

Alameda County

AGENDA July 8, 2008

Human Resource Services

Lakeside Plaza Building 1401 Lakeside Drive, Suite 200 Oakland, CA 94612-4305

June 24, 2008

SECOND READING

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

Subject: Memorandum of Understanding, Salary Ordinance Amendment and Administrative Code Amendment

Dear Board Members:

CONTINUED FROM

(Item # 17A-c)

Tues. 7/8/08

Recommendation:

That your Board (1) adopt an ordinance approving the July 1, 2007 – June 26, 2009 Memorandum of Understanding between the International Federation of Professional and Technical Engineers, Local 21, Civil Engineers Management Unit (CEMU), and the County of Alameda, and (2) adopt an Salary Ordinance amending Sections of Article 7 to implement changes agreed to with IFPTE Local 21, Civil Engineers Management Unit, and (3) adopt an ordinance amending provisions of the County Administrative Code implementing agreements with IFPTE Local 21, Civil Engineers Management Unit.

Discussion/Findings:

Your representatives have reached agreement with IFPTE Local 21, Civil Engineers Management Unit on a two year Memorandum of Understanding. The agreement calls for two, three percent increases with special adjustments for certain job classes.

The Salary Ordinance amendment calls for changes that include: Section 7-5 Paid Leave, Section 7-6 Job Related Expense Reimbursement Plan \$800 which is being eliminated and the dollars being added to Section 7-10 Allocation of Benefits Cafeteria Plan which is being increased by the same amount, and Section 7-4 Vacation Sellback which is being increased from 15 to 20 days for Fiscal Years 2007-2008 and 2008-2009 only.

The Administrative Code amendment calls for employees to be charged for absences of less than a day to remove the sick leave cap and terminate the conversion of excess sick leave to vacation.

Fax: (510) 272-6987

TDD: (510) 272-3703



An Equal Opportunity/Affirmative Action Employer

Funding:

Funds are available in the 2007-2008 and 2008-2009 budget appropriation to pay the cost of these actions.

Very truly yours,

A handwritten signature in black ink, appearing to read "Stephen Amano", written in a cursive style.

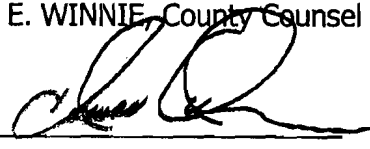
Stephen Amano, Acting Director
Human Resource Services

SA:vb
\\Board Letters\07-08-08 CEMU MOU Ltr

c: County Administrator
Auditor-Controller
County Counsel
IFPTE, Local 21, CEMU

Approved as to Form
RICHARD E. WINNIE, County Counsel

By _____



AN ORDINANCE APPROVING THE
JULY 1, 2007 – JUNE 26, 2009 MEMORANDUM OF UNDERSTANDING WITH THE
INTERNATION FEDERATION OF PROFESSIONAL AND TECHNICAL ENGINEERS
LOCAL 21, CIVIL ENGINEERS MANAGEMENT UNIT

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

SECTION I

The provisions of sections 1 through 24 and 26, and Appendix A, B and C of the July 1, 2007 through June 26, 2009; Memorandum of Understanding, dated June 26, 2008, between the County negotiators and the IFPTE Local 21, Civil Engineers Management Unit applicable to employees in Representation Unit R30, 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.

By _____



AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2007 - 2008
ALAMEDA COUNTY SALARY ORDINANCE

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

SECTION I

The last 4 paragraphs of Section 7-5, Paid Leave, of Ordinance Number 0-2007-52 of the County of Alameda are hereby amended to read as follows:

This plan recognizes that the time required by employees to complete their duties is not limited by the length of the normal County work week by allowing each employee a paid leave of absence in each calendar year.

I. Each unrepresented employee, and effective December 31, 2006, each employee represented by ACMEA in Representation Units R15, R44, R45, R48, R49, and R50, and effective December 30, 2007, each employee represented by ACMEA in Representation Unit 029 and 075, and effective December 28, 2008 each employee represented by CEMU in Representation Unit R30 who is an executive, administrative, or professional employee exempt from the overtime provisions of the Fair Labor Standards Act, shall receive seven days of paid management leave of absence in each calendar year to be selected by the employee, subject to the approval of the department head, and to be taken only within that calendar year. Days that for any reason are not taken in the calendar year earned shall not thereafter be paid in any form. An employee appointed after the start of the calendar year shall receive paid leave of absence prorated at the rate of 4.67 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.

J. Each unrepresented employee and effective December 31, 2006, each employee represented by ACMEA in Representation Units R15, R44, R45, R48, R49, and R50, and effective December 30, 2007, each employee represented by ACMEA in Representation Unit 029 and 075, and effective December 28, 2008 each employee represented by CEMU in Representation Unit R30 who is covered by the overtime provisions of the Fair Labor Standards Act, shall receive three days of paid leave of absence in each calendar year to be selected by the employee, subject to the approval of the department head, and to be taken only within that calendar year. Days that for any reason are not taken in the calendar year earned shall not thereafter be paid in any form. An employee appointed after the start of the calendar year shall receive paid leave of absence prorated at the rate of two 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.

K. Paid Leave Pursuant to subsections I and J above shall be scheduled by mutual agreement of the employee and the agency/department head and taken within the calendar year in which it was approved.

SECTION II

Section 7-6, Job Related Expenses Reimbursement Plan, is hereby amended by the amendment of the last sentence of the first paragraph to read as follows:

Effective January 1, 2009, this section shall no longer apply to ACMEA represented employees in Representation Unit 075, and CEMU represented employees in Representation Unit R30.

SECTION III

Section 7-10, Cafeteria Benefit Plan: Amount of Allocable Money, is hereby amended by the last paragraph to read as follows:

Effective January 1, 2009 each Alameda County Management Employees Association represented full time employee in Representation Unit 075, and Civil Engineers Management Unit represented full time employee in Representation Unit R30 are eligible for a cafeteria benefit plan in the amount of \$2,300 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. An employee appointed to a position in a classification with a Job Code suffix EM, CA, PA, MA, SE, or M shall be entitled to a prorated amount based upon the number of pay periods to be worked full-time 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 unrepresented employee who reinstates shall not exceed \$2,300 minus the sum of cafeteria plan benefits received by the employee during the portion of the calendar.

SECTION IV

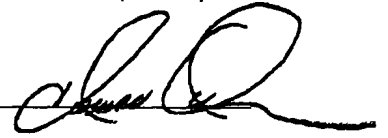
Section 7-4, Vacation Sellback is hereby amended by the amendment thereof of the last sentence to read as follows:

Effective July 1, 2007, in Fiscal Years 2007-2008 and 2008-2009, an employee represented by the Professional Association of County Employees (PACE) and Civil Engineer Management Unit may sellback an additional five days of vacation.

SECTION V

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.

By _____



AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE
ALAMEDA COUNTY ADMINISTRATIVE CODE

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

SECTION I

Sections 3.20.060.Cumulative Sick Leave Plan, and 3.20.070 Cumulative Sick Plan for Employees Regularly Scheduled to Work Less Than Full Time, are hereby amended by the addition thereto of the following sentence in each Section, to read as follows:

Effective December 28, 2008 for employees represented by the Civil Engineer Management Unit in Representation Unit R30 there shall be no maximum accumulation.

SECTION II

Section 3.20.140 Conversion of Sick Leave to Vacation Leave, of Chapter 3.20, Sick Leave, is hereby amended by the addition thereto of the following sentence to read as follows:

Effective December 28, 2008 for employees represented by the Civil Engineers Management Unit in Representation Unit R30, the provisions of this section will no longer apply.

SECTION III

Section 3.28.130 Deductions of Pay or Leave Balances for absences of less than a day, of Chapter 3,28, Overtime, is hereby amended by the addition thereto of the following subsection:

Effective December 28, 2008, employees represented by the Civil Engineers Management Unit Representation Units R30, occupying positions in designated management classifications and who are exempt from the overtime provisions of the Fair Labor Standards Act, shall have appropriate leave balances reduced for absences of less than one work day, except that such employees shall be placed on leave without pay or absence without authorization (AWOL) for absences of less than one work day when paid leave is not used because:

1. permission for it's use has not been sought or has been sought and denied;
2. paid leave is exhausted; or
3. the employee chooses to use leave without pay.

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.