

orig.

DEPARTMENT AGREEMENT

SOCIAL SERVICES

COVERING

SENIORITY, VACATION SCHEDULING

OVERTIME, TRANSFERS AND TRAINING

I. PREAMBLE

- A. This Agreement is made pursuant to the provision in Article VIII, Section 8 of the Memorandum of Agreement between the County and Local 715.
- B. This agreement covers all classifications, present and future, in any bargaining units represented by Local 715 and employed in the Department of Social Services except for employees in the Children's Shelter who are covered by a separate agreement. Should the Union cease to represent a particular classification, the Agreement shall remain in force for the rest of the classifications.
- C. This Agreement supercedes all practices, both formal and informal, pertaining to all items covered in this Agreement.

II. SENIORITY

- A. Seniority shall be defined as length of continuous employment in any classification within the classified or unclassified (including CETA) service with the County. Seniority continues during all leaves of absence. If a worker resigns, his/her seniority starts with the rehire date. For bid purposes a classified employee can only bid to classified and an unclassified employee can only bid to unclassified.
- B. The Department shall establish and post on the workers' bulletin board a list for each classification covered under this Agreement. This list shall be updated quarterly and copies sent to the Union.

III. WORK UNITS

For the purposes of this Agreement, work units are attached.

IV. VACATION SCHEDULING

- A. Vacations shall be scheduled by seniority in minimum blocks of one (1) week to the extent that paid vacation has been earned prior to the beginning date of the vacation.

- B. During the month of August workers shall select vacation times for the period commencing October 1 and ending March 31.
- C. During the month of February workers shall select their vacation times for the period commencing April 1 and ending September 30.
- D. In addition to regularly scheduled vacations, workers shall be allowed to use accrued vacation time for personal, unusual or emergency needs upon management approval. Management agrees that requests will not be denied in an arbitrary or discriminatory manner.

V. TRANSFERS

- A. Workers in permanent status in a classification who wish to transfer to the same classification in another unit shall notify the Personnel Unit on a form provided by the Department.
- B. Bids will be accepted during the months of June and December of each year. All bids received from the prior six (6) months will be purged when the bidding period ends.
- C. Current permanent County workers who transfer into the Department will have an open bid period until the first normal bid period in June or December, whichever occurs first.
- D. Procedure for Selection

Those eligible to be considered for transfer to fill a vacancy first are those who bid from one work unit to another work unit within a given office; secondly, from the department. The County may augment the list of those eligible for consideration to a total of three candidates from other workers of the County.

- E. Criteria for Selection:

The most senior worker who applies for a transfer to fill a vacancy shall be selected for that vacancy unless Management can demonstrate that there is a marked superiority between a candidate who is selected and the bypassed senior candidate(s). In considering the qualifications of the candidates, Management shall use as criteria experience in like assignments, seniority within the office and the department, a candidate's disciplinary record, and the candidate's quality and quantity of work in current and past assignments. Bypassed senior worker(s) may challenge the determination through the grievance and arbitration procedure of the Collective Bargaining Agreement between the

parties. The burden to establish the correctness of its choice will be on the part of Management. In the meantime the vacancy shall be filled as Management has selected.

VI. SHIFT SCHEDULES - ALTERNATE HOURS

It is understood that coverage from 8:00 a.m. to 5:00 p.m. may be a requirement for particular units within the Department. Seniority shall govern the selection of alternate work hours within each unit.

VII. OVERTIME

- A. When overtime work is necessary the work shall first be offered to the worker who normally performs the assignment. If that worker declines such assignment the overtime shall be offered in seniority order to the qualified workers in the office who are most readily available.
- B. Each worker offered overtime work shall be moved to the bottom of the seniority list after the offer is made.
- C. If no worker volunteers for overtime the assignment shall be made to the first available worker starting from the bottom of the seniority list as it stood in "A" above.

VIII. TRAINING ADVISORY COMMITTEE

- A. There will be a Training Advisory Committee that shall act as an advisory body to the Administration. The Committee shall consist of four (4) members from the represented classes to be chosen by the Union. The Administration shall have an equal number of representatives.
- B. Meeting Procedures. Each party will appoint a chairperson who is responsible for setting a time and devising an agenda five (5) days prior to each meeting.
- C. Time for the meetings will be limited to ninety (90) minutes per month.
- D. Minutes will be taken at all meetings.
- E. The Committee shall not involve itself with grievances, wages, hours or working conditions as defined and set forth in the comprehensive agreement between County and Local 715.

IX. TERM

The term of this Agreement will be for 21 months to and including February 28, 1982. Thereafter, this agreement

shall continue in full force and effect from year to year, less notice to terminate or amend is made by either party in November of the year immediately preceding the February termination date. If such notice is provided negotiations of a successor agreement shall take place December, January and February following the November notification. If no agreement is reached impasse may be declared by either party. The impasse procedure to be followed shall be in accordance with Section 8.15 of the Master Agreement.

DATED: December 9, 1980

FOR THE COUNTY:

Patricia
[Signature]
[Signature]
Patricia

mlh
8/80

FOR LOCAL 715, SEIU:

Ellen Howard
Marilyn Smith
Virginia of Lara
Krista M. Sermons
Ann-Carol Hetherington
Carole Maynard
Phil Gennings
Debbie K. Silva
Ann C. English

10/29/80

WORK LOCATION/WORK UNIT LISTING

DEPARTMENT OF SOCIAL SERVICES

NORTH COUNTY

Service
Support
Reception
Permanent Floater
Quality Assurance
PBX

MISSION CITY

Service
Support
Reception
Permanent Floater
Quality Assurance

EAST VALLEY

Service
Support
Reception
Permanent Floater
Quality Assurance
PBX

WEST VALLEY

Service
Support
Reception
Permanent Floater
Quality Assurance
Regional Floater
Administration
PBX

CENTRAL

Service
Support
Permanent Floater
Quality Assurance
Regional Floater
Administration
Staff Development
Family Support
Fiscal
SAU

BLOSSOM HILL

Service
Support
Reception
Permanent Floater
Quality Assurance
PBX

SOUTH COUNTY

Service
Support
Reception
Permanent Floater
PBX

MARTHA STREET

Service
Support
Reception
Permanent Floater
Quality Assurance

FRANKLIN-MCKINLEY

Service
Support
Reception
Permanent Floater

MILPITAS

Service
Support
Reception

WINCHESTER

Service
Support
Reception

Work Location/Unit Listing
Page 2

SANTA TERESA
Recovery & Legal
Veteran Service Unit

JULIAN
SAU

BASCOM
SAU

SOUTH 2ND STREET
Service

5TH STREET
Support

NORTH 1ST STREET
Copy

ALUM ROCK
SAU

INFANT TODDLER CENTER

RAMONA STREET
Service

VMC
Support

CETA

DEFINITIONS

Support:

Terminal
Case Processing
Control
Closed
Fiscal
Medi-cal
Mail Supply/Messenger
Clerk II/Secretary to Social Work Supervisor III

Service:

VSD
Unit Clerks

Geographic:

Supervising Clerks
Community Workers
VSD: Interviewers/Counsellor/Sr's.
District Office Managers' Secretary

In Central, Administration includes:

Regional Manager Secretary
Administrative Services
-Research & Statistics
Public Information
Administrative Management
-Resources & Staffing
-Contract Administration
-Homemaker Evaluation
Fair Hearing

Reception
Program Planning & Support
-Program Coordination
Nutrition & Service
General Services
-Administration
-Central Clerical
-Publishing Services

10/29/80

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Permanent Floater
Quality Assurance
PBX

SOUTH COUNTY

Service
Support
Reception
Permanent Floater
PBX

MARTHA STREET

Service
Support
Reception
Permanent Floater
Quality Assurance

FRANKLIN-MCKINLEY

Service - 3130
Support
Reception
Permanent Floater

MILPITAS

Service
Support
Reception

WINCHESTER

Service
Support
Reception

Work Location/Unit Listing
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-Resources & Staffing	-Administration
-Contract Administration	-Central Clerical
-Homemaker Evaluation	-Publishing Services
Fair Hearing	

memorandum



TO Bob Atwood
Labor Relations

FROM Jan Jorgenson, Manager
Administrative Services Bureau, DSS

SUBJECT
715 Bid Process - DSS Personnel Procedures

DATE
February 12, 1987

cc's 2/24
BA

Jaf

You recently requested information on how DSS Personnel was applying the 715 Bid Side Agreement.

I have met with Shirley Riehl and her staff several times, and reviewed all written procedures material they currently use for processing Local 715 Bids.

I was part of the original negotiations for establishment of the agreement and wrote the initial procedures and trained both Personnel Staff and Clerical Supervisory Staff (in 1980). Personnel staff revised those procedures in February, 1986.

I have attached a copy of the procedures (Exhibit A) currently used by Personnel (dated 2/86 - 2/87). It appears to follow my original material except in two areas:

1. Page 3 - Item #3: Personnel has erroneously interpreted a bid list of less than three (3) names to be exempt from the seniority hiring rule. I have advised them of the error, they are now in conformity.
2. Page 3 - Item #4: Although their current written procedure indicates a bid becomes ineligible after a second job offer is waived, they have not been enforcing the rule. They are now in compliance.

New Procedure

Personnel has for some time now, placed a vacate code on the transfer line if the bid list has less than three (3) names. They place the code on the transfer line at the same time they route the bid list to the Supervisor. However, they do not release transfer line names unless the bid list returns and needs to be "augmented" or is "exhausted." I don't see any conflict with the Side Agreement under these circumstances. In fact, they could probably do so for a bid list containing the required three (3) names. The procedure saves time when transfer line names are needed (as is the fact in majority of cases).

Work Location/Work Unit Listing

The original Work Location/Work Unit Listing was a negotiated and agreed to document. As office and programs have changed, Personnel has unilaterally made the appropriate and necessary changes to the list. Attached is a copy of the currently used list (Exhibit B).

I have copies of all the original procedures I developed for Personnel Transaction staff and Clerical Supervisor Training, as well as, follow-up interpretations of the agreement from me to Personnel and correspondence between Labor Relations and Local 715. I can provide you with copies if you would like to have it.

Please let me know if I can be of additional assistance.

JJ:jmm:ah

Attachment

Current 2/86-2/87

715 BID PROCESS

PERSONNEL PROCEDURES

I BID PROCESS

Permanent employees only may submit bid forms during months of June and December. Old bid requests are purged at that time (held in storage for one year and then destroyed). A two week "grace period" following June 30th and December 31st is allowed for Personnel to ready the new bid forms for use. SC 222's not processed by Personnel prior to June 30th and December 31st must be held for use of the new bid forms. However, transfer lists processed prior to June 30th and December 31st may be used by the appointing authority.

II PERSONNEL

A Receives bid form. Reviews each form for accuracy of bid per work location and work unit, signature, and completeness of form. Clarify with employee if necessary. (A separate bid form must be submitted for each work location and work unit. E.g.: Correct- A bid for Central-Support, Central-Service
Incorrect- A bid for Central-Services & Support on one bid form.)

If a bid form is incomplete or filled out incorrectly, try to contact the employee to clarify. Any attempts to contact the employee should be documented on back of the bid in red. E.g.: T/C made 12-28-86, will return call. If clarification cannot be made, the bid maybe voided. See II, B)

B Bids must be from one class to the same class. There are two exceptions:

1. Voluntary Demotion Requests: Should be referred to (Supv. Personnel Svc. Clerk) for consideration. If person is eligible to demote, bid form will be accepted and used according to conditions agreed to with the union.
2. Alternately Staffed Codes: Bids must be from Class to Class. (i.e. Clerk Typist to Clerk Typist. A Clerk Typist cannot bid for an Advanced Clerk Typist position.)

The following "Departmental" classifications are alternately staffed as follows:

B.16 - Alternate Staffing/Trainee
The following classifications will be alternately staffed as indicated:

- Account Clerk I/Clerk Typist/Office Clerk
- Assessment Clerk/Office Clerk or Clerk Typist
- Bookkeeping Machine Operator/Office Clerk
- Clinic Clerk/Office Clerk
- Floater Clerk/Clerk Typist
- Indexer/Clerk Typist
- Legal Clerk/Office Clerk or Clerk Typist
- Medical Billing Clerk/Office Clerk
- Patient Account Clerk I/Office Clerk
- Personnel Services Clerk/Clerk Typist
- Receptionist/Office Clerk or Clerk Typist
- Recordable Documents Clerk/Office Clerk or Clerk Typist
- Revenue Collection Clerk/Office Clerk or Clerk Typist
- Medical Receptionist/Office Clerk or Clerk Typist
- Medical Admitting Clerk/Office Clerk or Clerk Typist

This means a Clerk Typist may bid for one of the above positions. However, the bid may be honored only if no bids are received by persons in the

Exhibit A

classification; or if all in the higher classifications waived the job offer.

Void bid requests if it is not from class to class or meets one of the two exceptions. (Write Void in red across the form. Notify employee and document notification on back of bid form. (Example: T/C 1-1-86 - employee notified)

3. Document on bid form, in red, employee's status, permanent or probationary from appropriate data processing alpha listing. If probationary or provisional status, write void in red across form, as must be permanent status at end of bid period. Notify employee of invalidity and document on back of form date employee was notified. (Example: T/C 1-1-81 - employee notified.) File form in "Invalid" section of bid form file box.
4. Document on bid form, in red, employee's date of hire.
5. File valid bids according to work locations, (work units, and classifications in file box.)

III SENIORITY ORDER OF BIDS

- A Names of persons currently working in same office as vacancy, by seniority.
- B Names of persons from other DSS offices, by order of seniority. Example: Five people have bids in for a North County position. Two people from North County have bids in. They are listed as #1 and #2 on the list, the most senior being #1. The third name to list is the most senior of the remaining three persons from other DSS offices.

Note: Place an * by name of the two "In House People".

Important: Note on form if list exhausts current bid requests. If it does not, and all persons on list waived position, up to three more names may be supplied from the bid request forms. (Refer to Personnel Procedures, Bidding and Transfer Line, #4, for special procedures on persons offered jobs but waived it.) Special documentation on back of bid form is required and bid request may become invalid. *Sept and V/H*

IV BID LISTING

After all Bids are received and all information has been marked on them, a list must be typed showing the names of all Bidders under the locations and units they bid for. See Example #3. After the list is established, a copy should be sent to the following people: Jan Jorgenson, Personnel Supervisor, Employee Relations, and the 715 Union Representative.

bid do not have to be permanent

BIDDING AND TRANSFER LINE

PERSONNEL PROCEDURES

Processing of SC 222's

1. After obtaining SC 222 from Personnel Supervisor, check to see if there are any bids for that particular work location and work unit. Look for differentials and hours, e.g. Bilingual, 1/2 Time, Steno, Lead, etc.. Lists from bid requests are compiled separately for differentials (i.e., vacant position is for Clerk Typist + B; only persons who bid for Clerk Typist + B and currently are a Clerk Typist receiving B, may be listed. Same applies for typing, steno, and machine wage differentials.)
2. If one or more bids are on file, a SC 1169, 715 Transfer List form is prepared in duplicate. List maximum of three names in order of seniority and route to the Appointing Authority. Bid list is logged in Bid Log showing date sent to supervisor. Notation is made at upper left hand corner of SC 222, e.g., "Bid List Sent 2-12-86."

Wing - 3/12/86

~~If there are less than three names, the appointing authority may choose from the bid list and may go on the transfer line after interviewing the bids. However, if there are three or more bids, the appointing authority must make a selection unless he/she has valid documentation to choose otherwise. After candidates have been interviewed and selection is made, a notation is made to that effect on the SC 222 besides the effective date and employee's name. On Bid log, note date list was returned and that selection was made. The yellow copy of the SC 222 is given to the Personnel Supervisor for code control. The white copy is filed in "Appointments Made" along with the Bid List and the bid submitted by the employee who was hired.~~

4. Persons who were offered jobs and waived:

only after 2nd time for w/valid reason

Wing

A person may waive and interview as many times as they wish. However, if a job offer is waived, their bid becomes invalid. (Their bids for other work locations/work units are not affected, of course.)

If no one is selected from original list of three names, and form indicates bid requests are not exhausted, prepare supplemental transfer list with maximum of three more names, in order of seniority, and route to the Appointing Authority.

5. Now IF the supervisor makes no selection from the Bid list, for good reasons, of course, the position can go on the Transfer Line. Once the Bid list is received from the appointing authority, notation of its return date is made on the upper left hand corner of the SC 222 and on the Bid log list. Another notation is made on the SC 222 of the dates the position will be on the Transfer Line. (Five working days) On the Bid log list note that the position is on the Transfer line. See Example #1. All codes on the Transfer line must be logged in the Transfer Line log.

The Transfer line speech should have the date the position goes on the Transfer line and the date it comes off. It should list the location, unit, position, differentials (if any), position code, contact person and an extension. See Example #2. The speech at the end for County job information should be said whether or not there are positions to be recorded.

6. After the position has been advertised for five working days, an SC 1169 is prepared if there are any Transfer requests, SC 562. At this time, Reinstatements, Demotions, and Return to Former Classes may be listed, if there are any. Note on the Transfer line log and the SC 222 the date the Transfer list was sent. Make a copy of the SC 1169 for control and route to the appointing authority.
7. When appointing authority returns Transfer list, with a selection, make note of it on the SC 222 and the Transfer line log. Put the employee's name and effective date on the SC 222. Give ~~the yellow copy of the SC 222 to the~~ *Personnel Supervisor and the white copy is filed in "Appointments-Made" Clerk for processing.*
8. If a selection is not made, appointing authority is not obligated to hire from Transfer list, then the position is sent to Certification. Note on the SC 222 the date list was returned and the date it went to Certification on the Transfer line log and the SC 222. Give ~~the yellow copy of the SC 222 to the Certification clerk and keep the white copy in the file "715-SC-222's To Certification"~~.
9. If there are not Transfer requests, the position can go directly to Certification. Make notation of this on the SC 222 and the Transfer line log. ~~The white copy of the SC 222 is kept in the file "715-SC-222's To Certification" and the yellow copy is given to the Certification clerk to process.~~
SC 222

EXAMPLE #4

Form SC 562 must be filed in Personnel by 5 PM the expiration date of the positions recorded March 11, 1986.

March 17, 1986, at 5 PM the following positions will be removed:

LAS PLUMAS

Unit: Service
Office Clerk
Position Code: D40-535
Contact: Jane Doe X2551
X2551

In addition to the information you've just received, you may wish to call the Santa Clara County job information line at 299-2856 or the promotional line at 299-2880.