



**Human Resource Services**

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June 13, 2023

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

SUBJECT: ADOPT 1) SALARY ORDINANCE AMENDMENTS TO: SUBSECTION 1-1.1 AND SECTIONS 6-2 (SPLIT SHIFT AND NIGHT SHIFT WORK), 6-3 (STANDBY DUTY), 6-6 (LONGEVITY), AND 6-8 (POSITIONS DESIGNATED BILINGUAL); AND 2) ADMINISTRATIVE CODE AMENDMENTS TO CHAPTERS/SECTIONS 3.20 (SICK LEAVE)/3.20.110 (FAMILY SICK LEAVE), 3.24 (VACATIONS)/ 3.24.150 (PERSONAL LEAVE), AND 3.68 (RETIREMENT SYSTEM)/3.68.080 (SICK LEAVE CREDIT AT RETIREMENT)

Dear Board Members:

**RECOMMENDATIONS:**

Adopt the following recommendations:

- A. Approve Salary Ordinance amendments for Unrepresented Non-Management classifications related to the Northern California Public Sector Region Local 1021 of the Service Employees International Union ("SEIU, Local 1021), as applicable, as follows:
  - i. Article 1, Section 1-1 (Pay Rate Schedules), subsection 1-1.1 to increase the salaries of six percent (6%) for 13 Unrepresented Non-Management classifications effective July 9, 2023; and
  - ii. Article 6, Section 6-2 (Split Shift and Night Shift Work) to increase the split shift and night shift pay from five percent (5%) to seven and one-half percent (7.5%) and apply language cleanup effective January 7, 2024; and
  - iii. Article 6, Section 6-3 (Standby Duty) to increase the standby duty pay from 1/8<sup>th</sup> pay to 1/5<sup>th</sup> pay effective July 23, 2023; and
  - iv. Article 6, Section 6-6 (Longevity) to establish longevity pay of up to two percent (2%) effective December 24, 2023; and
  - v. Article 6, Section 6-8 (Positions Designated Bilingual) to increase the bilingual pay from \$55 to \$60 per pay period for one (1) language other than English and from \$60 to \$65 per pay period for three (3) or more languages effective January 7, 2024.
- B. Adopt Administrative Code amendments for Unrepresented Non-Management classifications related to SEIU, Local 1021 as follows:
  - i. Chapter 3.20 (SICK LEAVE) Section 3.20.110 (Family sick leave.) to increase family sick leave usage from 9 (nine) to 12 days per calendar year effective January 7, 2024; and

- ii. Chapter 3.20 (SICK LEAVE) to delete Section 3.20.040 (Self-inflicted injury excluded.) as the provision is obsolete; and
- iii. Chapter 3.24 (VACATION) Section 3.24.150 (Personal leave.) to increase personal leave usage from two (2) to three (3) days per calendar year and apply language cleanup effective January 7, 2024; and
- iv. Chapter 3.68 (RETIREMENT SYSTEM) Section 3.68.080 (Sick leave credit at retirement.) to codify the existing maximum credit of unused paid sick leave towards retirement service credit and apply language cleanup.

**DISCUSSION/SUMMARY:**

Historically, certain unrepresented non-management classifications related to SEIU, Local 1021 have received the same salary increases and benefit changes as SEIU, Local 1021. As such, staff recommends increasing the salaries of the specified unrepresented non-management classifications in the attached Salary Ordinance amendment by six percent (6%) effective July 9, 2023, like the salary increase received by SEIU, Local 1021, as provided in the 2022 – 2026 Memorandum of Understanding.

In addition, historically the same negotiated benefit changes as provided to SEIU, Local 1021 are also granted to the Unrepresented Non-Management classifications related to SEIU, Local 1021. As such, staff recommends the following: 1) increase split shift and night shift pay from five percent (5%) to seven and one-half percent (7.5%) effective January 7, 2024; 2) increase standby duty pay from 1/8<sup>th</sup> pay to 1/5<sup>th</sup> pay effective July 23, 2023; 3) establish longevity pay of up to 2% for eligible employees effective December 24, 2023; 4) increase bilingual pay from \$55 to \$60 per pay period for one (1) language other than English and from \$60 to \$65 per pay period for three (3) or more languages effective January 7, 2024; 5) increase family sick leave usage from nine (9) to 12 days per calendar year effective January 7, 2024; and 6) increase personal leave usage from two (2) to three (3) days per calendar year effective January 7, 2024.

Further, as part of the ongoing effort to clean up the Salary Ordinance and Administrative Code, staff recommends: 1) applying non-substantive formatting and language clarification changes as shown in the attachments; 2) deleting obsolete language and codifying the existing maximum credit of unused paid sick leave towards retirement service credit for all Unrepresented Non-Management classifications in Administrative Code Chapter 3.68 (RETIREMENT SYSTEM) Section 3.68.080 (Sick leave credit at retirement.); 3) deleting the obsolete Section 3.20.040 (Self-inflicted injury excluded.) in Chapter 3.20 (SICK LEAVE) as the provision is no longer in use and cannot be applied as written.

**FINANCING:**

Funds are available in the 2022-2023 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from the recommendation(s), as applicable.

**VISION 2026 GOAL:**

The 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,

DocuSigned by:

*Margarita Zamora*

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Margarita Zamora, Acting Director  
Human Resource Services

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

By   
Kristy van Herick, Asst. County Counsel

O-2023-29  
AN ORDINANCE AMENDING  
CERTAIN PROVISIONS OF THE 2022-2023  
COUNTY OF ALAMEDA SALARY ORDINANCE

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

**SECTION I**

**Article 1, Section 1-1, Subsection 1-1.1** of the County of Alameda Salary Ordinance is hereby amended to specify the following salary rates, to be effective July 9, 2023:

Job Code	Title	Unit Code	Step 01	Step 02	Step 03	Step 04	Step 05	FLSA Status	
0480	NM	Training Ctr Cus Service Rep	039	<u>2296.00</u>	<u>2398.40</u>	<u>2496.00</u>	<u>2612.00</u>	<u>2716.80</u>	N
1107N	NM	Pedestrian Crossing Guard SAN	039			<u>16.42</u>	<u>17.24</u>	<u>18.10</u>	N
5021	NM	Ancillary Support Worker, HCSA	039	<u>2527.20</u>				<u>3006.40</u>	N
5384	NM	Psych Ment Hlth Nurse Pract	039	<u>6960.00</u>	<u>7306.40</u>	<u>7672.80</u>	<u>8055.20</u>	<u>8457.60</u>	X
6181	NM	Special Asst to Vol Prg Coord	039	<u>2344.50</u>	<u>2451.75</u>	<u>2556.75</u>	<u>2676.00</u>	<u>2791.50</u>	N
6186	NM	Crt Apt Spc Adv (CASA) Prg As	039	<u>2852.00</u>	<u>2994.40</u>	<u>3143.20</u>	<u>3299.20</u>	<u>3465.60</u>	X
6415N	NM	Medical Social Worker II SAN	038					<u>46.19</u>	X
6497N	NM	Marriage and Fam Therapist IIN	038		<u>49.80</u>	<u>52.41</u>	<u>54.88</u>	<u>57.39</u>	N
6510N	NM	Behavioral Clinician II N	038		<u>49.80</u>	<u>52.41</u>	<u>54.88</u>	<u>57.39</u>	X
8549N	NM	Regional Training Ctr Instru N	039	<u>21.15</u>				<u>52.81</u>	N
8550N	NM	Regional Train Ctr Instr N	039					<u>52.81</u>	N
8551N	NM	Regional Train Ctr LeadInstr N	039					<u>59.00</u>	N
8751N	NM	Sheriff's Service Cadet N	039	<u>16.50</u>				<u>20.25</u>	N

**SECTION II**

**Article 6, Section 6-2** of the County of Alameda Salary Ordinance is hereby amended to specify the following, effective January 7, 2024:

**SECTION 6-2. SPLIT SHIFT AND NIGHT SHIFT WORK**

Except as otherwise set forth in this Section, each ~~person~~ employee who is required by ~~his/her~~ their agency/department to work a "split shift" or a "night shift" is herewith allowed, in addition to compensation otherwise provided for in this Ordinance, compensation for each such shift at the rate of ~~5~~ five percent (5%) of the pay for ~~his/her/their~~ job classification.

For the purpose of this Section, "split shift" means all time worked by an ~~person~~ employee holding a regular biweekly salary position who is required by the Agency/Department Head to perform ~~the~~ his/her normal daily tour of duty within a period of more than nine and one-half (9.5) hours.

For the purpose of this Section, "night shift" means all time worked by an ~~person~~employee required to work at least five-eighths (5/8<sup>th</sup>) of ~~the his/her~~ normal daily tour of duty after 4:30 p.m. or before 8:00 a.m.

~~Persons employed under~~Employees in Job Codes 1792, 1793, 1794, 1795, 1798, 1799, 1809, 1810, 1811, 1811N, 1812, 1813~~SM~~, and 1814~~SM~~ who are required to work at least five-eighths (5/8<sup>th</sup>) of their normal tour of duty between 4:30 p.m. and 12:00 a.m., shall be paid at a rate of ~~7~~seven percent (7%) over and above their normal biweekly or hourly rate of pay for the entire shift so worked; and such employees who are required to work at least five-eighths (5/8<sup>th</sup>) of their normal tour of duty between 12 a.m. and 8 a.m., shall be paid at a rate of ~~9~~nine percent (9%).

~~Persons employed~~Employees in Job Codes 1882, 1885, 1885N, 1887~~SM~~, and 1889~~SM~~ who are required to work at least five-eighths (5/8<sup>th</sup>) of their normal tour of duty between 4:30 p.m. and 12:00 a.m., shall be paid at a rate of ~~7~~seven percent (7%) over and above their normal biweekly or hourly rate of pay for the entire shift so worked; and such employees who are required to work at least five-eighths (5/8<sup>th</sup>) of their normal tour of duty between 12:00 a.m. and 8:00 a.m., shall be paid at a rate of ~~10~~ten percent (10%) over and above their normal biweekly or hourly rate of pay for the entire shift so worked.

The provisions of this Section do not apply to ~~persons employees holding positions under in~~ Job Codes 0055~~EM~~, 8602~~T~~, 8604, 8617, 8620~~SM~~, 8625~~SM~~, 8635~~SM~~, in the Sheriff's ~~Office~~Department; ~~Job Code-1305N~~ in the ~~Treasurer~~Tax Collector's ~~Department~~Office, and ~~Job Code-6205~~.

~~SEIU represented e~~Employees in Job Codes 1511~~( Legal Process Clerk I)~~ or 1513~~( Legal Process Clerk II)~~, when assigned to warrants in the Sheriff's Office and who are required to work at least five-eighths (5/8<sup>th</sup>) of their normal tour of duty between 4:30 p.m. and 12:00 a.m., shall be paid at a rate of ~~7~~seven percent (7%) over and above their normal biweekly or hourly rate of pay for the entire shift so worked; and such employees who are required to work at least five-eighths (5/8<sup>th</sup>) of their normal tour of duty between 12:00 a.m. and 8:00 a.m., shall be paid at a rate of ~~10~~ten percent (10%) over and above their normal biweekly or hourly rate of pay for the entire shift so worked.

~~SEIU represented e~~Employees in Job Codes 6740, ~~Child Welfare Worker I~~, 6745, ~~Child Welfare Worker II~~, 1128 ~~Specialist Clerk I~~, 1129, ~~Specialist Clerk II~~, 1132, ~~Eligibility Support Clerk~~, 1471, ~~Eligibility Technician II and~~ 1472, ~~Eligibility Technician III~~, ~~1571, 1572, and 1573 of in~~ the Social Services Agency and who are required to work at least five-eighths (5/8<sup>th</sup>) of their normal work schedule between 4:30 p.m. and 12:00 a.m., shall be paid at a rate of ~~7~~seven percent (7%) over and above their normal biweekly or hourly rate of pay for the entire shift so worked.

Effective July 27, 2008, ~~ePAGE represented e~~Employees in Job Codes ~~6750, Child Welfare Supervisor~~, 6284, ~~Supervising Child Care Worker and Job Code-1473SM, Supervising Eligibility Technician, of in~~ the Social Services Agency who are required to work at least five-eighths (5/8<sup>th</sup>) of their normal work schedule between 4:30 p.m. and 12:00 a.m., shall be paid at a rate of seven percent (7%) over and above their normal biweekly or hourly rate of pay for the entire shift so worked.

Effective January 7, 2024, unrepresented non-management employees in classifications related to the Service Employees International Union, Local 1021, who are required to work a split shift or a night shift as defined in this Section, shall be paid at a rate of seven and one-half percent (7.5%) over and above their normal biweekly or hourly rate of pay for the entire shift worked.

### SECTION III

**Article 6, Section 6-3** of the County of Alameda Salary Ordinance is hereby amended to specify the following, effective July 9, 2023:

#### **SECTION 6-3. STANDBY DUTY**

Unless otherwise provided in this Ordinance, or in a current, valid memorandum of understanding, ~~a person~~employees who ~~is~~are required to perform standby duty, shall be compensated at the rate of one-eighths (1/8<sup>th</sup>) pay for such duty.

Unless specifically authorized by the County Administrator, ~~positions in classes~~classifications designated EM, SM, PA, CA, MA or M are exempt from the provisions of this ~~section~~Section.

Effective July 23, 2023, unrepresented non-management employees in classifications related to the Service Employees International Union, Local 1021, who are required to perform standby duty, shall be compensated at the rate of one-fifth (1/5<sup>th</sup>) pay for such duty.

#### SECTION IV

**Article 6, Section 6-6** of the County of Alameda Salary Ordinance is hereby amended to specify the following, effective December 24, 2023:

##### SECTION 6-6. LONGEVITY

Effective December 24, 2023, unrepresented non-management employees in classifications related to the Service Employees International Union, Local 1021, except for those in classifications designated as Services-As-Needed ("SAN") or Temporary Assignment Pool ("TAP"), are eligible for Longevity Pay as follows:

- 10-Years of Service: Employees completing 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 classifications, respectively) shall receive an additional one percent (1.0%) compensation which shall apply to all hours in a paid status.
- 20-Years of Service: Employees completing 20 or more years of continuous service (equivalent to or at least 41,600 and 39,000 total service hours for 80- and 75- hour classifications, respectively) shall receive an additional one percent (1.0%) compensation for a total of two percent (2.0%) which shall apply to all hours in a paid status.

In addition to the compensation specified in this Ordinance, ~~a person~~employees shall also be entitled to service awards granted by the Board of Supervisors.

#### SECTION V

**Article 6, Section 6-8** of the County of Alameda Salary Ordinance is hereby amended to specify the following, effective January 7, 2024:

##### SECTION 6-8. POSITIONS DESIGNATED BILINGUAL

Effective October 3, 2010, unless otherwise provided in a current, valid Memorandum of Understanding, upon recommendation of the Agency/Department Head and approval of the Director of Human Resource Services, an ~~person~~employee occupying a position designated as requiring fluency in a language other than English shall receive an additional compensation of \$40 per biweekly pay period. (BOS approved 9/28/10 increase to \$40.00)

Effective March 13, 2016, for unrepresented non-management employees, the compensation provided in this Section shall be increased from \$40 to \$55 for an ~~person~~employee occupying a position designated as requiring fluency in a language other than English and from \$45 to \$60 for an ~~person~~employee occupying a position requiring fluency in two (2) or more languages other than English. (BOS approved 3/13/18)

Effective December 30, 2018, for unrepresented M-designated employees, the compensation provided in this Section shall be increased from \$40 to \$55 for an ~~person~~employee occupying a position designated as requiring fluency in a language other than English and from \$45 to \$60 for an ~~person~~employee occupying a position requiring fluency in two (2) or more languages other than English. (BOS approved 3/13/18)

Effective January 7, 2024, for unrepresented non-management employees in classifications related to the Service Employees International Union, Local 1021, the compensation provided in this Section shall be increased from \$55 to \$60 per biweekly pay period for an employee occupying a position designated as requiring fluency in a language other than English and from \$60 to \$65 per biweekly pay period for an employee occupying such a position and having proficiency in three (3) or more languages, provided that such employees are required to utilize such additional languages in the course of their duties for the County.

## **SECTION VI**

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 27<sup>th</sup> day of **June, 2023**, to wit:

**AYES:** Supervisors Carson, Haubert, Marquez, Tam & President Miley – 5

**NOES:** None

**EXCUSED:** None



**PRESIDENT, BOARD OF SUPERVISORS**

File No: 30982  
Agenda No: 48  
Document No: O-2023-29



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. Bailey  
Deputy



By   
Kristy van Herick, Asst. County Counsel

O-2023-30  
AN ORDINANCE AMENDING  
CERTAIN PROVISIONS OF THE  
COUNTY OF ALAMEDA ADMINISTRATIVE CODE

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

**SECTION I**

**Chapter 3.20 – SICK LEAVE** of the County of Alameda Administrative Code is hereby amended as follows:

**3.20.110 - Family sick leave.**

Effective July 1, 2015, unless otherwise defined in a memoranda of understanding, regular, provisional or temporary full-time employees are eligible to use, in each calendar year, up to nine (9) days of accumulated sick leave, pursuant to Section 3.20.060 (Cumulative Sick Leave Plan) of this Code, 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 Section, "immediate family" means parent (biological, adoptive, foster, step-parent, parent-in-law, parent of domestic partner, a person who stood in loco parentis when the employee was a minor child, or legal guardian), grandparent, spouse, domestic partner (as defined in Section 3.20.170 (Domestic Partner), child (biological, adopted, foster, step-child, legal ward or child to whom the employee stands in loco parentis), grandchild, or a sibling.

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

Effective January 7, 2024, unrepresented non-management employees in classifications related to the Service Employees International Union, Local 1021 are eligible to use, in each calendar year, up to twelve (12) days of accumulated sick leave, pursuant to Section 3.20.060 (Cumulative Sick Leave Plan) of this Code for the purpose and as stated above.

**SECTION II**

**Chapter 3.24 – VACATIONS** of the County of Alameda Administrative Code is hereby amended as follows:

**3.24.150 – Personal leave.**

An employee shall be allowed two (2) days ~~in any fifty-two (52) week period~~ in any calendar year from ~~his~~their regular vacation ~~allowance~~ accrued balance for personal leave. An ~~Agency/department~~ Department head ~~Head~~ shall not deny a request for this leave except for reasons critical to the operation of ~~his~~ their ~~agency~~ department. Such personal leave shall be in segments of one-half (1/2) day or more for non-exempt employees as defined by the FLSA.

Effective July 9, 2023, unrepresented non-management employees in classifications related to the Service Employees International Union, Local 1021 shall be allowed three (3) days in any calendar year from their regular vacation accrued balance 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.

## SECTION III

**Chapter 3.68 – RETIREMENT SYSTEM** of the County of Alameda Administrative Code is hereby amended as follows:

### **3.68.080 – Sick leave credit at retirement.**

Pursuant to California Government Code Section 31641.03, those ~~county~~ County employees who are members of the ~~county~~ Alameda County employees' Employees' retirement Retirement system Association and who retire on or after November 1, 1988, shall, in addition to their service credit, be credited for fifty ~~(50)~~ percent (50%) of their unused paid sick leave accumulated as of the date of their retirement. ~~This section shall not become applicable unless the board of retirement agrees to amortize the costs of this benefit over a thirty (30) year period. Furthermore, for all Unrepresented non-management employees, except for unrepresented employees tied to IFPTE, Local 21, Units 16 & 60 and 077 with a maximum credit of up to sixty-five (65) days, the maximum credit is up to sixty-two and one-half (62.5) days.~~

In lieu of the provisions of paragraph one, employees in ~~Item Nos.~~ Job Codes 0035-~~EM~~, 0190-~~EM~~, 0295-~~EM~~, 1005-~~EM~~, 1849-~~EM~~, 2055-~~EM~~, 2950-~~EM~~, 3140-~~EM~~, 3260-~~EM~~, 4190-~~EM~~, 5050-~~EM~~, 6085-~~EM~~, and 6150-~~EM~~, who retire on or after December 24, 2000, shall, in addition to their service credit, be credited for seventy-five ~~(75)~~ percent (75%) of their unused paid sick leave accumulated as of the date of their retirement.

**THE FOREGOING** was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 27<sup>th</sup> day of **June, 2023**, to wit:

**AYES:** Supervisors Carson, Haubert, Marquez, Tam & President Miley – 5

**NOES:** None

**EXCUSED:** None

*Kate Miley*

**PRESIDENT, BOARD OF SUPERVISORS**

File No: 30982  
Agenda No: 48  
Document No: O-2023-30



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. Bailey*  
Deputy