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SEIU Local 521 Counter June 25, 2023

Appendix L – Extra Help and Intermittent Workers

3. Extra Help to Unclassified process

a. The County will offer a one-time opportunity for Extra Help workers to move into unclassified positions under the following conditions:

i. The County will alternatively staff the following classifications as unclassified and classified.

<u>County-wide / Department Specific Classifications</u>	<u>HHS Specific Classifications</u>
<u>Community Worker</u>	<u>Health Information Clerk I</u>
<u>Food Service Worker I</u>	<u>Health Information Clerk II</u>
<u>Food Service Worker Correction</u>	<u>Health Services Representative</u>
<u>Janitor</u>	<u>Hospital Services Assistant II</u>
<u>Library Page</u>	<u>Medical Assistant</u>
<u>Material Supplies Specialists</u>	<u>Medical Laboratory Assistant II</u>
<u>Office Specialist I</u>	<u>Medical Unit Clerk</u>
<u>Office Specialist II</u>	<u>Mental Health Worker</u>
<u>Office Specialist III</u>	<u>Pharmacy Technician</u>
<u>Probation Counselor</u>	<u>Patient Transporter</u>
<u>Warehouse Materials Handler Series</u>	<u>Licensed Vocational Nurse</u>

ii. To qualify, Extra Help workers must: 1) meet the employment standards of the classification into which they seek to be appointed; and 2) have worked a minimum of 1040 hours total in over the last two (2) years.

iii. On July 28, 2023, the County shall provide the Union a listing of the current budgeted vacancies in the above-referenced classifications, and a listing of all Extra Help employees working in such classifications who meet the two qualifications stated in paragraph 3(a)(ii).

iii. On August 7, 2023, the appointing authority may select for an unclassified position any extra help employee in the classifications under Section 23.a.i above who meet the requirements in Section 23.a.ii.

b. All unclassified employees working in the above-listed classifications shall be provided a promotional evaluation within the first nine (9) months of their appointment to the unclassified position. Employees will have up to nine (9) months to have a favorable promotional rating form completed by their manager/supervisor. If the employee receives a favorable promotional rating

form, the employee must and takes and passes the qualifying test to qualify to make a status change, no later than thirty (30) days after passing the qualifying test, and they shall be promoted into the coded classified position they are currently holding.

4. Joint Committee exploring Merit System Rules changes

The parties agree to convene a joint committee with no more than six (6) members each from the Union and the County. For the life of the 2023-2026 MOA, the parties shall convene meetings every other month beginning on or about August 1, 2023, but not later than October 1, 2023. Paid release time shall be provided to the County employees who participate in the joint committee on behalf of the Union. The Union and the County shall jointly seek Board of Supervisors and/or Personnel Board approval, as applicable, of proposed amendments to the Merit System Rules that aim to expedite the hiring process and pave the pathway to permanency for Extra-Help and other temporary employees.

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Section 12.6 – Leaves of Absences –

a) Reasons Granted Leaves of absence may be granted to workers for up to one (1) year. Extensions to leaves approved for less than one (1) year shall not unreasonably be denied provided adequate advance notice is given. If a worker wishes to return to work early from a leave of absence, he/she shall provide reasonable advance notice to the appointing authority. Leaves beyond one (1) year may be granted due to unusual or special circumstances. The following are approved reasons for such leave:

1. Illness beyond that covered by sick leave.
2. Education or training which will benefit the County.
3. Other personal reasons which do not cause inconvenience on the department.

b) Leave for Union Business Upon thirty (30) days advance notice to the Office of Labor Relations and the appointing authority, the County shall grant workers leave pursuant to Government Code section 3558.8 to serve as stewards or officers of the Union for a period of up to one (1) year. The Union shall reimburse the County for all compensation and benefits paid to the worker on leave. Such payment shall be made to the County on or before thirty (30) days after receipt of the County's certification of payment of compensation to the worker. No more than twelve (12) workers shall be granted a leave at any one time. A leave may only be denied if:

1. The notice requirement is not met.
2. The number of workers on leave has reached the maximum of twelve (12).
3. The worker has specialized skills and abilities which are necessary and could not be replaced.

Confirmation of denial or granting of the leave shall be provided to the Union.

With notice no less than thirty (30) days prior to the conclusion of the leave, such leave may be extended up to one (1) year upon approval of the appointing authority.

c) Revocation

A leave may be revoked by the Director of Personnel upon evidence that the cause for granting it was misrepresented or has ceased to exist.

d) Vacation Leave Without Pay Option

A worker must receive prior approval from his/her supervisor to use leave without pay for an authorized vacation absence. The department may assign leave without pay for an unauthorized absence. When the authorized absence is less than a pay period and when

Not Monday
as substantive

requested by the worker, management may restore vacation by making the appropriate payroll adjustment in the payroll period following worker's request. This option shall not be available to any County worker where Federal law prohibits leave without pay.

e) Other Family Leave

Upon request, family leave, with or without pay, shall be granted to attend to the serious health condition of a family member in accordance with the Family Medical Leave Act, California Family Rights Act, the County's Leave of Absence Policy and/or County ordinance for a period of up to six (6) months.

Section 12.7 – Other Family Leave –

Paid and/or unpaid leaves of absence may be granted by the County as designated in the County Leave of Absence Policy and/or County ordinance. The Leave of Absence Policy provides information related to paid and/or unpaid leaves of absence, including leaves provided by Federal or State law, and provides eligibility requirements, guidelines and procedures for paid and/or unpaid leaves of absence. Leaves provided by Federal or State law are not subject to the grievance procedure of this agreement.

a) **Parental Leave**

1. **Length**

~~Upon request, parental leave without pay shall be granted to natural or adoptive parents by the appointing authority for a period of up to six (6) months. With notice no less than one (1) month prior to the conclusion of the leave, such leave may be extended up to one (1) year upon approval of the appointing authority. A request for extension can only be denied for good cause. A worker who is pregnant may continue to work as long as her physician approves. Adoptive parents shall not be covered by County medical benefits while on maternity leave except as otherwise provided by law.~~

2. **Sick Leave Use**

~~If, during the pregnancy leave or following the birth of a child, the worker's physician certifies that she is unable to perform the duties of her job, she may use her accumulated sick leave during the period certified by the physician.~~

b) **Other Family Leave**

~~Upon request, family leave, with or without pay shall be granted for the placement of a foster child or to attend to the serious illness of a family member in accordance with the Family and Medical Leave Act, and the County's Family and Medical Leave Policy, for the serious illness of a registered domestic partner, for a period of up to six (6) months.~~