

SEIU LOCAL 521 PROPOSALS TO TULARE COUNTY

SEIU RESERVES THE RIGHT TO MODIFY, DELETE OR ADD TO THE FOLLOWING PROPOSALS

ARTICLE 12 EMPLOYEE RIGHT TO KNOW

If a complaint or accusation against an employee is documented, the employee ~~should~~ **shall** be informed within ten (10) working days. If an investigation is conducted, the investigated ~~employee need not be informed until the investigation is completed~~ **shall be notified in writing of the investigation. The notice shall include a description of why the employee is being investigated.** At the conclusion of the investigation, **the employee shall be notified of the results, either by notice of proposed discipline or letter of no findings. For investigations that last longer than 30 days, the employee will be notified every 2 weeks (10 business days) if the investigation is still ongoing.** When the investigation is completed, the employee ~~should~~ **shall** be informed of the results within ten (10) working days. Upon being informed, the employee may respond orally or in writing

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Article 41 Pay Roll

A DIRECT DEPOSIT

Employees will receive their paychecks via direct deposit to a checking or other similar account at a financial institution of their choice. The County will consider exceptions on a case-by-case basis.

B. SHORTAGES

A correction by the Auditor's Office to cover shortage errors in an employee's paycheck, after written notification of the discrepancy to Auditor's Office, shall be provided to the employee on the next paycheck if the amount is under \$150 and within ~~seven~~ **two** working days if the shortage is \$150 or greater. If the shortage is equal to 50% or more of the regular paycheck ~~or in any instance, when in the opinion of the Auditor such shortage~~ **it** would be **considered** an unreasonable burden on the employee, the Auditor may order a manual warrant as soon as practicable.

C. OVERPAYMENTS

If the amount in the judgment of the Auditor's Office would constitute an unreasonable burden on the employee, overpayment errors may be corrected in subsequent pay periods pursuant to an agreement or court order. As a nonbinding guideline, repayments should be within the same number of pay periods in which the error occurred.

D. CONFIRMATION

The employee may request confirmation of any payroll error through their payroll clerk.

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Article 50 Transfers

Transfers shall be made in accord with Personnel Rule 10.

Reassignment: Movement from one assignment to another assignment in the same classification in the same division and in the same city is a reassignment and shall be at the discretion of the Division Manager.

For positions in HHSA lower than the equivalent of a Staff Services Analyst the following Agency policy also applies:

The following is a brief outline of the major provisions of the policy to be utilized in filling vacant positions prior to certifying applicants from outside of HHSA:

1. Comprehensive listing of all vacant positions eligible to accept transfers will be posted on a weekly basis with all other job flyers.
2. Transfer opportunity postings will occur on Mondays or Tuesdays during Monday holidays and shall remain open through Friday of the same week. **Any transfers in the same classification will automatically receive the position. If multiple employees from the same classification apply, seniority will be used to make the final decision**
3. Employees must submit a completed Agency transfer request form as designated by the Agency to HHSA HR prior to 5:00 PM, on the Friday closing the posting.
4. HHSA shall accept and interview all qualified transfer requests submitted and shall also interview other candidates from any certified open recruitment lists to fill the vacant position.
5. After the department and/or Agency has determined the employee to be transferred, the employee chosen to transfer into the vacant position will be notified by the Agency.

Nothing contained in this procedure is intended to, nor shall it, restrict, affect, modify or limit management rights as indicated in the appropriate article(s), policies, past practice, laws or procedures.

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Article 56 HHSA QUIET TIME

HHSA agrees to continue quiet time from client contact as follows:

1. Only Eligibility Workers and Self-Sufficiency Counselors shall be eligible for quiet time provisions.
2. Quiet time shall consist of five (5) hours per week, no more than one hour per day. During said time workers will be free from interviews except in emergency situations.
3. Inclusion of all Eligibility Workers and Self-Sufficiency Counselors in these quiet time provisions, except those working as Service Representatives shall be mandatory.
4. Quiet time will not be scheduled during overtime hours.

No unit meeting or training functions shall be scheduled during quiet time, except when, in the opinion of management, these meetings must be held during quiet time for the safe and/or efficient operation of the Department

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Article 64 Training

At the Department Head's discretion, the County shall provide a minimum of ten (10) hours training per month to Construction and Maintenance Workers I, II and III respectively and to Refuse Site Caretakers and Refuse Equipment Operators I and II, on heavy equipment operation related to the next higher job classification in the Construction and Maintenance Worker or Refuse Equipment Operator series.

At the Department Head's discretion, the County shall provide monthly orientation training for employees covered by this MOU in the Cook, Custodian, Mechanic, Maintenance, and Parks and Grounds Worker series on available department equipment that is included in the testing for the next higher classification in the employee's classification series. This training is in addition to safety training.

Training provided under this article shall not be considered work out of the employee's classification. The County will document the training provided pursuant to this article. Documentation will include the employee's name, date that the training occurred, type of training received, and the number of hours completed and provided to the employee quarterly.

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New Proposal Article 72
Workload and Staffing Standards

A. Within six months of the ratification of this Agreement, the parties agree to meet and confer to determine or develop workload and staffing standards for units. All existing workload and staffing standards will continue as they are.

B. Each Unit-based Committee or Labor Management Committee shall include up to five representatives from the Union and up to five representatives from the County to collaboratively address workload and staffing concerns within the units. The Union will appoint its representatives for this purpose.

C. Either the Union or management may request a time study to assess and determine appropriate workload and staffing levels.

D. In the event of a disagreement between the parties, either side may initiate mediation to facilitate a resolution.

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Article 73 Classification Request

Workers may submit a formal request for a classification study during the month of March to Human Resources (HR). This request should include relevant details about the position and reasons for the classification review. Upon receiving the request, HR will conduct a thorough review and respond within 60 days. The response will include either an acceptance or rejection of the request. If the request is rejected, HR will meet with the employees and their union representatives. This meeting will serve to provide a comprehensive explanation of the reasons for rejection and address any concerns. For accepted requests, HR will implement any necessary changes to pay or job descriptions within 90 days of acceptance. Any duties identified as not being part of the job description will cease immediately. In the event of a disagreement between the parties, either side may initiate mediation to facilitate a resolution.