By 

AN ORDINANCE AMENDING  
CERTAIN PROVISIONS OF THE 2011 - 2012  
ALAMEDA COUNTY SALARY ORDINANCE

The Board of Supervisors of the County of Alameda ordains as follows:

SECTION I

Article 3 of Ordinance Number 0-2011-4 of the County of Alameda is hereby amended to read as follows.

- 3-18.26 Effective April 14, 2002, not to exceed two persons in the Social Services Agency, Department of Adult and Aging, under Job Code 6770SM when assigned to provide coverage to respond to emergency calls from 5:30 p.m. to 7:30 a.m., Monday through Friday, and from 5:30 p.m. Friday to 7:30 a.m. Monday, shall receive an additional \$175 per week. This note shall be in full force and effect for the term of the 2011-2012 Alameda County Management Employees Association, General Government Unit Memorandum of Understanding.

SECTION II

Section 7-4, Vacation Sellback, is hereby amended by the addition thereto of the following paragraph.

- R. Effective July 1, 2011, an employee represented by the Alameda County Management Employees Association (ACMEA) General Government and Confidential Units may increase the yearly maximum vacation sellback from fifteen (15) days to twenty (20) days in Fiscal Year 2011/2012. The yearly maximum vacation sellback for ACMEA General Government and Confidential Units shall return to fifteen (15) days in Fiscal Year 2012/2013.

SECTION III

Section 7-5, Paid Leave, is hereby amended by the addition thereto of the following paragraphs.

- R. Effective January 1, 2012, each employee represented by ACMEA in Representation Units R15, R44, R45, R48, R49, R50, and R53 and R61, who is an executive, administrative, or professional employee exempt from the overtime provisions of the Fair Labor Standards Act, shall receive one additional day of paid management leave of absence for a total of eight (8) in calendar year 2012 only. The one additional day in 2012 may not be used until after July 1, of the year it is granted. The County reserves the right to designate when such additional day shall be taken. An employee appointed after the start of the calendar year 2012 shall receive paid leave of absence prorated at the rate of 5.33 hours for each month or any part of a month to be worked thereafter during the remainder of the calendar year. Paid leave shall be prorated for part time employees based upon the proportion of the normal 40 hour workweek for which the employee is regularly scheduled to work.

Effective January 1, 2013, the paid leave days for FLSA exempt employees represented by ACMEA in Representation Units R15, R44, R45, R48, R49, R50, and R53 and R61, shall return to seven (7) days of paid management leave per calendar year.

- S. Effective January 1, 2012, each employee represented by ACMEA in Representation Units R15, R44, R45, R48, R49, R50, and R53 and R61, who is covered by the overtime provisions of the Fair Labor Standards, shall receive one additional day of paid management leave of absence for a total of four (4) in calendar year 2012 only. The one additional day in 2012 may not be used until after July 1, of the year it is granted. The County reserves the right to designate when such additional day shall be taken. An employee appointed after the start of the calendar year 2012 shall receive paid leave of absence prorated at the rate of 2.67 hours for each month or any part of a month to be worked thereafter during the remainder of the calendar year. Paid leave shall be prorated for part time employees based upon the proportion of the normal 40 hour workweek for which the employee is regularly scheduled to work.

Effective January 1, 2013, the paid leave days for employees covered by the overtime provisions of the FLSA, represented by ACMEA in Representation Units R15, R44, R45, R48, R49, R50, and R53 and R61, shall return to three (3) days of paid management leave days per calendar year.

#### SECTION IV

This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published once with the names of the members voting for and against the same in the Inter-City Express, a newspaper published in the said County of Alameda.

MW:vb

Z:\Board Letters\05.15.12 ACMEA SO Amend

SIDELETTER OF AGREEMENT  
BETWEEN  
ALAMEDA COUNTY MANAGEMENT EMPLOYEES ASSOCIATION  
CONFIDENTIAL AND GENERAL GOVERNMENT  
AND  
THE COUNTY OF ALAMEDA

REVIEW OF ON-CALL DUTIES FOR  
ADULT PROTECTIVE SERVICES SUPERVISORS

The parties agree to meet within 90 days following the adoption of the 2011/2012 MOU to review on-call duties and expectations of Adult Protective Services Supervisors.

FOR THE COUNTY:

Diane Bugh  
Cynthia Barrow  
Judy Pollak  
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\_\_\_\_\_  
\_\_\_\_\_

FOR ACMEA:

Mattia ACMEA PRESIDENT  
Joe Patella  
Barbie Graden  
Shirley  
Wendy Wilson  
Theresa Roentgen  
Debra T. Co  
[Signature]  
\_\_\_\_\_  
\_\_\_\_\_

DATE:

02-17-12