

SIDE AGREEMENT BETWEEN
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AND
SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 521

Service Employees International Union, Local 521 (SEIU), and the Santa Cruz Metropolitan Transit District (METRO), agree as follows:

For the remainder of the term of the Memorandum of Understanding (currently June 30, 2018), Section 8.5.4 be amended as follows:

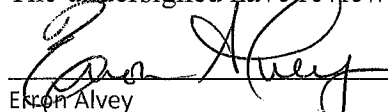
8.5.4 Promotion by qualification shall be a promotion which is noncompetitive for an employee in a lower classification who has completed the required time period in the lower classification and has either met the standards of the higher classification through certification or passed qualifying examinations as required by METRO. An employee wishing to be promoted by qualification shall provide evidence of certification or request in writing the administration of a qualifying exam, if one is established. METRO shall administer the examination within thirty (30) days of such request. A qualifying exam may not be requested by an eligible employee more than once in a three-month period.


Promotion by Qualification Classes

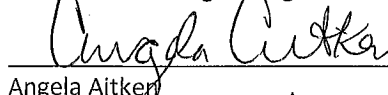
- Accountant I/II
- Accounting Technician/Senior
- Customer Service Trainee/Representative
- IT Technician/Senior
- Mechanic I/II
- Systems Administrator/Senior
- Upholsterer I/II
- Vehicle Service Worker I/II
- **Purchasing Assistant/Purchasing Agent**


It is the intent of the parties that no precedence is set by these actions.

The undersigned have reviewed this side agreement and mutually agree to its intent.


Eileen Alvey
METRO Purchasing Manager
2/28/17
Date


Joan Jeffries
SEA Chapter President, SEIU
2/28/17
Date


Angela Aitken
METRO Finance Manager
3/1/17
Date


Olivia Martinez
SEIU Representative
2/28/17
Date


Alex Clifford
METRO CEO
3/1/17
Date



DATE: February 24, 2017
TO: Board of Directors
FROM: Angela Aitken, Interim Human Resources Manager
SUBJECT: REAUTHORIZE THE PURCHASING AGENT POSITION

I. RECOMMENDED ACTION

That the Board of Directors reauthorize the Purchasing Agent position.

II. SUMMARY

- Staff has been working with SEIU to create a side letter agreement that would include the Purchasing Assistant/Purchasing Agent ladder within Sec 8.5.4 Promotion by Qualification until the end of the current SEIU Memorandum of Understanding (MOU).
- Staff had inadvertently removed the authorized Purchasing Agent position within the Purchasing Department operating budget.
- Purchasing has an employee who is qualified to be promoted to Purchasing Agent.
- Staff is requesting that the Board reauthorize the Purchasing Agent position so that the proposed ladder for Sec 8.5.4 can be acted upon.

III. DISCUSSION/BACKGROUND

Staff has been working with SEIU to create a side letter agreement that would include the Purchasing Assistant/Purchasing Agent ladder within Sec 8.5.4 Promotion by Qualification until the end of the current MOU.

Through this process, it was discovered that staff had inadvertently removed the authorized Purchasing Agent position within the Purchasing department operating budget during a past budget revision.

Purchasing has an employee who is qualified to be promoted to Purchasing Agent, but due to the position unintentionally being removed from a past budget, we are unable to move forward with the promotion. This promotion will be funded with money already funding the Purchasing Assistant, and other savings within the Purchasing department.

Staff is requesting that the Board reauthorize the Purchasing Agent position so that staff can negotiate a side letter agreement for Sec 8.5.4 of the MOU.

IV. FINANCIAL CONSIDERATIONS/IMPACT

No financial impact for this action. Current funding for the existing Purchasing Agent position and savings within the Purchasing department will fund this action.

V. ALTERNATIVES CONSIDERED

- Wait until the FY18 & FY19 Operating budget is adopted in June. This is not recommended as staff and SEIU are in agreement with the concept of a side letter agreement addressing a temporary change to Sec 8.5.4 of the current MOU.

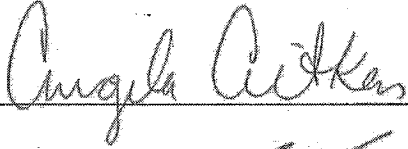
VI. ATTACHMENTS

None

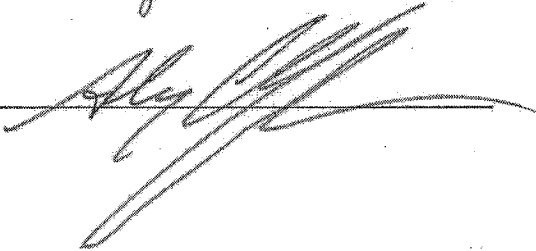
Prepared by: Angela Aitken, Interim HR Manager and Finance Manager

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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