



Lakeside Plaza Building  
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Oakland, CA 94612-4305  
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Human Resource Services

July 22, 2016

Honorable Board of Supervisors  
Administration Building  
Oakland, CA 94612

**Subject: Salary Ordinance Amendment and Administrative Code Amendment**

Dear Board Members:

**Recommendation:**

Adopt a Salary Ordinance amendment amending Article 7, and an Administrative Code amendment amending Title 3, to extend certain benefits provisions to Unrepresented Non-Management related to the Service Employees International Union (SEIU) employees.

**Discussion/Findings:**

The recent agreement reached with the Northern California Public Sector Region Local 1021 of the Service Employees International Union, Change to Win (CTW) contained several benefit changes, which we are recommending be extended to unrepresented non-management related to SEIU employees:

As such, effective January 1, 2017, the following provisions shall apply:

- (1) The monthly Share the Savings stipend will increase from \$100 to \$200 for employees declining all medical coverage, from \$75 to \$150 for employees declining Family coverage and electing Single coverage, and from \$50 to \$100 for employees declining Family coverage and electing 2-party coverage and from \$50 to \$100 for employees declining 2-party coverage and electing Single coverage;
- (2) The maximum annual Dental coverage will increase from \$1450 to \$1550;
- (3) The County's contribution towards a Cafeteria Benefit Plan will increase from \$900 to \$1100 for full-time employees and shall be prorated to employees regularly scheduled to work less than full-time based upon the hours which the employee has been regularly scheduled to work;
- (4) Basic Life Insurance will increase from \$9,000 to \$20,000, and eligible employees are able to purchase additional Supplemental Life Insurance in increments of \$10,000, not to exceed the lesser of three times the annual base salary or max of \$300,000;
- (5) Sick Leave balance shall be changed from no cap to a maximum of 155 days, and when the employee reaches 155 days, 5 days shall be deducted from said sick leave balance and shall be converted to 1 day of vacation;
- (6) The Vacation accrual tiers will increase from 2-4 weeks to 2-5 weeks;
- (7) Institute a Hard Cap on vacation accrual for employees hired on or after January 31, 2016; and
- (8) Available Floating Holidays will increase from 3 days to 4 days.

**Financing:**

Funds are available in the 2016-2017 budget appropriation to pay the costs of these actions.

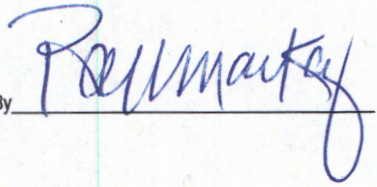
Very truly yours,

Kathy Mount, Interim Director  
Human Resource Services

KM:vb

Z:\Board Letters\08.02.16 SEIU Non-Management EE's

Cc: County Administrator  
Auditor-Controller  
County Counsel  
Agency/Department Heads

By 

O-2016-41  
AN ORDINANCE AMENDING  
CERTAIN PROVISIONS OF THE 2015 – 2016  
ALAMEDA COUNTY SALARY ORDINANCE

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

SECTION I

**Section 7-10, Cafeteria Benefit Plan: Amount of Allocable Money**, of Ordinance Number 0-2015-54 of the County of Alameda is hereby amended by the addition thereto of the following paragraphs.

Effective January 1, 2017, each unrepresented non-management related to SEIU, full time employee is eligible for a cafeteria benefit plan in the amount of \$1100 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 1<sup>st</sup> 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 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.

**THE FOREGOING** was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 13<sup>th</sup> day of September, 2016, to wit:

**AYES:** Supervisors Carson, Valle & President Haggerty – 3

**NOES:** None

**EXCUSED:** Supervisors Chan & Miley – 2

  
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**PRESIDENT, BOARD OF SUPERVISORS**

File: 29804  
Agenda No: 29  
Document No: O-2016-41

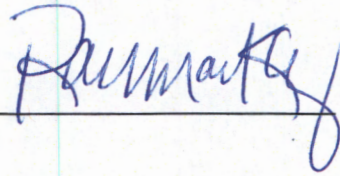


I certify that the foregoing is a correct copy of a Ordinance adopted by the Board of Supervisors, Alameda County, State of California

**ATTEST:**  
Clerk, Board of Supervisors

By: R. Baring  
Deputy



By 

O-2016-44  
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**

Subsections A and E of Section 3.16.010 - Holidays defined, of Chapter 3.16 Holidays, is hereby amended to read as follows:

- A. Unless mutually agreed in a current memorandum of understanding or sideletter of agreement, paid holidays shall be:
1. January 1st;
  2. The third Monday in January, known as "Dr. Martin Luther King, Jr. Day";
  3. February 12th, known as "Lincoln Day";
  4. The third Monday in February;
  5. The last Monday in May;
  6. July 4th;
  7. First Monday in September;
  8. November 11th, known as "Veterans Day";
  9. Thanksgiving Day;
  11. December 25th;
  12. All other days appointed by the President of the United States or the Governor of the state of California for a public fast, national day of mourning, thanksgiving or holiday and approved in writing by three or more members of the board of supervisors;
  13. Three floating holidays are to be scheduled by mutual agreement of the employee and his/her department and taken within the fiscal year, except that an employee hired on or after April 1st of any year shall not be entitled to floating holidays for that fiscal year. Effective from July 1, 2002 to December 31, 2002, the floating holidays authorized by this section will be one and one-half days.

Effective January 1, 2003, the provisions of paragraph 1 will no longer be operative. Effective January 1, 2003, three floating holidays are to be scheduled by mutual agreement of the employee and his/her department and taken within the calendar year, except that an employee hired on or after July 1st of any year shall not be entitled to floating holidays for that calendar year.

Effective January 1, 2017, for full-time unrepresented non-management related to SEIU eligible employees, four floating holidays are to be scheduled by mutual agreement of the employee and his/her department and taken within the calendar year, except that an employee hired on or after July 1st of any year shall not be entitled to floating holidays for that calendar year.

E. The following applies to unrepresented non-management employees:

Effective January 1, 2011, floating holidays for less than full time unrepresented non-management eligible employees whose standard working hours change to full time after January 1, but prior to July 1 of a calendar year, shall be increased based on the employee's full time status. The prorated adjustment to the floating holiday hour balance shall not exceed the full time equivalent amount for three days of floating holidays (twenty-four (24) hours for eighty (80) hour per pay period employee and twenty-two and a half (22.5) hours for seventy-five (75) hour per pay period employee) or the full time equivalent amount in effect for the calendar year. After July 1 of a calendar year, no adjustment will be made to the floating holiday hour balance.

Effective January 1, 2017, floating holidays for less than fulltime unrepresented non-management related to SEIU eligible employees whose standard working hours change to fulltime after January 1 but prior to July 1 of a calendar year, shall be increased based on the employee's fulltime status. The prorated adjustment to the floating holiday hour balance shall not exceed the fulltime equivalent amount for four days of floating holidays (thirty-two (32) hours for eighty (80) hour per pay period employee and thirty (30) hours for seventy-five (75) hour per pay period employee) or the fulltime equivalent amount in effect for the calendar year. After July 1 of a calendar year, no adjustment will be made to the floating holiday hour balance.

## SECTION II

**Section 3.24.040** - For unrepresented non-M-designated employees employed after January 1, 1956, of Chapter 3.24 Vacations, is hereby amended by the addition thereto of the following paragraphs:

Effective January 1, 2017, each unrepresented non-management employee related to SEIU in the service of the county except an employee occupying an exempt position as defined in Section 3.24.170 of this chapter, whose employment began prior to January 31, 2016, shall accrue vacation leave as follows:

- A. Two weeks accrual: Employees shall accrue two weeks of vacation annually until the completion of 104 full-time biweekly pay periods (4 years) of continuous employment.
- B. Three weeks accrual: Employees shall accrue three weeks of vacation annually after the completion of 104 full-time biweekly pay periods (4 years) of continuous employment and until completion of 286 full-time biweekly pay periods (11 years) of continuous employment.
- C. Four weeks accrual: Employees shall accrue four weeks of vacation annually after the completion of 286 full-time biweekly pay periods (11 years) of continuous employment and until completion of 520 full-time biweekly pay periods (20 years) of continuous employment.
- D. Five weeks accrual: Employees shall accrue five weeks of vacation annually after the completion of 520 full-time biweekly pay periods (20 years) of continuous employment.

Effective January 1, 2107, each unrepresented non-management employee related to SEIU in the service of the county except an employee occupying an exempt position as defined in Section 3.24.170 of this chapter, whose employment began on or after January 31, 2016, shall accrue vacation leave as follows:

- A. Two weeks accrual: Employees shall accrue two weeks of vacation annually until completion of 104 full-time biweekly pay periods (4 years) of continuous employment, up to a maximum balance of four weeks.
- B. Three weeks accrual: Employees shall accrue three weeks of vacation annually after the completion of 104 full-time biweekly pay periods (4 years) of continuous employment and until completion of 286 full-time biweekly pay periods (11 years) of continuous employment, up to a maximum balance of six weeks.
- C. Four weeks accrual: Employees shall accrue four weeks of vacation annually after the completion of 286 full-time biweekly pay periods (11 years) of continuous employment and until completion of 520 full-time biweekly pay periods (20 years) of continuous employment, up to a maximum balance of eight weeks.
- D. Five weeks accrual: Employees shall accrue five weeks of vacation annually after the completion of 520 full-time biweekly pay periods (20 years) of continuous employment, up to a maximum balance of ten weeks.



### SECTION III

**Section 3.20.140** - Conversion of sick leave to vacation leave, of Chapter 3.20 Sick Leave, is hereby amended to read as follows:

When a person's sick leave accrued pursuant to Sections 3.20.060, 3.20.070 and 3.20.080 hereof reaches one hundred twenty-five (125) days, five days shall be deducted from said sick leave balance and shall be converted to one day of accrued vacation, which shall be added to vacation balances accumulated pursuant to Sections 3.24.010 and 3.24.020 hereof and shall be thereafter subject to the provisions of Chapter 3.24 of t code. Effective January 1, 2006, for unrepresented employees and effective December 31, 2006, for employees represented by the Alameda County management employees association in representation units R15, R44, R45, R48, R49, and R50, the provisions of this section will no longer apply. Effective July 29, 2007, for employees represented by the Alameda County management employees' association sheriffs unit in representation unit 029 there shall be no maximum accumulation. Effective April 6, 2008 for employees represented by the Alameda County management employees' association probation managers unit in representation unit R075, the provisions of this section will no longer apply. 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.

**Effective January 1, 2017** for unrepresented non-management employees related to SEIU the following provisions apply:

When a person's sick leave accrued pursuant to Sections 3.20.060, 3.20.070 and 3.20.080 hereof reaches a max of one hundred fifty-five (155) days, five days shall be deducted from said sick leave balance and shall be converted to one day of accrued vacation, which shall be added to vacation balances accumulated pursuant to Sections 3.24.010 and 3.24.020 hereof and shall be thereafter subject to the provisions of Chapter 3.24 of this code.

### 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.

**THE FOREGOING** was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 13<sup>th</sup> day of September, 2016, to wit:

**AYES:** Supervisors Carson, Valle & President Haggerty – 3

**NOES:** None

**EXCUSED:** Supervisors Chan & Miley – 2

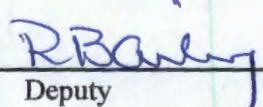
  
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**PRESIDENT, BOARD OF SUPERVISORS**

File: 29804  
Agenda No: 29  
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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:   
Deputy