



Human Resource Services

June 4, 2019

Honorable Board of Supervisors
County of Alameda
1221 Oak Street, Suite 536
Oakland, California 94612-4305

SUBJECT: SALARY ORDINANCE AMENDMENTS TO 1) ADJUST SALARIES FOR #6497N, #6510N, #6696N, 2) INCREASE SALARIES FOR UNREP NON-MGMT CLASSES RELATED TO SEIU, 3) CORRECT SECTION 7-10, AND 4) DELETE SUBSECTION 3-11.18; CLEAN UP OF THE SALARY ORDINANCE AND ADOPT ONE (1) SIDELETTER OF AGREEMENT WITH TEAMSTERS

Dear Board Members:

RECOMMENDATIONS:

- A) Adopt Salary Ordinance amendments to: 1) adjust the salary for the Unrepresented classifications of Behavioral Health Clinician II SAN (Job Code #6510N) and Marriage and Family Therapist N (Job Code #6497N) to align to its permanent counterpart classifications of Behavioral Health Clinician II (Job Code #6510) and Marriage and Family Therapist (Job Code #6497), respectively, effective June 30, 2019; 2) adjust the salary for the Unrepresented classification of Institutional Helper SAN (Job Code #6696N) to the minimum wage per the California Minimum Wage Order; 3) increase the salaries for Unrepresented Non-Management classifications related to the Northern California Public Sector Region Local 1021 of the Service Employees International Union (SEIU, Local 1021) classifications effective June 30, 2019; 4) correct the effective date of Section 7-10. Cafeteria Benefit Plan: Amount of Allocable Money of the Salary Ordinance; and 5) delete subsection 3-11.18 of Section 3-11 as it is no longer applicable.
- B) Approve clean-up and formatting updates to applicable sections and/or subsections of 3-2 through 3-21; 6-9; 6-12; 7-4 through 7-18 of the Salary Ordinance as previously approved by your Board.
- C) Adopt a Sideletter of Agreement between the County of Alameda (County) and the Teamsters Local Union 856 (Teamsters) to implement updates to the applicable provisions of the Memoranda of Understanding (MOU) related to the implementation of Assembly Bill 119.

DISCUSSION/SUMMARY:

We recommend salary adjustments to the hourly rate of the Unrepresented classifications of Behavioral Health Clinician II SAN (Job Code #6510N) and Marriage and Family Therapist N (Job Code #6497N), to be aligned with the permanent counterpart classifications of Behavioral Health Clinician II (Job Code #6510) and Marriage and Family Therapist (Job Code #6497), respectively, as represented by SEIU, Local 1021 effective June 30, 2019. We also recommend salary adjustment to the hourly rate of the Unrepresented classification of Institutional Helper SAN (Job Code #6696N) to the minimum wage per the California Minimum Wage Order, effective June 30, 2019.

We recommend increasing the salaries for the following Unrepresented Non-Management job classifications related to SEIU Local 1021: Ancillary Support Worker, HCSA (Job Code #5021), Behavioral Clinician II (Job Code #6510N), Crt Apt Spc Adv (CASA) VolPrgAs (Job Code #6816), Eligibility Tech Intermittent (Job Code #1477N), Institutional Helper SAN (Job Code #6696N), Marriage and Fam Therapist II (Job Code #6497N), Medical Social Worker II (Job Code #6415N), Psych Mental Hth Nurse Pract (Job Code #5384), Regional Train Ctr Instr N (Job Code #8550N), Regional Train Ctr

LeadInstr N (Job Code #8551N), Regional Training Ctr Instru N (Job Code #8549N), Sheriff's Service Cadet N (Job Code #8751N), Social Welfare Intern SAN (Job Code #6704N), Special Asst to Vol Prg Coord (Job Code #6181), Training Ctr Cus Service Rep (Job Code #0480), Youth and Fam Srvs As CSW (Job Code #6503), and Youth and Fam Srvs Therapist1 (Job Code #6501) to receive the same 3.25% wage increase effective June 30, 2019, as was granted to the SEIU Local 1021 represented classifications.

In addition, we recommend correcting the effective date of Section 7-10. Cafeteria Benefit Plan: Amount of Allocable Money of the Salary Ordinance to be January 1, 2022, which will align the Unrepresented Non-Management job classifications related to SEIU Local 1021 to receive the same County Allowance increase to \$1200 in Plan Year 2022, as approved by your Board on May 21, 2019.

We also recommend deleting subsection 3-11.18 of Section 3-11 of the Salary Ordinance. The County and International Federation of Professional and Technical Engineers, Local 21 Civil Engineers Management Unit (CEMU), have agreed in the October 22, 2017 – November 12, 2022 MOU to a special adjustment to the Senior Project Manager, GSA (Job Code #9701) classification, to equalize the salary with that of the Architect (Job Code #2215) classification, and remove this footnote.

We further recommend, as part of the ongoing project to clean up the Salary Ordinance, non-substantive clean up and formatting edits, including removing bold feature from text, accepting strikeouts as deleted and underlines as added language as previously approved by your Board, and correcting typographical errors to applicable sections and/or subsections of 3-2 through 3-21; 6-9; 6-12; 7-4 through 7-18 of the Salary Ordinance.

Lastly, we request that your Board adopt a Sideletter of Agreement between the County and the Teamsters. On June 27, 2017, Assembly Bill 119 (AB 119) was signed into law and went into effect immediately. AB 119 included new Government Code provisions requiring public employers to provide recognized public employee unions the right of access to new employee orientations with the structure, time and manner of such orientation access to be subject to the collective bargaining process. The bill also required that the public employer provide the exclusive representative with specific employee contact information for newly hired employees and for all employees in the bargaining unit within specific timeframes. As such, the County met and conferred with the Teamsters, and reached agreement as reflected in the Sideletter on the changes to the relevant provisions in the current MOU.


FINANCING:

Funds are available in the 2019-2020 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from these actions.

VISION 2026 GOAL:

The Salary Ordinance amendments meet the 10x goal pathways of **Employment for All** in support of our shared vision of a **Prosperous and Vibrant Economy**.

Very truly yours,


Joe Angelo, Director
Human Resource Services

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

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AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2018 – 2019
COUNTY OF ALAMEDA SALARY ORDINANCE

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

SECTION I

Article 1, Section 1-2, Subsection 1-2.2 of the County of Alameda Salary Ordinance is hereby amended to specify the following salary rates, to be effective on June 30, 2019.

Job Code		Title	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
5021		Ancillary Support Worker, HCSA	2160.00				2570.40
6510	N	Behavioral Clinician II		42.58	44.80	46.92	49.07
6186		Crt Apt Spc Adv (CASA) VolPrgAs	2437.60	2560.00	2687.20	2821.60	2962.40
1477	N	Eligibility Tech Intermittent					31.40
6696	N	Institutional Helper SAN					12.39
6497	N	Marriage and Fam Therapist II		42.58	44.80	46.92	49.07
6415	N	Medical Social Worker II					39.50
5384		Psych Mental Hth Nurse Pract	5952.00	6247.20	6560.00	6887.20	7232.00
8550	N	Regional Train Ctr Instr N					45.15
8551	N	Regional Train Ctr LeadInstr N					50.44
8549	N	Regional Training Ctr Instru N	18.08				45.15
8751	N	Sheriff's Service Cadet N	14.34				17.21
6704	N	Social Welfare Intern SAN					17.30
6181		Special Asst to Vol Prg Coord	2004.00	2096.25	2186.25	2287.50	2386.50
0480		Training Ctr Cus Service Rep	1963.20	2050.40	2133.60	2232.80	2322.40
6503		Youth and Fam Srvs As CSW	1347.00	1413.75	1484.25	1557.75	1635.00
6501		Youth and Fam Srvs Therapist1	1943.25	2041.50	2143.50	2249.25	2362.50

SECTION II

Article 7, Section 7-10. CAFETERIA BENEFIT PLAN: AMOUNT OF ALLOCABLE MONEY of the County of Alameda Salary Ordinance is hereby amended to read as follows:

Effective January 1, ~~2020~~2022, each unrepresented non-management related to SEIU full time employee is eligible for a cafeteria benefit plan in the amount of one thousand two hundred (\$1200) for the calendar year. This amount shall be prorated in advance of the calendar year for employees regularly scheduled to work less than full-time based upon

the hours which the employee has been regularly scheduled to work. Employees hired after January 1st shall be entitled to a prorated amount based upon the number of pay periods to be worked full-time. An employee appointed mid-year shall be entitled to a prorated amount based upon the number of pay periods to be worked during the remainder of the calendar year, except that employees appointed during the two last 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 maximum sum available to employees who reinstate shall not exceed \$1100 minus the sum of cafeteria plan benefits received by the employee during any previous portion of the calendar year.

SECTION III

Article 3, Section 3-11 of the County of Alameda Salary Ordinance is hereby amended by the deletion of the following subsection:

~~3-11.18 Persons employed under Job Code 9701PA shall be compensated at the salary range for Job Code 2215PA who either (1) possess valid registration as an Architect issued by the State of California Board of Architectural Examiners, or (2) possess a valid registration as a Professional Engineer issued by the State of California Board for Professional Engineers and Land Surveyors.~~

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 it in the Inter-City Express, a newspaper published in the County of Alameda

**TEAMSTERS LOCAL UNION 856
AND ALAMEDA COUNTY**

**MEET AND CONFER FOR
UNION ACCESS TO NEW EMPLOYEE ORIENTATION
AB 119
SIDELETTER OF AGREEMENT
April 29, 2019**

Currently, the Alameda County Probation Department's Office of Human Resources (OHR) coordinates a New Employee onboarding meeting with all new hires and for any employees internally promoted. Employees are scheduled to attend this onboarding meeting on their first day of work, typically on the first Monday of the pay period, starting at 8:00 a.m. The onboarding meeting takes place at Probation's HR Administrative Office.

To satisfy the requirements as set forth under AB 119, the County and Teamsters agree to the following:

- 1) The Union shall designate a specific representative who will serve as the point of contact for new employee onboarding related matters. The Union shall be responsible for updating the Probation Department's Chief Human Resources Administrator or their designee, in writing, of any changes to the designated point of contact.
- 2) Via email, the OHR will provide the Union's representative with a list of new employee(s) represented by their bargaining unit who are scheduled to attend the upcoming employee onboarding, at least ten (10) calendar days prior to the meeting. This list will include any employee entering into the bargaining unit. A shorter notice may be provided under exigent circumstances, in which case the OHR will provide the information as soon as possible prior to the new employee onboarding meeting date. In this notification, the OHR shall provide the employee's name, classification, assigned Division, work location (including the office or cubicle number, if assigned), work phone number, and personal email address. If the County does not have 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 phone numbers of employees performing law enforcement functions.

- 3) The Union shall be permitted to make a presentation of up to thirty (30) minutes from 9:00 a.m. – 9:30 a.m. to employees represented by their bargaining unit on the morning they are scheduled to attend their onboarding meeting with the OHR. The OHR will provide a separate space for the Union representative to meet with the employee(s) during this timeframe at Probation's HR Administrative Office.

If, for any reason, the Union will not be present for a scheduled new employee onboarding presentation, the designated representative shall notify the OHR at least three (3) business days prior to the scheduled onboarding session.

The parties agree to amend Sections 4 and 5 of the Teamsters MOU, to read as follows, to allow one designated Union representative to be granted release time, including reasonable release time for travel, to present at the onboarding meeting. The release time shall be included in the current hours allowed under the MOU.

SECTION 4. ACCESS TO EMPLOYEES; USE OF BULLETIN BOARDS; USE OF COUNTY FACILITIES; MEETINGS

D. **MEETINGS**. Meetings of an authorized representative of the Union and a group of employees shall not be permitted during working hours except as provided in C. above. The Agency/Department Head may, upon timely application, allow meetings of a representative of a recognized employee organization and a group of employees during the lunch period in County facilities and at convenient dates. No contacts shall be permitted during working hours with employees regarding membership, collection of monies, election of officers, or other similar internal employee organizational business, except as provided in Section 5.E.1. in reference to attending New Employee Orientation. Employees attending recognized organization meetings are not on County business.

E. **DATA TO UNION**. The County shall provide a list of the names, classifications, department, work location, work telephone numbers and work and personal email addresses on file with the County of all existing bargaining unit members four times annually in accordance with the sideletter of agreement addressing the Union Access to New Employee Orientation.

SECTION 5. SHOP STEWARD

E. SHOP STEWARD RELEASE TIME

1. **SHOP STEWARDS WORKING FULL TIME**. After obtaining supervisory permission, shop stewards will be permitted to leave their normal work area during on-duty time not to exceed four hours per week in order to assist in investigation of the facts, assist in presentation of a grievance or to present at the Probation Department's New Hire Orientation when a new employee in the chapter is in attendance.
2. **SHOP STEWARDS WORKING LESS THAN FULL TIME**. After obtaining supervisory permission, shop stewards employed two-fifths time or more, but less than full time, will be permitted to leave their normal work area during on-duty time not to exceed two hours per week in order to assist in investigation of facts, assist in a presentation of a grievance or to present at the Probation Department's New Hire Orientation when a new employee in the chapter is in attendance.

The steward's workload may be adjusted to the extent the Agency/Department Head feels it is appropriate.

3. a. To obtain permission to investigate a grievance on on-duty time, the shop steward shall advise the supervisor of the grievant of his/her investigation of the facts and the general nature of the grievance. 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 shop stewards as part of the grievance process. The employee may be represented by a shop steward at such time as a grievance is reduced to writing.

If, in the judgment of the supervisor, because of the necessity of maintaining adequate level of services, permission cannot be granted immediately to the shop steward in order to present or investigate a grievance during on-duty time, such permission shall be granted by the supervisor no later than the next working day from the day the shop steward was denied permission.

- b. To obtain permission to present at the Department's New Employee Orientation, the Union's designated representative shall request release time to the authorized representative in the Department's Human Resources Office, at least three working days prior to the orientation, who shall coordinate with the appropriate supervisors of the Union representative.

For leave taken under subsections 3.a. and 3.b., the shop steward shall report such time to his/her supervisor as shop steward leave (payroll code UNI) for time keeping purposes.

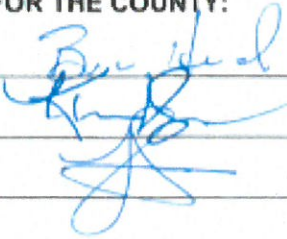
Stewards/employees who participate in the meet and confer process and/or participate on a labor-management committee, must report such time to their supervisor as payroll code MCL for meet and confer and payroll code LMC for participation on a labor management committee.

- 4) The County shall provide a list of the name, classification, department, work location, work telephone numbers, work and personal email address on file with the County of all existing bargaining unit members on record as of the pay period containing March 1, June 1, September 1 and December 1 of each year, respectively. The list shall be provided to the Union by the last Friday of the month in March, June, September and December of each year, respectively. If the County does not have 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 phone numbers of employees performing law enforcement functions.


If for any reason the Alameda County Probation Department's Office of Human Resources (OHR) discontinues the new employee onboarding meeting, either party may request to meet and confer to negotiate new terms under AB 119.

FOR THE COUNTY:



DATE: 4/29/19

FOR TEAMSTERS LOCAL 856:



DATE: 4/29/19