

Understanding on the Topics that Require Office of Labor Relations and Institutional Union Participation

A. Below are topics that require Labor Relations and Institutional Union participation in any agreements, including agreements as a result of a meet and confer (M&C) or settlements:

- Departmental Agreements
- Alternate Hours Agreement (Section 8.14 of the MOU)
- Layoffs (Impact)
- Discipline Settlement
- Grievance Settlement
- Extension of Probationary Period
- Any M&C that result in monetary modification (including adding new classifications to receive differentials or premiums, on call pay, etc. that requires changes to the MOU)
- Overpayment
- Any items outlined in the contract which provides the County to notify, or meet with the Union (such as Section 8.7 On-Call Pay, or Appendix H Contracting Out)
- Any changes to the terms of the contract
- Reorganization (in accordance with the terms of the MOU)

With the exception of layoff impact meetings, discipline settlements where the union is not representing the worker and reorganization, any agreement or settlement must be signed by both parties.

B. Below are topics that do not require Labor Relations presence for resolution:

Schedule Changes (Core Hours or starting and quitting times) for individual employees, allocation review, classification study, and any changes to job specifications.

The above topics are not an all inclusive list. Should there be questions about the lists above or a topic is not outlined above, the parties shall discuss issues or questions to reach a common understanding.

Date: 5-22-12

County of Santa Clara: *Sandra Hood* SEIU Local 521: *Susan G. Ryan*

JA 6/25/23
JN

6/25/23
JR

6/25/23
[Signature]