

DEPARTMENTAL AGREEMENT  
BETWEEN  
SANTA CLARA VALLEY MEDICAL CENTER,  
CENTRAL SUPPLY DIVISION  
AND  
SEIU, LOCAL 715

I. Preamble

- A. This agreement has been negotiated pursuant to Article 8, Section 8.15 of the Memorandum of Agreement between the County and Local 715.
- B. This agreement covers the classification of Central Supply Assistant/Technician in the Central Supply Division of Santa Clara Valley Medical Center.
- C. This agreement supercedes all practices, both formal and informal, pertaining to items covered in this agreement.

II. Seniority

- A. For purposes of this agreement seniority shall be defined as all time served in a coded classification in the Sterile Processing Division.
- B. Management shall establish and maintain a current seniority list of all workers covered. This list will be posted in the work area and be used in determining seniority bid assignments.

III. Job Assignments

The department agrees to continue its current practice of rotating job assignments on a weekly basis to each of the four (4) work stations within Central Supply (Decontamination, Processing, Issuing and Cart Staging). A schedule of rotating job assignments will be maintained and workers will be assigned to each job assignment on a rotating basis.

IV. Vacations

- A. The department will provide a vacation sign-up list indicating the maximum number of workers that will be permitted to take vacation during each week of the year.
- B. The sign up list will be posted for the month of December each year and will cover vacation times from February 1, to January 31 of the following year.
- C. Vacations shall be scheduled by seniority in minimum blocks of one week to the maximum the employee has earned and accrued at the time the vacation is taken. Each employee shall be allowed one bid. After the bid procedure is completed a second-bidding will occur for the remaining blocks of time.

- D. Should two (2) workers bid for a block of vacation which causes an "overlap" of days off the department will attempt to accommodate both employees through rescheduling. Should the "overlap" not be resolved, the most senior worker shall be awarded the bid.
- E. Additional vacation time may be taken on an unusual or emergency basis with the approval of management.

V. Holidays

- A. Two holiday lists shall first be established in seniority order. One list for volunteers with the most senior first and one for assignments with the least senior first.
- B. Holiday work will first be offered to the most senior worker on the volunteer list and thereafter be rotational with each worker that was offered the holiday being moved to the bottom of the volunteer list after the offer is made.
- C. If no worker volunteers the holiday work will be assigned to the least senior worker on the assignment list and thereafter the assignment list will be rotational with each worker that was assigned the holiday being moved to the bottom of the assignment list after the assignment is made. No worker may elect to work a holiday that falls on the worker's normal day off.

VI. Overtime

- A. When the department determines that overtime work is necessary and will be performed on an overtime basis at the end of the shift, the overtime will be assigned as follows:
  - 1. Whenever possible, the overtime will be offered to the worker who normally performs the assignment provided he/she is on duty. If that worker declines such assignment the overtime shall be offered to qualified workers on the overtime list and on duty at the time.
  - 2. If no worker volunteers the overtime will be assigned to the first available worker on duty starting from the bottom of the overtime list as it stood in "1" above.
  - 3. The overtime list shall first be established in seniority order (most senior first) and thereafter be rotational with each worker that was offered overtime being moved to the bottom of the overtime list after the offer is made.
- B. When the department determines that overtime work is necessary and additional staff beyond those on duty is required, the overtime will be assigned as follows:
  - 1. The overtime shall be offered to qualified workers on the overtime list who are not on duty. If the worker is unavailable on first call he/she shall be deemed to have been offered the overtime.

2. If no worker volunteers, the overtime will be assigned to the first available worker who is not on-duty starting from the bottom of the overtime list as it stood in "1" above.
3. The overtime list shall first be established in seniority order (most senior first) and thereafter be rotational with each worker that was offered overtime being moved to the bottom of the overtime list after the offer is made.

VII. Term

The term of this agreement will be for twenty-four (24) months to and including February 28, 1984. Thereafter, this agreement shall continue in full force and effect from year to year, unless 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.

DATE: \_\_\_\_\_

SANTA CLARA COUNTY

Michael A. Wood  
Barbara McLean  
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LOCAL 715, SEIU

Helen Franklin  
John E. Merrill  
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Chuck Alderete

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SIDE LETTER TO  
DEPARTMENTAL AGREEMENT  
BETWEEN  
SANTA CLARA VALLEY MEDICAL CENTER,  
CENTRAL SUPPLY DIVISION AND LOCAL 715, SEIU

On November 25, 1985 and December 20, 1985, meetings were held to modify the existing Departmental Agreement. Present at these meetings were representatives from the Central Supply Department, Helen Franklin and John Merrill, Field Representative for Local 715 Libby Spector, representing the County Labor Relations Representative Robert Atwood, representing Valley Medical Center and Central Supply Department, Ed Brady and Pat Barredo.

This Agreement modifies the existing agreement between the parties only to the extent stated.

- a. For day shift workers covered under this Agreement, the current practice of rotating job assignments to Cart Staging will be phased out and be discontinued by the end of January 1986.
- b. Should a need exist in Cart Staging, Management will first ask for volunteers to go to Cart Staging, should no one volunteer then Management may make assignments. Such assignments shall be rotated where possible.
- c. The Union will withdraw its present demand to open the Departmental Agreement.

Date Jan. 8, 1986

SANTA CLARA COUNTY

Patricia C. Barredo

Ed Brady

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LOCAL 715, SEIU

John E. Merrill

Helen Franklin

Libby Spector