

MARIPOSA COUNTY AND SERVICE EMPLOYEES INTERNATIONAL UNION SEIU Local 521
SIDE LETTER AGREEMENT REGARDING NEW EMPLOYEE ORIENTATION ACCESS
AND DISCLOSURE OF EMPLOYEE CONTACT INFORMATION

Mariposa County and the SEIU (hereinafter "Union"), jointly referred to as "Parties," enter into this Agreement to implement the terms of Government Code sections 3555-3559. The Parties agree that the terms of this Agreement are incorporated into the existing Memorandum of Understanding (MOU) between them by specific reference.

The Parties acknowledge that this Agreement, once implemented by both Parties, fully complies with and exhausts the Parties' obligation to negotiate pursuant to Government Code Section 3557. Due to such agreement, compulsory arbitration pursuant to Government Code Section 3557 is waived for so long as this Agreement is in effect.

New Employee Orientation

This shall apply to all new employees hired after the date of this Agreement who are appointed to a classification within the bargaining unit for which the Union is recognized as the exclusively recognized employee organization.

The Parties acknowledge that the County provides a new employee orientation meeting ("orientation") to all new employees hired by the County but does not distinguish between bargaining units in conducting the orientation. An outline of the orientation meeting is attached to this Side Letter as Attachment A.

The Union will be provided not less than ten (10) calendar days' advance notice of the time, date and location of the orientation, including the number of bargaining unit employees in attendance. The notice requirement shall apply to both County-wide and department level new hire orientations. An exception to the ten (10) calendar days' advance notice requirement is if there is an urgent need for meeting in less than ten (10) calendar days that is critical to the County's operations and is not reasonably foreseeable.

The Union will be given fifteen (15) minutes at the end but also part of the new employee orientation meeting to present Union membership information to employees in the Union's bargaining unit. No more than two (2) representatives of the Union may present the information to the employees. This could include a Chapter board member, officer, or steward and a Union representative designated by the Union.

The purpose of the meeting will be to discuss the rights and obligations created by the governing MOU, the role of representation, and to answer any questions. Management representatives shall excuse themselves and not be present during the Union portion of the orientation.

An employee's attendance at the new employee orientation including the portion of the orientation conducted by the Union is mandatory. An employee who is unable to attend the new employee orientation in person may request to attend and be approved to participate in another new employee orientation offered by the County that is close in time to the original orientation. Attendance includes the Union portion of the orientation.

Union representatives who are County employees and are conducting the orientation during their regular work hours will be granted release time to attend and travel to and from the orientation, provided the Union provides County HR with the employee's name at least five (5) calendar days prior to the orientation. Employees shall be released for this purpose unless unusual operational needs interfere with the release, in which case the employee and the Union will be provided with a written explanation of why the employee could not be released.

The County shall not disclose the date/time/place of the new employee orientation to anyone other than employees, the exclusive bargaining representative, and any vendors who are contracted to provide a service at the new employee orientation.

Information Provided

The County will provide the Union with a digital file via email to the email address designated by the Union containing the following information to the extent the County has the information on file:

- Name
- Job title
- Department
- Work location
- Work, home, and personal cellular telephone numbers
- Personal email addresses on file with the County (new hires only)
- Home address

The Union acknowledges and understands that the County is working diligently and in good faith to update its contact information database functionality to incorporate all the fields of contact information listed above. As a result, the County may not initially be able to provide all of the information in the fields listed above in the initial digital files provided pursuant to this Side Letter but intends to do so in subsequent digital files provided to the Union and will notify the Union on the status of this database update.

Such information will be provided as follows:

- For new hires, at the end of each month.
- Regularly, for all bargaining unit employees on each calendar year quarter.

Notwithstanding the foregoing, limited to the express purpose of the requirements of Government Code Section 3558 only, an employee may opt out via written request to the County (copy to the Union) to direct the County to withhold disclosure of the employee's:

- Home address
- Home telephone number
- Personal cellular telephone number
- Personal email address

Either party may grieve a violation of this article to the extent permitted by the terms of the MOU Grievance Policy.

For the County



Rosemarie Smallcombe, Chair
Mariposa County Board of Supervisors

For the Union



Teneya Johnson, Regional Director
SEIU Local 521

Date: 12-19-18

Date: 11-15-18

Approved as to Form:



Steven W. Dahlem
County Counsel

Attachment A
New Employee Orientation Outline

9:00 – Welcome and Introductions

Sign-In Sheet

Materials:

- USB stick:
 - PPT
 - Employee Handbook
 - Public Service Policy
 - Policy Against Discrimination and Harassment in the Workplace
 - Injury, Illness and Prevention Program
- Hard copy of PPT
- Pre-test
- Evaluation Form – let us know if we missed anything that would be useful for future orientations

9:05 - Goals of Orientation

- Familiarize with County policies
- Provide a better understanding of County operations
- Answer questions re new hire packet of info received at sign-up w/Anne

9:10 – Guest Speaker

9:20 – Information Review:

- Timesheets
 - How to complete; if have any questions go to supervisor
 - Accruals – up to 360 hours of vacation for all employees and max of 1,500 hours of sick time for MCMCO & SMA; 1,200 for DSA; and unlimited for SEIU
 - Vacation:
 - First 2 years - 6.67 hrs/mo
 - 3-9 years - 10 hrs/mo
 - 10 or more years - 13.33 hrs/mo
 - Sick time: 10 hrs/mo
 - Pro-rates for PPT
 - Short-pay rules

- Benefits
 - Open Enrollment:
 - Explain what it is
 - Begins mid-Sept – will receive plenty of notice from CalPERS (card in mail; emails) and also from Auditor’s Office
 - Cash Benefit – how it works
 - Longevity Pay:
 - For 10 years of continuous service will be paid \$500 once each year during the pay period of your anniversary date with the County
 - For 15 years will increase to \$750
 - For 20 years will increase to \$1,000
 - Vacation Cash Out
 - Each year may cash out up to 40 hours of vacation time as long as have at least 280 hours of vacation at time of request
 - Submit written request to HR (can email to Donna or Sandi) by November 1st of each year
 - Will be included in November paycheck; be sure to deduct hours from timesheet
- Retirement
 - Formula and tiers
 - PEPRA
 - Contact CalPERS with questions
 - Encourage to sign up for account on mycalpers.com Website to access retirement tools and to designate beneficiaries
- Leaves/Time Off
 - FMLA – can obtain paperwork from Auditor or HR then work with doctor (protects time and job for up to 12 weeks)
 - SDI – Access forms online then work with doctor
 - For details on other forms of Leave, refer to your MOU or your supervisor
- Leave Bank Policy
 - Review
 - Refer to Website for Policy and Forms

10:00 – **“Who Does That” Pre-test**

10:10 – **Break**

10:15 – PowerPoint

Anti-Harassment/Discrimination Review

**Encourage to Sign-Up for NIXLE (Emergency Notification System) at Sheriff's
Page on County Website**

10:45 – Anti-Harassment Video

11:00 – Quiz & Prize Wheel

11:10 - Break

11:15 – Guest Speaker

**11:30 – BRAVO! Program Review – Forms online at Co. Website under HR/Recognitions
EAP (Employee Assistance Program) – Hand out wallet cards/brochures
Process to Apply for Promotional or Other County Positions**

11:35 – “Run, Hide, Fight” Workplace Violence Video

11:45 – Results of “Who Does That” Pre-test

Noon – Union Forum

**12:15 – Reminder to Always Go to Supervisor First with Any Questions
Dismiss**