



Human Resource Services

May 24, 2018

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

Subject: Salary Ordinance Amendments and Sideletter of Agreement

Dear Board Members:

Recommendation:

- 1) Adopt the following Salary Ordinance amendments:
 - a. Increase the salaries for various classifications represented by the Service Employees International Union (SEIU) Local 1021 due to recruitment, retention and/or internal alignment issues;
 - b. Establish a footnote provision for the classifications of 7410NM Janitor, 7411NM Janitor, Floor Specialist, and 7415 Lead Janitor located at the Santa Rita Jail with a sunset date of two years; and
 - c. Amend Section 7-17 to establish two "Professional Incentive Pools" one for the ACMEA General Government and Confidential Units and one for the Unrepresented Managers, and remove the former Section 7-17 "Administration" and replace it with a new Section 7-18 "Administration".

- 2) Adopt one Sideletter of Agreement between the County of Alameda and the Service Employees International Union (SEIU) Local 1021 to implement Memorandum of Understanding (MOU) changes for the classifications 1214 Medical Transcriptionist and 1214N Medical Transcriptionist (SAN) increasing the work hours from 37.5 per week to 40 per week.

Discussion/Findings:

Staff conducted a review of several classifications represented by SEIU Local 1021 and recommends special adjustments for the classifications outlined in the attached ordinance to address recruitment, retention and/or internal alignment issues.

The General Services Agency (GSA) is having recruitment and retention issues with their Janitor positions located at the Santa Rita Jail. In an effort to address these issues as well as the challenging working conditions at this specific facility, staff recommends establishing a temporary footnote provision of 5% additional compensation for the Janitors, Janitor, Floor Specialists and the Lead Janitors located at Santa Rita Jail. In the interim, staff will work with the Department on exploring alternative options to address the recruitment/retention issues with the intent of reaching a more permanent solution.

On February 6, 2018, as part of the adoption of the ACMEA General Government and Confidential MOU your Board authorized staff to establish a professional incentive pool for employees in the ACMEA General Government and Confidential units. On May 22, 2018, your Board authorized staff to establish an additional professional incentive pool for the unrepresented managers in units U15 and U50; staff recommends that this professional incentive pool be applicable to all unrepresented management groups as reflected in the attached ordinance. Staff also recommends amending Section 7 of the Salary Ordinance to reflect the provisions approved for the professional incentive pools.

On November 21, 2017, your Board authorized staff to meet with SEIU Local 1021 to implement MOU changes for the classifications of 1214 Medical Transcriptionist and 1214 N Medical Transcriptionist (SAN) to increase the work hours from 37.5 per week to 40 per week and increase the biweekly salary rate for the Medical Transcriptionist. The attached sideletter between the County of Alameda and SEIU 1021 reflects the changes in the work hours.

Financing:

Funds are available in the 2017-2018 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from these actions.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Joe Angelo".

Joe Angelo, Director
Human Resource Services

JA:my
Z:\Board Letters\06 05 18\ Salary Ordinance Amendments & SLA MOU Changes

Cc: CAO
Auditor-Controller
County Counsel
All Agency/Department Heads

Approved as to Form
DONNA ZIEGLER, County Counsel

By 
Andrea S. Carlise, Assistant County Counsel

O-2018-36

AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2017 - 2018
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 the dates indicated below.

Job Code	Title	EFF DATE	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
1125	NM Payroll Records Clerk	07/01/2018	1878.75	1955.25	2034.00	2129.25	2217.00
		06/30/2019	1939.50	2019.00	2100.00	2198.25	2289.00
1214	NM Medical Transcriptionist	07/01/2018		2044.00	2129.60	2224.80	2321.60
		06/30/2019		2110.40	2199.20	2296.80	2396.80
6498	NM Youth and Family Services Therapist II	07/01/2018		3093.00	3254.25	3408.00	3564.75
		06/30/2019		3193.50	3360.00	3519.00	3680.25
6499	NM Youth and Family Services Lead Therapist	07/01/2018		3247.50	3417.00	3579.00	3743.25
		06/30/2019		3353.25	3528.00	3695.25	3864.75
6831	NM Recreation Assistant	07/01/2018	1984.80	2081.60	2189.60	2300.00	2399.20
		06/30/2019	2049.60	2149.60	2260.80	2374.40	2476.80

SECTION II

Article 3, Subsection 3-11 of the County of Alameda Salary Ordinance is hereby amended by the addition thereto of the following footnote, to be effective July 1, 2018.

3.11-27 Effective July 1, 2018, persons occupying positions under Job Codes 7410 Janitor, 7411 Janitor, Floor Specialist, and 7415 Lead Janitor, when assigned on a regular basis to the Alameda County Santa Rita Jail facility which requires dealing with ongoing challenging working conditions, shall receive an additional five (5) percent compensation. This footnote shall sunset effective June 27, 2020.

SECTION III

Article 7, Subsection 17 of the County of Alameda Salary Ordinance is hereby amended as follows:

SECTION 7-17. ADMINISTRATION PROFESSIONAL INCENTIVE POOL

~~The County Administrator and Auditor-Controller are directed to prepare regulations and procedures for the administration and implementation of this Article 7.~~

Effective on the dates indicated below, eligible employees may submit a request for an educational plan, on the appropriate request form provided by the Auditor-Controller's Office, for reimbursement under the Professional Incentive Pool to the respective Agency/Department Head. Requests submitted within the Fiscal Year will be allotted towards the maximum amount per employee, for that Fiscal Year, as well as the total maximum County liability, for that Fiscal Year. Claims for eligible expenses incurred in the prior fiscal year must be submitted to the Auditor's Office for receipt no later than August 1st. After August 1st of each Fiscal Year, the Professional Incentive Pool for the prior Fiscal Year will be closed and claims will no longer be accepted.

- A. Effective Fiscal Year 2018/2019, for employees represented by the Alameda County Management Employees Association (ACMEA) General Government and Confidential Units (R15, R44, R45, R48, R49, R50, R53 and R61), upon the approval of the Agency/Department Head of any plan submitted by an employee to engage in job-related educational courses which shall maintain or upgrade the employee's skills on the job, or prepare the employee for promotional opportunities, the County shall pay up to \$700 per employee per fiscal year upon submission of evidence of successful completion of the course. More than one educational plan may be approved in any fiscal year, but in no event shall the stipend exceed \$700 per employee, per fiscal year. The maximum County liability under this section shall not exceed \$75,000 in any fiscal year; except as herein provided. The Parties agree that the remaining pool shall not roll over year to year. Employees shall receive such stipends on a first come-first served basis each fiscal year.
- B. Effective Fiscal Year 2018/2019, for Unrepresented Management employees in units U15, U44, U45, U49, U50, U53, U61, U65, 043, 046, 051, 066 and 071, upon the approval of the Agency/Department Head of any plan submitted by an employee to engage in job-related educational courses which shall maintain or upgrade the employee's skills on the job, or prepare the employee for promotional opportunities, the County shall pay up to \$700 per employee per fiscal year upon submission of evidence of successful completion of the course. More than one educational plan may be approved in any fiscal year, but in no event shall the stipend exceed \$700 per employee, per fiscal year. The maximum County liability under this section shall not exceed \$75,000 in any fiscal year; except as herein provided. The remaining pool shall not roll over year to year. Employees shall receive such stipends on a first come-first served basis each fiscal year.

SECTION 7-18. ADMINISTRATION

The County Administrator and Auditor-Controller are directed to prepare regulations and procedures for the administration and implementation of this Article 7.

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.

THE FOREGOING was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 19th day of June, 2018, to wit:

AYES: Supervisors Carson, Haggerty, Miley, Valle & President Chan – 5

NOES: None

EXCUSED: None



PRESIDENT, BOARD OF SUPERVISORS

File No: 30114
Agenda No: 34
Document No: O-2018-36



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

ATTEST:
Clerk, Board of Supervisors

By: R Baerling
Deputy

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

April 18, 2018

The parties agree that effective July 1, 2018, the standard workweek for the 1214 Medical Transcriptionist and 1214N Medical Transcriptionist (SAN) classifications, located in the Alameda County Sheriff's Office (ACSO), will be increased from 37.5 hours per week to 40 hours per week.

FOR THE COUNTY:

Maria Peto

Al Gull

[Signature]

FOR SEIU:

[Signature]

DATE: 5/3/18

DATE: 5/3/18