

TENTATIVE AGREEMENT

ARTICLE 3 UNION ACTIVITIES

3.1 STEWARDS

The Union agrees to notify the County of their Stewards on a quarterly basis. At least one Steward shall be allowed in each department. If a department has more than one physical work location, a Steward shall be allowed at each separate physical work location. If more than twenty-five (25) employees in the same department are assigned to one physical work location, one (1) Steward shall be allowed for each twenty-five (25) or fraction thereof. The Union may request additional Stewards where departmental circumstances warrant such action and department heads are authorized to grant such requests where circumstances warrant. Alternate Stewards may be designated to serve in the absence of the Steward. Stewards may represent employees across departments only if authorized in advance by the Personnel Director or designee. The Union shall provide Personnel with information regarding the basis for the request.

The County and Union will jointly offer an eight (8)-hour basic Shop Steward training course once per calendar year as part of the Training Task Force program. The County agrees to provide release time for one (1) eight (8) hour Shop Steward training per calendar year in addition to the joint training session. Release time shall be authorized in accordance with MOU Attachment C.

When Shop Stewards communicate with the County on issues within the scope of representation, they must identify themselves as Shop Stewards.

3.2 BULLETIN BOARDS

The Union, where it represents employees of a County department, shall be provided, by that department, use of adequate and accessible space on bulletin boards for communication.

3.3 DISTRIBUTION

The Union may distribute official union material to employees in its Representation Unit through normal channels.

3.4 VISITS BY AUTHORIZED UNION REPRESENTATIVES

The authorized Union Representative shall be allowed reasonable contact with employees on County facilities provided such contact does not interfere with the employee's work.

3.5 COUNTY FACILITIES

County buildings and other facilities shall be made available for use by the Union or the Representative in accordance with administrative procedures governing such use.

3.6 NOTIFICATIONS

A. Notification of Change in Status.

It shall be the duty of the County to notify the Union whenever the services of any County employee in a class in this unit are engaged or terminated.

B. Disciplinary Action.

The County shall notify the Union in writing of any intended dismissal, suspension or reduction in rank of employees covered by the Memorandum of Understanding. The same day that the notice of intended action is served to the employee, a copy of the notice shall be either a) hand-delivered to the Union with all attachments, b) faxed to the Union without attachments and sent to the Union by First Class Mail with all attachments, or c) emailed to the Union Member Resource Center and designated Union Organizer with all attachments. It shall be the Union's responsibility to provide the County with the appropriate email addresses and departmental assignments.

C. Bargaining Unit Employee Information

i. AB 119 Information

The County shall provide the Union with remote access to an electronic formatted file with a comprehensive list of all employees covered by this MOU that includes each employee's name, employee number, job title, department, work location, work, home, and personal cellular telephone numbers, work email address, personal email address (if on file with the County) and home address. The Union shall provide the County with the names of two Union employees who will be provided with passwords and instructions on how to access this information.

ii. Other Miscellaneous Reports

The County shall, on a bi-weekly basis, provide the Union with an electronic formatted file with payroll information that includes the employee name, date of birth, job title and department, as well as retiree names and addresses on a monthly electronic basis.

The County agrees to continue to provide monthly dues deduction status reports, quarterly unit census data reports, and termination member reports (with

retirements identified), and new hire member reports at no cost to the Union, in a standardized electronic format.

D. Union Notification.

Except in cases of emergencies, the Union shall be given five (5) working days written notification of any matters within the scope of representation (wages, hours and working conditions) proposed to be adopted by the Board of Supervisors or management and shall be given the opportunity to meet and confer with the County prior to its adoption. The impasse procedures shall be in accordance with Government Code Section 3505.

E. Contracting Out.

The County agrees that prior to taking action to contract out functions or activities now performed by employees in the General Representation Unit, the County shall provide the Union with reasonable written notice and shall meet with the Union and discuss alternative ways to achieving the County's objectives. The County agrees that, prior to taking action to layoff employees in the General Representation Unit, the County shall discuss alternative ways of achieving the County's objectives with the Union.

At least two weeks prior to the issuance of a Request For Proposal (RFP) to contract out work now performed by employees of the General Representation Unit, the County will provide the Union with notice of the County's intent to issue the RFP.

3.7 UNION LEAVE AND TIME OFF

The County acknowledges that County employees who are Union board members or Shop Stewards have an important role in development and maintenance of harmonious labor relations. Further, the County acknowledges that effective representation requires participation in training and Union activities and that reasonable time off should be available for such purposes.

The Union acknowledges the County's priority for County programs, services and projects. The Union accordingly recognizes the need for the provision of notice as well as reasonable limitations in the administration of this Article. The Union thus recognizes that approval of leave under this Article may not be granted if an employee/Union board member or Shop Steward has specialized skills, talents, abilities and knowledge that are necessary and which cannot be reasonably replaced.

In accordance with Government Code 3558.8, the County will continue to pay the employee their regular compensation during leave which is approved under this Article and will continue to make its regular contributions toward the employee's retirement and insurance benefits/in-lieu stipends during that leave. Employees shall likewise continue to make their normal retirement and insurance contributions during approved Union leave under this Article.

The Personnel Department shall coordinate with the employee's department and the Auditor's Office to invoice the Union for the full cost of any compensation and benefits paid to or on behalf of the employee during their Union leave, and the Union shall reimburse the County for those costs within 30 days of receipt of the invoice. Reimbursable compensation shall include wages and any retirement contributions and insurance/in-lieu stipend payments made by the County on behalf of the employee and their dependents.

A. Short-Term Union Leave with Pay

The County and Union agree that an employee/Union board member or Shop Steward shall be entitled to an aggregate of twenty-five (25) working days per year time off without loss of pay or other benefits for Union trainings and other activities, including activities of any statewide or national employee organization with which the Union is affiliated, subject to the following limitations:

1. The employee must request leave under this section (3.7.A) at least two (2) weeks in advance of the first day of the proposed leave using the County's Employee Request for Time Off form (PER 1082A).
2. If the timing of the requested leave period is not operationally feasible, the County and the Union will work in good faith to identify and agree upon an alternative leave period.
3. Employees granted leave under this section (3.7.A.) shall continue to earn full service credit during that leave and shall retain their rights to return to their position at the conclusion of the leave.

B. Long-Term Union Leave with Pay

The Union may request that an employee/Union board member or Shop Steward be granted leave without loss of compensation or other benefits by the appointing authority with the approval of the CAO for a period of up to twelve (12) months for Union trainings and other activities, including activities of any statewide or national employee organization with which the Union is affiliated, subject to the following limitations:

1. The employee must request leave under this section (3.7.B.) at least four (4) weeks in advance of the first day of the proposed leave using the County's Employee Request for Time Off form (PER 1082A).
2. Only employees who have successfully completed their probationary period and have permanent status in their current County position shall be eligible for leave under this section (3.7.B.).
3. Leave under this section (3.7.B.) is subject to the approval of the appointing authority and the County Administrative Officer. The CAO's decision on such leaves is final.

4. The County agrees to the Union's request that employees granted leave under this section (3.7.B.) shall continue to earn full service credit during that leave.

5. A person granted such leave who has permanent status in their class shall have the right to return to a position in that class.

6. While on such leave, the person shall not be considered a County employee for any purpose except, for an employee with permanent status in their class, the right to return at the expiration of the leave.

3.8 RELEASE TIME FOR BOARD MEETINGS


Reasonable release time will be granted by the County for a maximum of two SEIU Local 521 officers or their designees to attend Board of Supervisor meetings when the County places items on its Board Agenda that directly relate to SEIU Local 521's wages, hours and working conditions.

Release time shall be made through the Personnel Department by 5:00 p.m. on the Friday preceding the Board meeting.

3.9 RELEASE TIME FOR NEGOTIATIONS

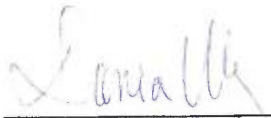
It is agreed upon by the parties that release time shall be provided to elected or appointed SEIU 521 bargaining team members during negotiations in accordance with Attachment C, incorporated herein by reference.

Preparation time for successor MOU negotiations will be considered in accordance with statutory requirements.



Olivia Martinez
Chief Negotiator – SEIU
9/11/2024

Date



Dania Torres Wong
Co-Chief Negotiator – County
9/11/2024

Date

TENTATIVE AGREEMENT

ARTICLE 13 ON-CALL DUTY AND CALL BACK DUTY

13.1 ON-CALL DUTY

- A. Defined. On-call duty is defined as the requirement by the department for an employee to leave a phone number where the employee may be reached during off-duty hours, or carry a pager during off-duty hours, and the employee must be available to report to work within a one-hour period.
- B. Time Worked.
1. Time spent in answering phone calls or responding to calls by phone is considered time worked which counts towards overtime.
 2. An employee who is called back to duty shall be considered on-call until they reach the job site. Travel time to the job site shall not be considered time worked.
 3. Time worked shall be deducted from the prescribed on-call shift to determine the appropriate on call pay.
- C. Compensation.
1. ~~Effective September 13, 2014 a~~All employees assigned on-call duty shall receive ~~\$3.00-4.00~~ per hour when assigned to be on-call.
 2. Effective the first full pay period after Union ratification and Board of Supervisors approval, all employees assigned on-call shall receive ~~\$4.00-4.50~~ per hour (or ~~\$32-36~~ for an 8-hour period, ~~\$64-72~~ for a 16-hour period, and ~~\$96-108~~ for a 24-hour period) when assigned to be on-call.
- D. Union Notification. The County shall notify the Union whenever the County intends to add or remove positions in the bargaining unit from the approved on-call list.

13.2 CALL-BACK

- A. Defined. Employees who are ordered to return to their work site or another specified work site by the department head or a designated agent following the termination of their normal work shift shall be considered to be on call-back unless otherwise provided in this Article (13). Responses to phone calls or performing work at home shall not be considered call-back duty. Travel time to and from the work site shall not be considered time worked. If an employee has physically left home and receives a call canceling a call-back, the two- (2) hour minimum in B, below, shall apply. Such payment shall not be considered for time worked.

B. Compensation. Employees who are called back shall be compensated for the actual time worked at one and one-half times their regular hourly rate provided that a minimum of two (2) hours of overtime compensation shall be allowed for all periods of work less than two (2) hours.

1. Employees in Informational Technology (IT) classifications, who are authorized by the department head to remotely access County IT systems and who are able to meet operational needs shall be compensated as outlined below in 13.2.B.1.a

a. Employees who work remotely shall be compensated for the actual time worked at one and one-half times their regular hourly rate provided that a minimum of one (1) hour of overtime compensation shall be allowed for all periods of work less than one (1) hour. Multiple calls within the same one (1) hour period shall be included in the time already compensated for in that one (1) hour period.

13.3 EMERGENCY RESPONSE - SOCIAL WORK STAFF

A. Pursuant to Welfare and Institutions Code Section 16501 et seq., an incumbent in a position in the social worker and social work supervisor class series in the Human Services Division may be scheduled by the department head or a designated agent to be available and respond immediately to emergencies after normal hours of operation and be compensated as follows:

1. When scheduled to respond immediately to emergencies after normal hours of operation, the employee shall be compensated at the rate of \$7.25 per hour, or the Federal hourly minimum wage whichever is greater, and such time when the employee is available to respond shall be considered time worked.

2. When responding to an emergency in accordance with these provisions, either by phone or in person, the employee shall be paid for actual time worked at their regular hourly rate of pay.

3. Time worked under (1) and (2) immediately above shall count towards overtime.

B. Employees subject to this provision (13.3) shall be excluded from the provisions of 13.1 (On-Call Duty) and 13.2 (Call-Back).



Olivia Martinez
Chief Negotiator – SEIU

9/23/24
Date



Dania Torres Wong
Co-Chief Negotiator – County

9-23-2024
Date

TENTATIVE AGREEMENT

ARTICLE 14 DIFFERENTIALS

14.3 BILINGUAL PAY DIFFERENTIAL

- A. The County shall provide bilingual payment of an additional \$1.00 per hour above the base hourly rate where the employee is required by the appointing authority to use their bilingual skills at Level One and the employee is certified as qualified at Level One, by the County Personnel Director.

Effective the first full pay period in September 2025, the County shall provide bilingual payment of \$1.35 per hour above the base hourly rate where the employee is required by the appointing authority to use their bilingual skills at Level One and the employee is certified as qualified at Level One, by the County Personnel Director.

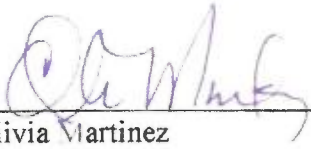
The County shall provide bilingual payment of an additional \$1.35 per hour above the base hourly rate where the employee is required by the appointing authority to use their bilingual skills at Level Two and the employee is certified as qualified at Level Two by the County Personnel Director.

Effective the first full pay period in September 2025, the County shall provide bilingual payment of \$1.75 per hour above the base hourly rate where the employee is required by the appointing authority to use their bilingual skills at Level Two and the employee is certified as qualified at Level Two, by the County Personnel Director.

"Level One" is the ability to converse in the second language(s) and to read English and translate orally into the second language(s). "Level Two" is the ability to converse in the second language(s); to read English and translate orally into the second language(s); read the second language(s) and translate orally into English; and to write in the second language(s).

- B. Bilingual pay shall be initiated at the beginning of the pay period after the criteria outlined herein are met.
- C. The County shall periodically review positions covered by these provisions to determine the number, location, language and/or level of bilingual skill required of positions to be designated as requiring bilingual skills. The County may require retesting of employees for the purpose of certifying that employees possess the necessary skill level.
- D. Bilingual pay shall be removed when the criteria as outlined herein cease to be met.

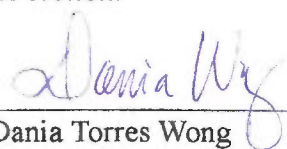
No other changes to this section.



 Olivia Martinez
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9/5/24

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9/5/2024

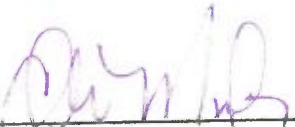
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TENTATIVE AGREEMENT

ARTICLE 14 DIFFERENTIALS

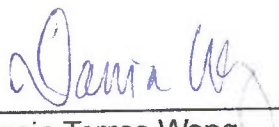
14.4 MORGUE CLEANING ALLOWANCE

One employee in the class of Custodian shall receive a differential of ~~\$0.75~~ \$1.25 per hour over their base hourly rate when assigned to clean the County morgue for a full work period. The assignment may be changed among employees from work period to work period, but only one person shall receive the differential within a work period. (A work period is a period of seven consecutive 24 hours, or 168 consecutive hours.)



Olivia Martinez
Chief Negotiator – SEIU
9/12/24

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Co-Chief Negotiator – County
9/12/2024

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16.1 HOLIDAYS

A. Holidays Specified

The following are Holidays which apply for eligible General Representation Unit employees:

1. January 1 - New Year's Day
2. The third Monday in January, known as "Martin Luther King Jr. Day"
3. The third Monday in February, known as "Presidents' Day"
4. March 31, known as "Cesar Chavez Day"
5. The last Monday in May, known as "Memorial Day"
6. June 19, known as "Juneteenth"
7. July 4 - Independence Day
8. The first Monday in September, known as "Labor Day"
9. The second Monday in October, known as "Indigenous People's Day"
10. November 11 - known as "Veterans Day"
11. The Thursday in November appointed as "Thanksgiving Day"
12. The Friday in November - the day after Thanksgiving Day
13. December 24 - "Christmas Eve"
14. December 25 - "Christmas"


If January 1, March 31, July 4, November 11, or December 25 fall upon a Sunday, the Monday following is a Santa Cruz County holiday; and if any of said dates fall upon a Saturday, the preceding Friday is a Santa Cruz County holiday. Should December 25 fall on a Saturday, the preceding Friday is a Santa Cruz County holiday and December 24 will be treated as a Santa Cruz County holiday on the preceding Thursday. Should December 25 fall on a Sunday or Monday, December 24 will be treated as a Santa Cruz County holiday on the preceding Friday.

~~Holidays which fall on a Sunday shall be observed on the following non-holiday work day. Holidays which fall on a Saturday shall be observed on the preceding non-holiday work day.~~



Olivia Martinez
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8/8/2024
Date



Dania Torres Wong
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8/8/2024
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TENTATIVE AGREEMENT

16.3 OTHER LEAVE WITH PAY

F. Bereavement Leave

In accordance with California Government Code 12945.7, eEmployees who have been employed by the County for at least 30 days shall be granted bereavement leave with pay by their appointing authority in the case of the death of the following family members:

~~the parents of the employee,
the employee's spouse/domestic partner,
the children, grandchildren, stepchildren, foster children, and adopted children of the employee and/or of the employee's spouse/domestic partner,
the parent's of the employee and/or of the employee's spouse/domestic partner,
the step-parents of the employee and/or of the employee's spouse/domestic partner,
the grandparents of the employee,
and the brother and/or sistersiblings of the employee and/or of the employee's spouse/domestic partner of the employee.~~

~~Also included are the sister and brother of the employee, children, grandchildren, stepchildren and adopted children of the employee and/or spouse/domestic partner.~~ Family members listed above pertaining to the employee's domestic partner are recognized by the County after submission of an Affidavit of Domestic Partnership.

Employees are eligible for five (5) days off for bereavement leave of which three (3) days shall be paid and two (2) days shall be unpaid, except that when the employee must travel outside of California as the result of a death occurring outside of California, all five (5) days shall be paid. Such leave shall be limited to three (3) days per occurrence within California. Such leave shall be limited to five (5) days per occurrence for death occurring outside of California if the employee will travel out of state. Such leave shall be limited to three (3) days per occurrence for death occurring outside of California if the employee will not travel out of state. Employees may use available annual leave or other accruals on any unpaid days of bereavement leave. One "day" of bereavement leave as used in this Article shall be equivalent to eight hours for full-time employees, and shall be pro-rated for part-time employees.

Pursuant to California Government Code 12945.7, the County has the right to request documentation of the death within thirty (30) days of the first day of the bereavement leave. The days of bereavement leave do not have to be consecutive, but the

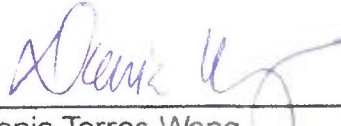
bereavement leave must be completed within three (3) months of the date of the death of the family member.



Olivia Martinez
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9/5/24

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9/5/2024

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TENTATIVE AGREEMENT


ARTICLE 21 CLASSIFICATION ACTIONS AND SALARY PROTECTION

21.1 CLASSIFICATION ACTION


- A. The County shall notify the official Union representative regarding appropriate classifications whenever the County intends to classify, reclassify, create, modify, and/or abolish classes or class specifications existing in or appropriate to the bargaining unit represented by the Union. The Union shall respond within ten (10) working days of the notice. The time limit for response may be extended upon request. Upon request, both parties shall meet and mutually share information, excluding work products, with regard to the classification study. Upon request by the Union, up to four (4) hours of release time per month shall be granted for two (2) bargaining unit employees for work on classification actions.
- B. On a first come, first served basis, up to thirty (30) unit employees may submit requests for classification review of their positions during the month of January of each year directly to the Personnel Department. A completed Long Form Position Description Form (PDF) (PER65BF) shall accompany each employee's request. The PDF should highlight and describe in detail those duties which the employee believes are beyond the scope of their current class specifications. After consulting with the employee's appointing authority (Department Head or designee), the Personnel Department shall provide a detailed explanation including the reasons for any denials if an employee is denied. Within four (4) weeks of receipt of the PDF, the Personnel Department will inform the employee in writing when their study is scheduled. The study will be completed, and the results implemented within one (1) year of the date the PDF was received in the Personnel Department. The Personnel Department shall provide a written report outlining the reasons for approval or denial of the classification request. The employee's request for a classification study does not require the approval of the employee's supervisor. The provisions of this section (21.1.B.) shall be suspended during calendar year 2025, and instead classification studies during that year shall be conducted in accordance with Article 21.1.C., below.
- C. 2025 Special Classification Studies
Classification studies shall be conducted for all employees in the following classifications who submit a completed Long Form Position Description Form (PDF) to the Personnel Department by January 31, 2025:
- a. Social Worker IIs assigned to the In-Home Supportive Services (IHSS) unit
 - b. Medical Billing Technician
 - c. Senior Medical Billing Technician
 - d. Senior Building Equipment Mechanic
 - e. Senior Plumber

- f. Senior Electrician
- g. Comparison study between Medical Assistant and Medical Care Service Worker

No study will be conducted for employees who do not submit a completed PDF by the January 31, 2025 deadline. The study will be completed and the results implemented within one (1) year of the date the PDF was received in the Personnel Department.



Olivia Martinez
Chief Negotiator – SEIU
9/12/2024
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Co-Chief Negotiator – County
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TENTATIVE AGREEMENT

ARTICLE 25 TUITION REIMBURSEMENT AND TRAINING

25.1 TRAINING TASK FORCE & TUITION REIMBURSEMENT

- A. The County and the Union recognize the importance of training programs and the development of career ladders and encouraging promotions. The County and the Union agree to a Labor-Management Training Task Force. Such task force will have four (4) representatives from the General Representation Unit and one (1) SEIU staff person for a maximum of five (5) representatives. The task force shall meet semi-annually, upon request by the Union. The scope of the task force shall be:
1. Reviewing and helping select in-house and on-line training programs to help employees prepare for promotional opportunities, clarify career paths within the County service and identify and overcome barriers to career advancement; and
 2. Discuss and make recommendations to the Personnel Department regarding ways to improve upward mobility and promotional opportunities for current County employees.
- B. All employees are assigned to watch the on-line New Employee Orientation (NEO) on paid work time soon after joining the County workforce. The NEO includes a new member orientation module developed by SEIU.
- C. For the term of this agreement, the County will provide \$25,000 for funding for employees in the General Representation Unit for: the existing Tuition Reimbursement Program; for reimbursement for job-related but not required licenses and/or certificates; and for reimbursement for professional association dues for professional associations for which dues are inseparable from certification and/or licensure.
1. Reimbursement shall only apply to fees paid by the employee during the calendar year in which reimbursement is received. No reimbursement shall be made for fees of less than \$5.
 2. Extra Help Employees in the classes of Lifeguard, Head Lifeguard, Aquatic Aide, Recreation Program Specialist, Recreation Coordinator, Recreation Supervisor, Park Service Officer, and Park Recreation Cultural Worker I-IV are eligible to request reimbursement for licenses and certificates pursuant to this section.
 3. Employees shall not be reimbursed for the same expenses under both this provision and the provisions of Article 15.3.

4. Reimbursements under this Article (25.1.C.) shall be requested and processed in accordance with Personnel Administrative Manual Section VIII.6. The maximum reimbursement any employee may receive pursuant to this Article is \$400 per calendar year.



Olivia Martinez
Chief Negotiator – SEIU

8/8/24
Date



Dania Torres Wong
Co-Chief Negotiator – County

8/8/2024
Date

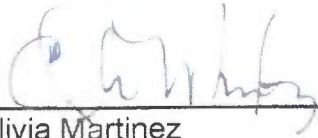
TENTATIVE AGREEMENT

ARTICLE 26 HSD WORKLOAD COMMITTEE

- A. It is the intent of the management of the Human Services Division (HSD) to:
1. Fill vacant budgeted positions and to fill behind approved leaves of absences without pay in excess of thirty (30) days provided that adequate Federal/State funding is available; and
 2. Distribute the workloads of clerical staff, benefits representatives, employment training specialists and social workers fairly.
- B. In an effort to fairly distribute workload, the HSD management will act to assign staff and/or distribute cases and tasks, with consideration of such factors as case/task complexity, training status, ~~and/or~~ worksite operations, and/or permanent reduction in FTE.
- C. The Workload Committee shall consist of management representatives and Union stewards or alternates from HSD. Additional attendees may be agreed upon at the request of management or the Union. Committee representation may differ by Division/Program. Meetings will be held at either party's request.
- D. The purpose of the Workload Committee shall be to address workload concerns arising from cases/tasks, and/or functional assignments and make recommendations for consideration in the following areas:
1. Workload distribution
 2. Workload Impacts
 3. Workload efficiencies including but not limited to technology solutions
 4. Protected time; and
 5. Forecasting future trends and resources needed

Any proposals mutually agreed to by the Committee will be recommended to the HSD Director for timely review and response.

- E. In assessing the quality of an employee's work, HSD management will take into consideration the effect of extensive vacancies, major regulatory changes, and technology related impacts.
- F. Complaints made pursuant to this Article are not grievable; however, all other provisions are subject to the grievance procedure.



Olivia Martinez
Chief Negotiator – SEIU

8/8/24

Date



Dania Torres Wong
Co-Chief Negotiator – County

8/8/2024

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TENTATIVE AGREEMENT

ARTICLE 27 JOINT LABOR-MANAGEMENT COMMITTEES

A. HSA Joint Labor-Management Committee

The parties agree that there will be one committee comprising representatives from HSA management and the Union. The committee will consist of management representatives and Union stewards or alternates from HSA.

The committee will meet quarterly, or more frequently by mutual agreement. The purpose of this committee shall be communication and information sharing and problem solving on relevant HSA issues such as employee work environment and policies and procedures. The committee will consider HSA related issues concerning recruitment/retention; patient care and staffing. Any proposals mutually agreed to by the committee will be recommended to the Agency Director for review and response. Issues discussed by the committee are only grievable if they otherwise meet the definition of a grievance under Article 22.

B. Public Works Joint Labor-Management Committee

The parties agree that there will be one committee comprising representatives from Public Works management and the Union. The committee will consist of management representatives and Union stewards or alternates from Public Works.

The Public Works Joint Labor-Management Committee will meet as needed. The purpose of this committees shall be communication and information sharing and problem solving on relevant Public Works issues such as employee work environment and policies and procedures. The committee will consider department-related issues concerning recruitment/retention and staffing. Any proposals mutually agreed to by the committee will be recommended to the department head for review and response. Issues discussed by the committees are only grievable if they otherwise meet the definition of a grievance under Article 22.

C. Child Support Joint Labor-Management Committee

The parties agree that there will be one committee comprising representatives from Child Support and the Union. The committee will consist of management representatives and Union stewards or alternates from the department.

The Child Support Joint Labor-Management Committee will meet as needed. The purpose of this committee shall be communication and information sharing and problem solving on relevant Child Support issues such as employee work


environment and policies and procedures. The committee will consider department-related issues concerning recruitment/retention and staffing. Any proposals mutually agreed to by the committee will be recommended to the department head for review and response. Issues discussed by the committee are only grievable if they otherwise meet the definition of a grievance under Article 22.

D. SEIU-Personnel Labor Management

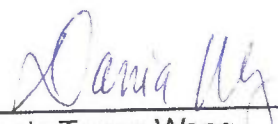
The County and the Union share a commitment to supporting the streamlining of the recruitment and hiring process in order to promote the timely filling of vacancies. For the term of this agreement, a Labor Management Committee comprised of three representatives each from Personnel Management and the Union shall be created for the purpose of communication, information sharing and problem solving on recruitment related issues such as outreach, prospective candidate engagement, and other process related items. The Union shall contact the County to schedule the first Committee meeting and the parties will mutually agree on a meeting schedule thereafter. The Committee will consider tools such as:

- i. ~~Continuous recruitments~~
- ii. ~~Frequently Asked Questions to guide applicants and supervisors~~
- iii. ~~Training sessions for new and experienced supervisors~~
- iv. ~~Other process improvement ideas~~

The Committee shall issue written recommendations to the Personnel Director and the Civil Service Commission regarding possible changes to processes, practices and/or any items requiring Civil Service Commission and/or Board of Supervisors approval. Any change to the Civil Service Rules will require Civil Service Commission approval first, followed by Board of Supervisors approval. The Committee's recommendations shall be issued within six months of convening.



Olivia Martinez
Chief Negotiator – SEIU
9/11/2024
Date



Dania Torres Wong
Co-Chief Negotiator – County
9/11/2024
Date

TENTATIVE AGREEMENT

ARTICLE 31 WORK SCHEDULE/LOCATION ASSIGNMENT

A. Work Schedules/Schedule Changes.

Except as provided below, the standard work schedule shall be eight (8) hours per day, five (5) days per week, with two (2) consecutive days off. Except for overtime, callback and on-call assignments, departments which need a different operational schedule shall maintain and post an employee assignment schedule. No employee, except in case of emergency, shall be required to work a different work schedule than assigned (including an alternate schedule) unless the employee has been notified in writing at least five (5) working days in advance of the change in work schedule.

1. Alternate Schedules.

- a. Upon recommendation of a department head or designee, flex-time, job sharing and voluntary reduced work hour programs may be established after consultation with the Personnel Director and the Union. Job sharing programs require that benefits (excluding employee insurances) be prorated.
- b. Current alternate work schedules may include 9/80 schedules, 4/10 schedules, and/or other alternate schedules. Individuals assigned to such schedules shall accrue leave and holiday hours on the same basis as employees working the standard 5/8 work schedule. Employees shall also be charged time off based on the number of hours in the work day missed.
- c. Should the County elect to eliminate an existing alternate schedule, or establish a new alternate schedule, it will provide five (5) working days advance written notice to the Union and will meet and confer upon Union request.
- d. 7/12 Schedule - Sheriff's Records Clerks

Effective as soon as administratively possible, all Sheriff's Records Clerks assigned to the Sheriff's Corrections Bureau will work a 7/12 schedule consisting of three 12-hour days in one week of the pay period, and four 12-hour days in the other week of the pay period. Employees assigned this schedule will work a modified work period, in which one 12-hour day will be split between the two work weeks, leaving the employee with 42 hours of scheduled work each work week. Individuals assigned to such schedules shall accrue leave on the same basis as employees working the standard 5/8 work schedule. Employees shall also be charged time off based on the number of hours in the work day missed.

 - i. Overtime. Employees will be subject to Article 12 and overtime will accrue on any hours of work over 40 in each designated work period. This will result in employees who

work their full assigned schedule receiving four hours of overtime each pay period.

- ii. Holidays. Employees assigned the 7/12 schedule are not subject to the provisions of Article 16.1.A. (Holidays). Instead, these employees will accrue ~~.051~~.0538 hours of holiday credit (the equivalent of 112 hours per year, representing the 14 County holidays) for each hour they are in paid status up to 80 hours per pay period. Holiday accruals will be cashed out twice per year, in June and December. If an employee separates from County Service or moves to a position with a different schedule or holiday pay arrangement, the employee will be cashed out for any holiday pay in their holiday pay accrual bank at the time of their separation or position change.
- iii. Overtime hours will not count toward step advances, County Service hours, probation, leave accruals, or similar purposes.
- iv. Implementation of this article (31.A.1.d.) is subject to coordination with the Auditor-Controller-Treasurer-Tax Collector and the Information Services Department.

e. 7/80 Schedule for Institutional Supervisors

The parties recognize that Institutional Supervisors at Juvenile Hall are engaged in law enforcement duties and qualify for an alternate work period under Fair Labor Standards Act section 207(k) [see 29 U.S.C. §207(k) and 29 C.F.R. §553.211]. Accordingly, effective as soon as administratively possible, Institutional Supervisors shall be subject to a work period of 14 calendar days divided as follows: three 12-hour days (36 hours total) in one week of each 14-day pay period, and three 12-hour days plus one 8-hour day (44 hours total) in the other week of the pay period. This schedule shall be known as a "7/80 schedule."

- i. Overtime. Notwithstanding the provisions of Article 12.1, employees subject to this schedule shall not be eligible for overtime unless they exceed 80 hours of time worked in a two-week pay period.
- ii. Implementation of this article (31.A.1.e.) is subject to coordination with the Auditor-Controller-Treasurer-Tax Collector and the Information Services Department.
- iii. Should it ever be determined by a judge, arbitrator, Department of Labor, hearing officer, or similar decision maker that the Institutional Supervisors are not eligible for alternate work periods under section 207(k) of the Fair Labor Standards Act, the 7/80 schedule described in this article (31.A.1.e.) will be rescinded and the employees will revert to a 40 hour work week.

B. Location Transfers.

The County shall provide ten (10) working days written notice when transferring employees to a new location in excess of ten (10) miles from their current worksite, except in cases of emergencies. Transfers shall not be arbitrary or capricious.

C. Intra-Departmental Transfers.

All employees that are interested in intra-departmental transfers shall have their name placed on the Countywide transfer list. Effective January 1, 2008, departments that desire to fill any vacant position through an intra-departmental transfer shall be provided a copy of the transfer list by the Personnel Department and shall consider the applications and candidacy of those employees requesting consideration for a transfer. The names of interested employees shall appear on the certification list with other interested applications (open and promotional competitive lists). This process shall not apply when the transfer is the result of a layoff, emergency, disciplinary action, workplace violence, the result of a Personnel investigation, or where prohibited by statute.

D. Hours Worked.

Effective August 10, 1996, all hours worked exclusive of overtime (as defined in Article 12.1) shall apply to step advancement and annual leave accrual. On a quarterly basis, beginning October 1, 1996, the department shall circulate departmental interest cards to establish an extra work interest list. Employees shall have five (5) working days to place their name on the interest list. Prior to hiring temporary workers, the department shall consider this list for the filling of temporary vacancies when practical.

E. Seniority Defined.

When used, seniority for purposes of overtime and shift assignment within the work unit shall be determined by the most recent date of appointment to the current class and department of the employee.

F. After Hours Medical Phone Services.

The intent of this article is to provide a mechanism by which clients are able to access services after regular business hours and holidays. The Health Services Agency will request Physician's Assistant/Nurse Practitioner volunteers for participation in after-hours call. If enough volunteers are not obtained, the department will assign staff in order to maintain services for clients. The employee may be assigned in writing to such duty by the Health Services Agency Director, leave a phone number where they can be reached or carry a pager or cellular phone, and return calls within a period of time specified by the Health Services Agency Director.

Employees in budgeted positions in the class of Physicians Assistant/Nurse Practitioner who are assigned to receive and answer calls from clients after working hours shall receive payment of \$10.00 per hour (from 5 p.m. on a weekday to 8 a.m. the following day); and \$10.00 per hour for weekends and days on which the County offices are closed in observation of a holiday (from 8 a.m. on a weekend day or holiday to 8 a.m. on the following day). "Completed" means receiving and answering all client calls within the period of assignment.

The payment for this assignment is not payment for time actually worked. Time spent by such employees in receiving and responding to calls shall be counted as actual time worked. For each incident, a minimum of fifteen (15) minutes time worked may be recorded. If the actual time worked for an incident exceeds fifteen (15) minutes, this minimum shall not apply.

Response to phone calls and returning calls shall not be considered call-back duty. After hours medical phone service shall not be considered on-call duty. Employees assigned such phone service are not required to report to work. Employees are required to answer client calls on a timely basis, but are otherwise free to pursue their own activities and are not restricted to a particular locale.

No more than one (1) employee may be assigned such duty on any one day without the advanced written approval of the County Administrative Officer.



Olivia Martinez
Chief Negotiator – SEIU

9/23/24
Date



Dania Torres Wong
Co-Chief Negotiator – County

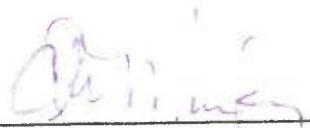
9/23/24
Date

TENTATIVE AGREEMENT

ARTICLE 32 EXTRA HELP (TEMPORARY) EMPLOYEE PROVISIONS

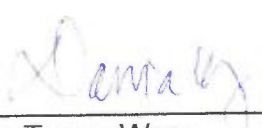
32.2 DEFINITIONS

- A. Extra help employees: A qualified person employed in a non-budgeted position excluded from Civil Service status for a maximum of 999 hours in a fiscal year including persons employed for:
 - 1. Short Term Projects;
 - 2. Seasonal basis to meet recurring work peaks;
 - 3. As needed basis to meet peak loads, emergency, or other unusual work situations.
- B. A regular, budgeted position that is temporarily vacant due to extended leave shall be filled, whenever practical, by the appropriate employment list.
- C. At the request of the Union, the County and the Union shall meet semi-annually and review the County's utilization of Extra Help employees to ensure it is in accordance with the provisions of this Article (32.2). Up to three (3) County managers and three (3) Union representatives, inclusive of both staff and members, may participate in the meeting.



Olivia Martinez
Chief Negotiator – SEIU

9/12/24
Date



Dania Torres Wong
Co-Chief Negotiator – County

9/12/2024
Date

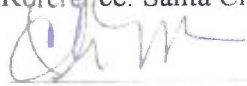
TENTATIVE AGREEMENT

Attachment A of SEIU MOU – September 19, ~~2021~~2024– September 18, ~~2024~~2027

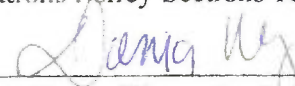
**CONFIDENTIAL POSITIONS
GENERAL REPRESENTATION UNIT**

DEPARTMENT/OFFICE	POSITION	
Auditor	1 Sr. Receptionist	BU7-001
	<u>1 Office Assistant III</u>	<u>BC7-001</u>
Board of Supervisors	1 Sr. Receptionist/Receptionist	BU7-001/BU3
CAO	1 Sr. Receptionist	BU7-001
	1 Executive Secretary-CAO	BJ7-001
	1 Admin Aide	UR1-001
County Counsel	<u>1</u> 2 Sr. Legal Secretaries	BH5-003/BH3/BH2
		BH5-006/BH3/BH2
	<u>2</u> 1 Legal Secretary II/I	<u>BH3-004/BH2</u>
		<u>BH3-007/BH2</u>
	1 Paralegal	JC2-001
District Attorney	1 Admin Aide	UR1-002
	<u>1 Executive Secretary</u>	BJ9-001
H.S.A.	1 Executive Secretary	BJ9-001
	1 Admin Aide	UR1-018
H.S.D	1 Executive Secretary	BJ9-001
Information Services	1 Sr. Accounting Technician	CH8-001
	<u>1 Personnel Payroll Clerk</u>	<u>BB3-001</u>
	2 IT App/Dev Supp Analyst III	DD3-010
		DD3-012
		<u>DD3-008</u>
Parks	1 Secretary	BJ5-005
	<u>1 Personnel Payroll Clerk</u>	<u>BB3-005</u>
Personnel	8 Personnel Technicians	VE2-015/BB5
		VE2-011/BB5
		VE2-002/BB5
		VE2-009/BB5
		VE2-012/BB5
		VE2-010/BB5
		VE2-013/BB5
		VE2-014/BB5
	1 Program Coordinator	UU3-001
Public Works	1 Executive Secretary	BJ9-001
	2 Personnel Technicians	VE2-001
		VE2-004
Sheriff	1 <u>Executive Secretary</u>	BJ9-001

Reference: Santa Cruz County Employer-Employee Relations Policy Sections 181.2(A) and 181.4(E)(2)



Olivia Martinez, Chief Negotiator – SEIU



Dania Torres Wong, Co-Chief Negotiator – County

9/11/24

Date

9/11/2024

Date

TENTATIVE AGREEMENT

**Attachment D - SEIU Benchmark Listing
September 19, 2021 2024 through September 18, 2024 2027**

Position Title	Class Code	Range	Changes and/or Additions since TA
Accountant II	UB4	HV	
Accountant I	UB2	49	
Accountant III	UB6	6B	
Accounting Analyst	UB7	AD	
			Tied with Accountant II - In 10/11/2016 - Accountant II received a 2% equity adjustment and ranges needed to be separated
Property Tax Specialist	UE1	HV /G3	
Property Tax System Coordinator	UE3	G7	
Account Clerk	CH3	BB	
Account Clerk Trainee	CH1	AT	
Accounting Clerical Supervisor I	CH6	V2	
Accounting Clerical Supervisor II	CH9	JL	
Accounting Technician	CH7	V2	
Cashier - Disposal Site	BS9	K3	
Medical Billing Technician	CH4	V2	
Payroll Supervisor	BK8	HQ	
Public Guardian Clerk	BP1	FQ	
Sr. Account Clerk	CH5	I9	
Sr. Accounting Technician	CH8	JL	
			New classification created 2/28/2018 - Created with Class Code MB6 and Salary Range JL -- Incorrectly listed on benchmark listing
Sr Medical Billing Technician	SG7/MB6	G4 /JL	
Agricultural Weights & Measures Inspector II	TG5	JG	
Agricultural Biologist Aide	TC1	31	
Agricultural Weights & Measures Inspector I	TG3	EO	
Agricultural Weights & Measures Inspector III	TG7	55	
Vector Control Specialist	TC6	55	
Animal Control Officer II	AC7	D6	
Animal Care Worker	AC2	D2	
Animal Control Officer I	AC5	D4	
Animal Health Specialist	AC6	D5	
Animal Services Assistant	AC1	D2	
Animal Services Coordinator	AC4	DO	
Animal Svcs Clk Disp	AD3	FC	
Shelter Maint Mgr	AC3	D3	
Registered Veterinary Technician	AD4	ZF	
Appraiser II	DA7	BW	
Appraiser I	DA5	BU	
Appraiser/Auditor Aide	DA2	EQ	
Sr. Appraiser	DA8	JO	

Attachment D - SEIU Benchmark Listing
September 19, 2024 ~~2024~~ through September 18, 2024 ~~2027~~

Position Title	Class Code	Range	Changes and/or Additions since TA
Assessment Clerk Assessment Technician	BL3 BL5	MA IV	
Auditor-Appraiser II Auditor-Appraiser I Auditor-Appraiser III	UG7 UG5 UG8	HW BK BO	
Auditor III Auditor I Auditor II Auditor IV	UF4 UF2 UF3 UF6	G7 G5 G6 VH	
Automotive Mechanic Auto Services Attendant Sr. Automotive Mechanic	MM4 MM1 MM5	DN RG IU	
Benefits Representative Assistant Fair Hearing Officer Cal Child Services Specialist I	SC6 SF1 SG3	J3 NZ 8C	
Cal Child Services Specialist II Benefits Representative Supervisor Benefits Representative Trainee Health Client Benefit Rep	SG5 SE5 SC3 NM6	J6/J2 07 KY J6	Tied with Health Client Benefit Rep - In 10/22/2016 (PP23/16) - Health Client Benefit Rep received a 2% equity adjustment and ranges needed to be separated
Med Care Eligibility Worker Med Care Program Eligibility Supervisor Mental Health Fee Clerk Public Health Investigator Sr. Public Health Investigator Staff Develop Trainer	SC8 SE2 SC4 NV5 NV7 SE4	J6/J2 SX 8C LU LW EK	Tied with Health Client Benefit Rep - In 10/22/2016 (PP23/16) - Health Client Benefit Rep received a 2% equity adjustment and ranges needed to be separated
Building Inspector II Building Counter Supervisor Building Inspector I Building Plans Checker Housing Rehab Specialist Sr. Building Inspector Sr. Building Plans Checker Supervising Building Inspector	TR6 TP6 TR4 TP7 TR7 TR8 TP8 TR9	JI IK BP HY JI X6 X6 MQ	

Attachment D - SEIU Benchmark Listing
September 19, 2024 2024 through September 18,2024 2027

Position Title	Class Code	Range	Changes and/or Additions since TA
Building Construction/Maintenance Worker II	MG6	R8	03/23: Title Change
Building Equipment Mechanic	MH3	R5	
Building Equipment Supervisor	MH8	L1	
Building Construction/Maintenance Supervisor	MH7	H9	03/23: Title Change
Building Construction/Maintenance Worker I	MG4	JK	03/23: Title Change
Building Construction/Maintenance Worker III	MG8	IF	03/23: Title Change
Maintenance Custodian	FD5	I3	
Maintenance Electrician	MG9	TL	03/23: Title Change
Maintenance Electro/Mechanical Worker	MG3	TL	
Maintenance Plumber	MG7	TL	03/23: Title Change
Sr. Building Equipment Mechanic	MH6	VZ	
Sr. Maint-Electrician	MG5	1C	03/23: Title Change
Sr. Plumber	MN5	0P	New Classification 6/28/23
Building Permit Technician II	TP3	86	
Building Permit Technician I	TP2	8D	
Sr. Building Permit Technician	TP5	HU	
Buyer	VC3	VP	
Sr. Buyer	VC5	HT	
California Children Services - Physical Therapist	PP5	F5	
California Children Services - Occupational Therapist	PP6	F5	
Occupational Therapist - Mental Health	PP8	F5	
Child Support Specialist II	BY2	KZ	
Child Support Specialist I	BY1	KI	
Child Support Specialist III	BY3	XO	
Collection Officer	BY6	CF	
Supervising Child Support Specialist	BY7	XQ	
Victim Services Representative	BY4	VY	
Civil Engineer	EE1	NM	
Assist In Civil Engineering	ED5	YO	
Associate Civil Engineer	ED7	NH	
Jr. In Civil Engineering	ED3	NB	
Traffic Engineer	ED6	NH	
Clinical Lab Scientist	NC7	GH	
Coroner Forensic Technician	RE2	VX	
Lab Assistant/Phlebotomist	NA3	I2	
Lab Technician	NA5	WQ	

Attachment D - SEIU Benchmark Listing
September 19, 2024 ~~2024~~ through September 18, ~~2024~~ 2027

Position Title	Class Code	Range	Changes and/or Additions since TA
Medical Lab Technician	NC6	GU	
Pharmacy Technician	NJ1	FA	
Senior Lab Assistant/Phlebotomist	NA4	S8	
Code Compliance Investigator II	GL5	IL	
Code Compliance Investigator I	GL3	DQ	
Code Compliance Investigator III	GL7	CZ	
Code Compliance Investigator IV	GL8	TJ	
Comm Technician II	MY5	GI	
Comm Installer	MY1	RO	
Comm Technician I	MY3	JZ	
Sr. Comm Technician	MY6	BD	
Supervising Communications Technician	MY7	X7	
Cook	FG5	IY	
Cook's Assistant	FG3	R1	
Head Cook	FG7	W8	
Criminalist II	BM2	Q9	
Criminalist I	BM1	ZQ	
Criminalist III	BM3	ZT	New Classification 1/20/24
Sheriff Coroner Investigator I	RA1	3S	New Classification 4/14/21
Sheriff Coroner Investigator II	RA2	3T	New Classification 4/14/21
Sheriff Supv Coroner Investigator	RA7	3U	New Classification 4/14/21
Custodian	FD2	RI	
Custodian Leadworker	FD4	R2	
Housekeeper	FC3	K6	
Supervising Custodian	FD8	WZ	
Employment and Training Specialist II	SH1	IH	
Employment and Training Specialist I	SF5	KC	
Sr. Employment and Training Specialist	SH2	IC	
Veterans Services Representative	SR7	VU	
Engineering Tech II	EC4	IB	
Engineering Aide I	EB3	I1	
Engineering Aide II	EB5	WG	
Engineering Associate	EC9	MO	
Engineering Tech I	EC2	DY	
Engineering Tech III	EC5	HZ	
Pre-Treatment Program Specialist	EC3	HZ	
Sr. Engineering Associate	EC8	IG	

Attachment D - SEIU Benchmark Listing
September 19, 2024 2024 through September 18,2024 2027

Position Title	Class Code	Range	Changes and/or Additions since TA
Environmental Health Specialist I	TJ7	XK	
Environmental Health Aide	TJ1	KG	
Environmental Health Specialist II	TJ8	H8	
Environmental Health Specialist III	TJ9	XG	
Environmental Health Specialist Trainee	TJ5	KK	
Environmental Program Coordinator	TM5	CV	
Water Quality Specialist I	TJ2	XI	
Water Quality Specialist II	TJ3	JV	
Water Quality Specialist III	TJ6	UQ	
Solid Waste Inspector II	TN4	IT	
Solid Waste Inspector I	TN1	8G	
Supervising Water Quality Specialist	TL6	Q5	
<u>Pre-Treatment Program Specialist</u>	<u>EC3</u>	<u>HZ</u>	
GIS Analyst II	GG2	72	
GIS Analyst I	GG1	71	
GIS Analyst III	GG3	73	
GEO Info Sys Tech I	CV3	87	
GEO Info Sys Tech II	CV5	BJ	
Group Supervisor II	SV5	JJ	
Group Supervisor I	SV3	KM	
Sr. Group Supervisor	SV7	TU	
Pretrial Svcs Specialist	SS5	48	
Probation Aide	SU2	VQ	
Institutional Supervisor	SW2	E5	
Health Educator	NH7	H3	
Epidemiologist I	NH2	ZZ	New Classification 2/17/24
Epidemiologist II	NH1	XB	Retitle 2/17/24
Health Program Specialist	NX5	PA	
Program Coordinator	UU3	BV	
Public Health Nutritionist	NU5	H1	
Sr. Health Educator	NH6	H2	
Sr. Public Health Nutritionist	NU7	H3	
Substance Abuse Prevention Coordinator	NT5	H1	
<u>Public Health Investigator</u>	<u>NV5</u>	<u>LU</u>	
<u>Sr. Public Health Investigator</u>	<u>NV7</u>	<u>LW</u>	
Heavy Equipment Mechanic II	MN7	FG	
Hvy Equipment Mechanic I	MN3	Y1	
Pump Maintenance Mechanic	MP4	F9	
Supervising Heavy Equipment Mechanic	MP5	XA	

Attachment D - SEIU Benchmark Listing
September 19, 2024 ~~2024~~ through September 18, 2024 ~~2027~~

Position Title	Class Code	Range	Changes and/or Additions since TA
Human Svcs Data App Specialist	JJ1	74	
Human Svcs Data App Supervisor	JJ6	75	
IT App Dev & Support Analyst II	DD2	92	
IT App Dev & Support Analyst I	DD1	91	
IT App Dev & Support Analyst III	DD3	93	
IT App Dev & Support Analyst IV	DD5	94	
IT App Dev & Support Analyst Supervisor	DD6	94	
IT Support Services Analyst II	TT2	Q2	
IT Support Services Analyst I	TT1	Q1	
IT Support Services Analyst III	TT3	Q3	
IT Support Services Analyst IV	TT5	Q4	
IT Support Services Supervisor	TT6	Q4	
IT Sys Admin Analyst II	HH2	X2	
IT Sys Admin Analyst I	HH1	X1	
IT Sys Admin Analyst III	HH3	X3	
IT Sys Admin Analyst IV	HH5	X4	
IT Sys Admin Analyst Supervisor	HH6	X4	Fixing typo
IT Network/Communications Analyst II	NN2	22	
IT Network/Communications Analyst I	NN1	21	
IT Network/Communications Analyst III	NN3	23	
IT Network/Communications Analyst Supervisor	NN6	24	
Latent Print Examiner	BN2	L9	
Latent Print Examiner Trainee	BN1	L8	
Legal Secretary II	BH3	C1	
Law Clerk - County Counsel	JC3	85	
Law Clerk - DA	JC4	85	
Legal Process Clerk II	BA9	FE	
Legal Secretary I	BH2	C2	
Paralegal	JC2	IQ	
Sr. Legal Secretary	BH5	B9	
Medical Assistant	NW7	Y7	
Community Health Worker I	NW3	03	
Community Health Worker II	NW5	K7	
Community Mental Health Aide	NM3	K7	
Lead Medical Assistant	NW8	QQ	New Classification 5/12/21
¹ Student Nurse Trainee	VJ9	AV	

Attachment D - SEIU Benchmark Listing
September 19, 2021 2024 through September 18, 2024 2027

Position Title	Class Code	Range	Changes and/or Additions since TA
Office Assistant II	BC5	J8	
Case Data Clerk	BN3	M6	
Clerk I	BA4	D1	
Clerk II	BA6	28	
Clerk III	BA8	FB	
Clerk III Supervisory	BA7	JF	
Dupl Equip Opr I	CR1	DJ	
Dupl Equip Opr II	CR3	29	
Dupl Equip Opr III	CR7	IZ	
*Election Worker - Central	BA2	KB	
*Election Worker - Misc	BA1	KB	
Imaging Technician	CC2	Y6	
Legal Document Examiner	BU9	P3	
Receptionist	BU3	KJ	
Records Clerk	BV7	FB	
Sr. Case Data Clerk	BN6	FI	
Sr. Receptionist	BU7	JF	
¹ Student Worker I	VJ2	09	
¹ Student Worker II	VJ4	AR	
¹ Student Worker III	VJ6	AU	
¹ Student Worker IV	VJ8	AY	
Office Assistant I	BC3	J7	
Office Assistant III	BC7	JF	
Office Assistant III Supervisor	BC8	01	
Personnel Technician	VE2	Y2	
Payroll Clerk	BB1	FN	
Personnel Clerk	BB5	FN	
Personnel Payroll Clerk	BB3	FN	
Pharmacist	NJ5	BA	
Physician Assistant/Nurse Practitioner	PJ3	IA	
Nurse-Midwife	PJ4	38	
Psych MH Nurse Practitioner	PJ5	ZR	
Planner II	GA5	CI	
Hydrologist	GB2	VI	
Park Planner I	GW2	DS	
Park Planner II	GW4	CI	
Park Planner III	GW6	C8	
Park Planner IV	GW8	TH	
Planner I	GA3	DS	
Planner III	GA7	C8	

Attachment D - SEIU Benchmark Listing
September 19, 2024 ~~2024~~ through September 18, 2024 ~~2027~~

Position Title	Class Code	Range	Changes and/or Additions since TA
Planner IV	GA8	TH	
Planner IV (B)	GA8B	VI	
Planning Technician	GF4	FX	
Registered Geologist	GB1	KV	
Resource Planner I	TM4	DS	
Resource Planner II	TM6	CI	
Resource Planner III	TM8	C8	
Resource Planner IV	TM9	TH	
Supervising Planner	GA9	TH	
Urban Designer	WA5	YK	
Housing Specialist I	GE1	Z1	
Housing Specialist II	GE2	Z2	
Housing Specialist III	GE3	Z3	
Public Health Microbiologist	NE7	A9	
Sr. Public Health Microbiologist	NE8	XP	
Public Health Nurse II	PH5	VK	
Clinic Nurse I	PG3	WW	
Clinic Nurse II	PG5	WA	
Clinic Nurse III	PG7	VK	
Detention LVN	PD4	JQ	
Detention Nurse Specialist I	PD5	CY	
Detention Nurse Specialist II	PD6	CO	
LVN	PC3	SF	
Mental Health Nurse Clinician	SK6	MZ	
Psychiatric Technician	PC4	SF	
Public Health Nurse I	PH3	WA	
Public Health Nurse III	PH8	YI	
Public Works Maintenance Worker II	MU5	8F	
Heavy Equipment Service Worker	MK3	FO	
Parks Maint Supervisor	MF5	JM	
Parks Maint Worker I	ME1	36	
Parks Maint Worker II	ME2	Y8	
Parks Maint Worker III	ME4	ES	
Public Works Dispatcher	MU1	DD	
Public Works Maintenance Worker I	MU3	I6	
Public Works Maintenance Worker III	MU7	Y3	
Disposal Site Main Wkr	MW6	WF	
Heavy Equipment Operator - Disposal	MW7	TQ	
Lead Heavy Equipment Operator	MW3	EW	
Public Works Maintenance Worker IV	MU9	CR	
Public Works Supervisor	MV4	GM	
Transfer Truck Driver	MW4	TQ	

Attachment D - SEIU Benchmark Listing
September 19, 2024 ~~2024~~ through September 18, ~~2024~~ 2027

Position Title	Class Code	Range	Changes and/or Additions since TA
Public Works Equipment Trainer	UT2	PL	
Radiology Technologist	NG3	AJ	
Chief Radiology Technologist	NG4	BG	
Real Property Agent	DE5	6D	
Assistant Real Property Agent	DE3	HG	
Sr. Real Property Agent	DE6	SY	
Recreation Supervisor	GT7	52	
¹ Aquatics Aide	GK8	TC	
Aquatics Coordinator	GK5	Y4	
Aquatics Prog Spec	GK4	34	
Aquatics Supervisor	GK7	52	
Cultural Affairs Specialist	GS5	52	
¹ Head Lifeguard	GK3	AZ	
¹ Lifeguard	GK1	AK	
¹ Lifeguard Instructor	GK2	AM	
¹ Parks Services Officer	TU3	G1	
¹ Pk Rec Cul Wkr I	GM1	TC	
¹ Pk Rec Cul Wkr II	GM2	EG	
¹ Pk Rec Cul Wkr III	GM3	EH	
¹ Pk Rec Cul Wkr IV	GM4	EJ	
Recreation Coordinator	GT5	Y4	
Recreation Program Specialist	GT4	34	
Sanitation Maintenance Worker II	MR3	WI	
Sanitation Maintenance Worker I	MR1	FU	
Sanitation Maintenance Worker III	MR5	IE	
Secretary	BJ5	YA	
Administrative Aide	UR1	LD/LO	Fixing typo
Administrative Secretary - Board of Supervisors	BJ8	TI	
Board Clerk	BX5	8E	
Clerical Supervisor I	BD3	VO	
Clerical Supervisor II	BD6	JY	
Division Secretary	BJ4	Y5	
Executive Secretary	BJ9	II	
Executive Secretary - CAO	BJ7	TI	
Sr. Board Clerk	BX6	LD/LO	Fixing typo
Recording Services Supervisor	BU8	FB/AH	New classification created 3/7/2020 - Created Salary Range AH -- Incorrectly listed on benchmark listing

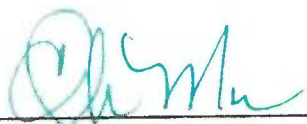
Attachment D - SEIU Benchmark Listing
September 19, 2024 ~~2024~~ through September 18, 2024 ~~2027~~

Position Title	Class Code	Range	Changes and/or Additions since TA
Sheriff's Records Clerk	BN5	FZ	
Sheriff's Community Services Officer	BN7	IS	
Sheriff's Property Clerk	CM5	EV	
Sheriff's Property/Evidence Supervisor	CM8	SU	
Social Worker II	SM4	SK	
Med Care Service Worker	SM7	L6	
Social Worker I	SM2	SI	
Sr. Mental Health Client Specialist I	SK5	GG	
Clinical Psychologist	SY3	ZD	
Mental Health Client Specialist I	NP5	SG	
Mental Health Client Specialist II	NP6	SN	
Mental Health Supervising Client Specialist	SK8	MT	
Mental Health Utilization Review Specialist	SK7	MT	
Mental Health Counselor I	SL3	EB	
Mental Health Counselor II	SL5	DZ	
Sr. Mental Health Client Specialist II	SL6	GZ	
Sr. Mental Health Counselor	SL7	SH	
Sr. Social Worker	SM8-SN5	H4	Agreement with SEIU Effective 11/11/23
Deputy Public Guardian	DG4	H4	
In Home Support Services Quality Assurance Specialist			
	SM6	SL	
Social Work Supervisor I	SN6	H4	
Social Work Supervisor II	SN8/SN7	SJ	
Social Work Supervisor II (B) Social Work Supervisor II- FCS/APS	SN8/B-SN8	16	Agreement with SEIU Effective 11/11/23
Sr. Social Worker (B) Sr. Social Worker FCS/APS	SM8/B-SM8	10	Agreement with SEIU Effective 11/11/23
Sr. Staff Development Trainer	SM9	SJ	
Protective Services Quality Assurance Specialist	SM5	ZG	
Treatment Plant Operator	MT3	ID	
Electr Instr Supvr	MS8	MX	
Electr Instr Tech I	MS3	HO	
Electr Instr Tech II	MS5	GL	
Sr. Treatment Plant Operator	MT6	IM	
Treatment Plant Operator - Supervisor	MT8	MX	
Treatment Plant Operator I - Tr	MT1	WO	
Vector Ecologist	TC7	58	
Warehouse Worker	CK3	Y9	
Medical Supply Clerk	CL5	I4	
Parking Attendant	BW4	27	

Attachment D - SEIU Benchmark Listing
September 19, 2024 ~~2024~~ through September 18, ~~2024~~ 2027

Position Title	Class Code	Range	Changes and/or Additions since TA
Parts Technician	MN1	KO	
Purchasing Technician	CL6	35	
Warehouse Supervisor	CK5	WJ	
Welfare Fraud Investigator II	RH3	VF	
Child Support Investigator I	RI1	KP	
Child Support Investigator II	RI2	VF	
Investigator Assistant	NV6	KN	
Investigator Assiistant - PD	DJ5	ZW	New Classification 8/25/21
PD Investigator I	DJ6	SZ	New Classification 8/25/21
PD Investigator II	DJ7	SV	New Classification 8/25/21
PD Investigator III	DJ8	SR	New Classification 8/25/21
Sr. Welfare Fraud Investigator	RH6	VG	
Welfare Fraud Investigator I	RH2	KP	

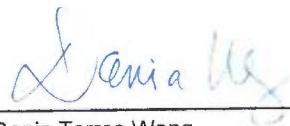
* Tied to Clerk II Step 1 - Section 165.1
 † Classifications that are Extra Help



Olivia Martinez
 Chief Negotiator - SEIU

9/23/24

Date



Dania Torres Wong
 Co-Chief Negotiator - County

9/23/2024

Date

TENTATIVE AGREEMENT

~~ATTACHMENT H of SEIU MOU – September 19, 2021 – September 18, 2024~~

~~SIDELETTER OF AGREEMENT
BETWEEN
THE COUNTY OF SANTA CRUZ
AND
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 521~~

~~Mental Health Client Specialist Classification Series Expansion~~

~~The purpose of this article is to redefine and expand the ability to hire mental health professionals in order to fill vacant positions and better identify qualifications to find eligible candidates for specified positions. This agreement through the Mental Health Client Specialist Negotiations Side Committee adds two additional classifications to this series to reflect additional licensure and other valuable qualifications. This article also amends the names of the two preexisting classifications to reflect these new classifications. Finally, this article establishes compensation levels for the two new classifications that reflects additional levels of education, training, and/or responsibility.~~

~~The Mental Health Client Specialist (MHCS) series henceforth comprises the following four classifications:~~

~~1) Mental Health Client Specialist I~~

~~a. Update MHCS I job specification with distinguishing characteristics.~~

~~2) Mental Health Client Specialist II~~

~~a. Job qualifications:~~

~~i. A master's degree from an accredited college or university in psychology, social work, counseling, or closely related behavioral science field;~~

~~AND~~

~~One year as a Mental Health Client Specialist I or equivalent experience;~~

~~AND~~

~~Special requirement – registered with the State of California Behavioral Board of Sciences as an Associate Marriage and~~

~~Family Therapist, Associate Clinical Social Worker, or Associate Professional Clinical Counselor.~~

~~OR~~

- ~~ii. A bachelor's degree from an accredited college or university in psychology, counseling, or closely related behavioral science field;~~

~~AND~~

~~Three years full-time experience in a recognized public or private agency providing mental health counseling, substance abuse counseling, psycho-social assessment, or case management services to individuals with mental illness, substance use disorders, or emotional disturbances, which includes a minimum of two years' experience in providing crisis intervention services in the community or in an inpatient psychiatric program.~~

- ~~b. Compensation of 5 percent above the MHCS I salary scale.~~

~~3) Senior Mental Health Client Specialist I~~

- ~~a. Update Senior MHCS I job specification with distinguishing characteristics.~~

~~4) Senior Mental Health Client Specialist II~~

- ~~a. Job qualifications:~~

- ~~i. Possession of a master's degree or PhD with a major in social work, psychology, clinical counseling, psychiatric nursing or a closely related behavioral science field which has included completion of a university approved internship, preferably a clinical internship, in a mental health agency;~~

~~AND~~

~~One year of full-time experience as a Senior Mental Health Client Specialist I at the County of Santa Cruz or equivalent experience.~~

~~OR~~

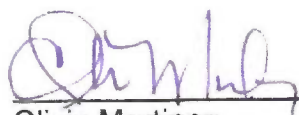
- ~~ii. Possession of a master's degree or PhD with a major in social work, psychology, clinical counseling, psychiatric nursing or a closely related behavioral science field which has included completion of a university approved internship, preferably a clinical internship, in a mental health agency;~~

AND

~~Three years' experience in crisis intervention as a Mental Health Client Specialist II.~~

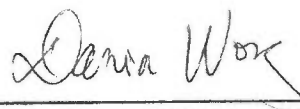
~~b. Compensation of 5 percent above the Senior MHGS I salary scale.~~

~~The Personnel Department shall finalize the implementation plan and publish job descriptions and the salary schedule for all four classifications within 90 calendar days of ratification of this Agreement. The implementation elements include placing current employees in the MHCS class at the MHGS I level and current employees in the Sr. MHCS class at the Sr. MHGS I level. Following the job specification creation, the Health Services Agency (HSA) will identify and allocate alternate staffing patterns based on operational needs. Subsequently, HSA will be equipped to alternately promote individuals to level II based on assignment.~~



Olivia Martinez
Chief Negotiator – SEIU

8/15/2024
Date



Dania Torres Wong
Co-Chief Negotiator – County

8/15/2024
Date

TENTATIVE AGREEMENT

Side Letter Agreement between
County of Santa Cruz and SEIU Local 521

Human Services Department
Benefit Representative Staff Support and Training
September 23, 2024

During the 2024 contract negotiations, the County of Santa Cruz and SEIU Local 521 discussed concerns in HSD's Employment and Benefits Services Division related to shadowing and implementing cross-training for General Assistance and CalWORKs.

The County and SEIU Local 521 agree that this discussion requires additional time. Accordingly, within 30 days of ratification by the Union and Board of Supervisors approval of the successor contract, the parties agree to meet to discuss the following:

- **Shadowing:** The Union acknowledges that Benefits Representatives (BRs) may be assigned Benefit Representative Trainees (BRTs) for shadowing. The Union and the County agree to develop a shadowing protocol which shall include the following:
 - Advance notice to the BR of the date/time that a BRT will be assigned to shadow them; and,
 - Advance notice to the BR of the information/processes the BRT will be expected to observe during the shadowing session;

The shadowing protocol will be developed in time to be implemented with the next induction training cohort (scheduled to begin in October 2024). The Union and HSD management will also discuss the workload impact of shadowing and identify situations in which a temporary workload reduction may be needed during the shadowing session to mitigate workload impacts.

- **Cross-Training in General Assistance (GA) and CalWORKs:** The Union and HSD management agree that it is beneficial for as many BRs in the Employment and Benefits Services Division as possible to receive formal training on both GA and CalWORKs. To that end, the parties shall:
 - Continue to provide formal training to BRs on GA, with a goal of having every Medi-Fresh and CalWORKS BR trained on GA by the end of 2025;
 - Create a phased in CalWORKS training schedule commencing no later than the spring of 2025;
 - Develop a plan and timeline to allow for employees to rotate in and rotate out of the GA and CalWORKS assignments as additional employees complete the necessary training. The first rotation will be offered before the end of Fiscal Year 2024/2025.

- **Lead Worker Proposal:** A Work Group that included two HSD management representatives and several stewards and other BRs met over the past several months and developed a draft Lead Worker proposal. Under the draft proposal, certain experienced BRs would be designated as Lead Workers who would provide a variety of supports to their fellow BR's such as answering questions about CalSAWS functionality, troubleshooting complex cases, working on special assignments, and mentoring new BRTs. The Lead Worker role would also serve as a developmental pathway for BRs to learn about and acquire the necessary skills needed to advance professionally. Within 30 days of the first meeting of this Side Letter Committee, the Committee shall forward the draft Lead Worker proposal to the HSD Director and the Personnel Director for consideration.



Olivia Martinez
Chief Negotiator – SEIU

9/23/24

Date



Dania Torres Wong
Co-Chief Negotiator – County

9/23/2024

Date