

County Proposal on Tuition Reimbursement

County Proposal September 5, 2024

Modify Section 13 as follows:

Section 13. Tuition Reimbursement

Section 13. Tuition Reimbursement

The County may reimburse employees for tuition and related fees paid for courses of study taken in off-duty status if the subject matter is closely related to the employee's present or probable future work assignments. Limits to the amount of reimbursable expense may be set by the Human Resources Director with the County Manager's concurrence. There must be a reasonable expectation that the employee's work performance or value to the County will be enhanced as a result of the course of study. Courses taken as part of a program of study for a college undergraduate or graduate degree, or for courses taken as part of a program of study for a trades certificate at a bona fide institution of learning as required by the Fair Labor Standards Act, will be evaluated individually for job relatedness under the above criteria. The employee must both begin and successfully complete the course while employed by the County.

The employee must apply on the prescribed form to their department head giving all information needed for an evaluation of the request. The department head shall recommend approval or disapproval and forward the request to the Human Resources Director whose decision shall be final. In order to be reimbursed the employee's application must have been approved before enrolling in the course. If a course is approved and later found to be unavailable a substitute course may be approved after enrollment. Upon completion of the course the employee must submit to Human Resources a request for reimbursement accompanied by a copy of the school grade report or a certificate of completion. Human Resources shall, if it approves the request, forward it to the Controller for payment. Reimbursement may include the costs of tuition and related fees. The County will reimburse ~~up to \$50.00 per course~~ in accordance with County Policy for books and other required course materials (excluding laptops and other electronic devices) under conditions specified in the Tuition Reimbursement program. Reimbursement for books will only be made for community college, undergraduate level or graduate level courses.

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Robert Kim

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County
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SEIU LOCAL 521 PROPOSAL TO COUNTY OF SAN MATEO
2024 SUCCESSOR MOU NEGOTIATIONS
PROPOSAL DATE: September 12, 2024

Part A

Section 32. Geographical Displacement

32.1 Employee Preference

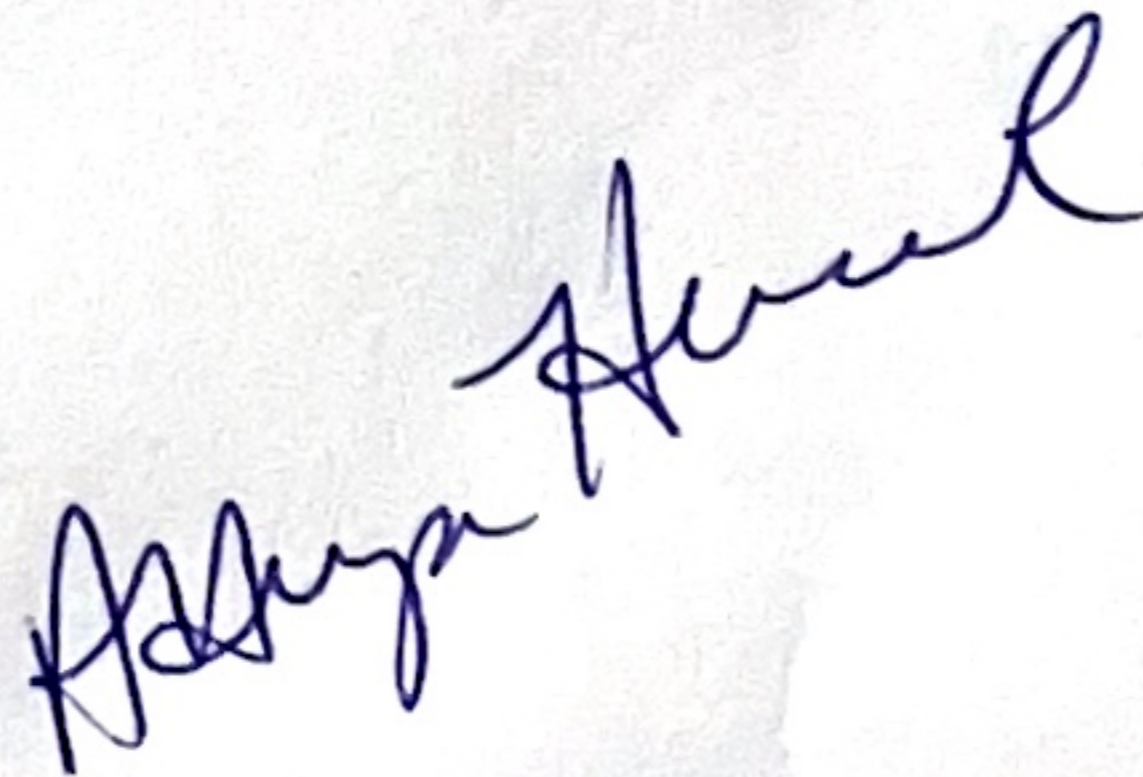
If it becomes necessary to transfer permanently one or more employees from one geographical location to one or more geographical locations in different cities, such employees at the original geographical location who are working in the affected classifications shall be given an opportunity to express their desires for transfer. In such cases the department head shall give consideration to length of service and transportation factors along with such job related criteria as they deem appropriate, provided where all of these criteria are relatively equal, length of service shall prevail. The County shall discuss these criteria with the Union before selecting employees for transfer. Nothing shall preclude a department head from temporarily assigning employees to work at a different geographical location when prompt action is required by the needs of the County. The County will provide a minimum of fifteen (15) ~~ten (10)~~ business days' advance written notice to the affected employee ahead of a planned geographical location change. The minimum fifteen (15) ~~ten (10)~~ business days' notice shall not apply to temporary transfers where immediate staffing is required, as determined by the Human Resources Director, whose decision shall be final.

32.3 Non-Disciplinary Disposition

Employees shall not be transferred from one geographic location to another for disciplinary reasons.

TA

September 12, 2024



County Proposal on Work Groups

County Proposal September 5, 2024

Modify Section 7.3 as follows:

Section 7 Overtime**7.3 Work Groups**

The Human Resources Director shall allocate all job classifications to the following described work groups for purposes of determining categories of employees to be compensated by monetary payment or by compensatory time off. The decision of the Director shall be final; provided, however, that prior to changing the work group of an existing classification covered by this MOU the Director shall notify the Union of the contemplated change and if requested, discuss with the Union the reasons for the work group change.

- (1) Work Group 1: All employees covered by the Fair Labor Standards Act shall be allocated to Work Group 1. Employees in Work Group 1 may be compensated for overtime worked either by monetary payment or by compensatory time off, at the option of the employee, except wildfire assistance and disaster relief work that is reimbursable by the State or Federal government will be compensated solely by monetary payment and not by compensatory time off. This provision is not intended to prevent those positions funded by State or Federal funds on an ongoing basis from earning compensatory time off.

Compensatory time off which accrues in excess of eighty (80) hours must be liquidated by monetary payment. All monetary payments for overtime must be paid not later than the next biweekly payroll following the pay period in which the overtime was worked.

- (2) Work Group 2: Employees in Work Group 2 may be compensated for overtime worked only by being allowed compensatory time off, except wildfire assistance and disaster relief work that is reimbursable by the State or Federal government will be compensated solely by monetary payment and not by compensatory time off. This provision is not intended to prevent those positions funded by State or Federal funds on an ongoing basis from earning compensatory time off.

No more than two hundred forty (240) hours of such compensatory time off may be accumulated at any one time. Compensatory time off which accrues in excess of two hundred forty (240) hours must be liquidated by monetary payment.

For the following classifications only:

- Appraiser II
- Auditor-Appraiser II
- Principal Appraiser
- Principal Auditor-Appraiser

County of San Mateo
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- Senior Appraiser
- Senior Auditor-Appraiser

For pre-approved hours worked in excess of forty (40) hours in a workweek, employees in the above listed classifications will have the option of receiving monetary payment at time and one-half the applicable rate of pay, or accruing compensatory time off up to the two hundred forty (240) hours of compensatory time off limit provided in Section 7.3 of the MOU.

When an employee in Work Group 2 is separated from County service, their remaining compensatory time shall be added to their final compensation.

- a. Note: Work Groups 3 and 4 pertain to employees not covered by this MOU.

- (3) Work Group 5: Employees in Work Group 5 are exempted from the Fair Labor Standards Act and may be compensated for overtime worked either by monetary payment or by compensatory time off, at the option of the employee. Compensatory time off which accrues in excess of eighty (80) hours must be liquidated by monetary payment.

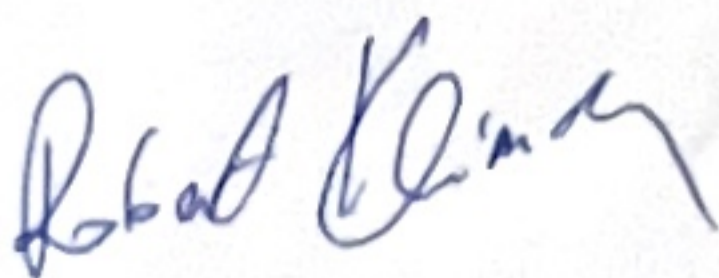
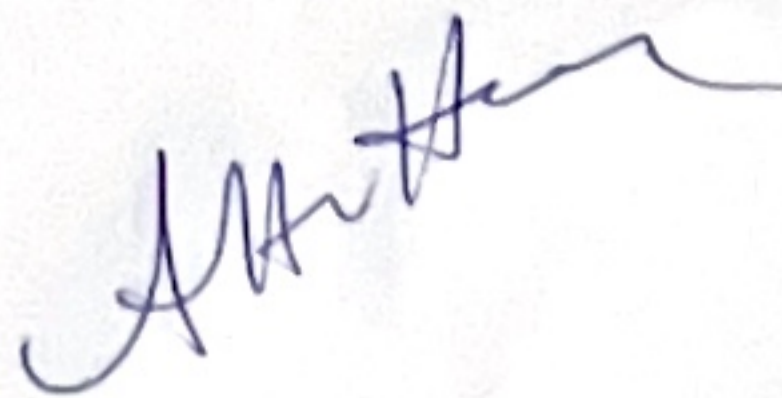
Notwithstanding the allocation of job classes to work groups, any employee covered by the Fair Labor Standards Act shall be compensated in accordance with the Act.

Should the County, through some future Federal ruling, be exempted from the Fair Labor Standards Act, the County shall then revert to the base rate for the computation of overtime.

When an employee transfers into a different (proposed) position, any compensatory accrual that is in excess of the proposed position's compensatory accrual limit will be liquidated by monetary payment

TA

September 12, 2024

County Proposal on Winter Recess
County Proposal (September 6, 2024)

Modify Section 17 as follows:

Section 17. Holidays

17.2 ***

Winter Recess Days

- (1) Effective in December ~~2022-2024~~, December 2025 and December 2023-2026, the County shall provide three (3) paid winter recess holidays (the equivalent of twenty-four (24) hours for a full-time employee) per year.
- (2) For a three (3) day period designated by the County between December 26th and December 31st of ~~2024, 2025, and 2026~~ of 2022 and 2023, the County agrees to hold a Winter Recess. During the Winter Recess, County departments and divisions employing members of this SEIU collective bargaining unit may move to minimum staffing levels and/or close business, depending on the needs of the department and the public served. Which departments and divisions will close or go to minimum staffing and which bargaining unit members will be required to work is entirely within the discretion of the Appointing Authority or their designee. The determination for closure shall be made by the Department Head and subject to County Manager and Board of Supervisors' approval.
- (3) During the Winter Recess, regular full-time employees in established positions shall be entitled to eight (8) hours of full pay for each day of the three-day Winter Recess, provided they are in a full pay status on both their regularly scheduled workdays immediately preceding and following the holiday. Part-time employees shall be entitled to holiday pay, not to exceed eight (8) hours for any one (1) day, in proportion to the average percentage of hours worked during the two (2) pay periods without holidays immediately preceding the pay period which includes the holiday.
- (4) If any of the Winter Recess days falls on a day the employee is not regularly scheduled to work, or if an employee is required to work on a Winter Recess day, the employee shall be entitled to equivalent straight time off with pay. "Winter Recess" exchange days shall be scheduled in the same manner as vacation, unless the department's policy is to schedule vacation per a vacation sign up list, in which case these days shall be scheduled in the same manner as a Floating Holiday. This equivalent time off is limited to twenty-four (24) hours. No employee will be allowed to have an accumulation of more than forty-eight (48) hours of Winter Recess time to their credit at any one time. If an employee leaves County service with accrued Winter Recess hours, those hours will be cashed out with terminal pay. Employees working on a Winter Recess day shall be compensated in accordance with the provisions of this MOU.

- (5) Winter Recess hours will not be included as hours worked for the purpose of calculating overtime.

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September 12, 2024

