

2.2 Standard Work Period

I. Traditional Schedule

The standard work day for employees shall be eight (8) hours and the standard work week shall be forty (40) hours to be worked within five (5) consecutive days.

Refuse, Wastewater Treatment Plant, Fleet, Streets, Parks, Utilities, and Police Communications Dispatch personnel may be assigned a non- standard work period.

II. Public Works Alternative Schedule

A. Parks and Streets (including Sweeper Operators)

- i. Shift Time - 6:30 a.m. to 3:00 p.m.
- ii. Meal Time - 11:30 a.m. to 12:00 p.m.
- iii. Break Time - 9:00 a.m. & 1:30 p.m. (15 minutes)

Sweeper Operator assigned to work at night:

- i. Shift Time - 10:00 p.m. to 6:30 a.m.
- ii. Meal Time- 3:00 a.m. to 3:30 a.m.
- iii. Break Time-12:30 a.m. & 5:00 a.m. (15 minutes)

B. Sewer, Utilities, Fleet, and Wastewater Treatment Plant

- i. Shift Time - 7:00 a.m. to 3:30 p.m.
- ii. Meal Time - 12:00 p.m. to 12:30 p.m.
- iii. Break Time - 9:30 a.m. & 2:00 p.m. (15 minutes)

A Wastewater Treatment Plant Operator schedule was implemented which does not alter the assigned non-standard work period, shift time, meal time or break times. During a two-week period, on-call operators will not be scheduled to work on Saturday, Sunday, Monday, or Tuesday prior to going on call. On-call Operators will work eight (8) hour shifts on Wednesday, Thursday, Friday, Saturday, Sunday, Monday and Tuesday, while assuming on-call duties and the remainder of the work- week assuming regular plant operations/maintenance duties. On-call operators will perform operational duties and routine lab analysis on the weekends.

C. Refuse

1. Shift Time

5:00 a.m. to 3:30 p.m. (Automated collections)- 4 day work week
5:00 a.m. to 1:30 p.m. (Rear load collections) -5 day work week

- ii. Meal Time - 10:00 a.m. to 10:30 a.m.
- iii. Break Time - 7:30 a.m. & 12:30 p.m. (15 minutes)
- iv. Refuse Employees who complete their route early will be required to remain until the end of their scheduled shift.

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- D. Utility Billing Meter Readers
 - i. Shift Time - 8:00 a.m. to 5:00 p.m.
 - ii. Meal Time - 12:00 p.m. & 1:00 p.m.
 - 111. Break Time - 10 :00 a.m. & 3:00 p.m. (15 minutes)

- E. On a rotational basis as determined by management, one (1) employee from Utilities, (one from water), and one (1) employee from Fleet will work 8:00 am to 5:00 pm, with a one hour lunch as close as possible to 12:00 p.m. to 1:00 p.m. The employee from Utilities will also be assigned to the stand-by shift following the 8:00 a.m. to 5:00 p.m. schedule

- F. The City will retain the ability to deviate from the schedule to accommodate special projects as needed.

- G. Personnel are not required to return to the Corporation Yard for their lunch hour, but may not use City vehicles during their lunch, or at any other time, for personal use.

- H. **In addition to the above, the departments of Wastewater Treatment Plant, Fleet, Streets, Parks, and Utilities also have the option of using the following as an alternative work schedule:**

9/80 Workweek Schedule

Week 1:

Monday: 9 hours

Tuesday: 9 hours

Wednesday: 9 hours

Thursday: 9 hours

Friday: 8 hours

Total for Week 1: 44 hours

Week 2:

Monday: 9 hours

Tuesday: 9 hours

Wednesday: 9 hours

Thursday: 9 hours

Friday: Day Off

Total for Week 2: 36 hours

7.1 New Employee Orientation

In accordance with Assembly Bill (AB) 119 and Government Code Sections 3555-3559 the Union and City agree to the following:

New Hire Orientations:

- I. During the month of December, the City shall provide the Union Representative with a list of the City's designated pay-period schedule for the following calendar year. Unless an observed holiday, all new hire orientations will take place on the first business day of the pay-period.
- II. Via email, the City shall provide the designated SEIU representative with newly hired employee information. This information will be provided within thirty (30) days of hire. The notification shall include the following:
 - a. Employee name
 - b. Job classification
 - c. Work location
 - d. Phone number
 - e. Personal email address
 - f. Home address
- III. On the day new hire orientation will take place, the City shall allow SEIU to meet with newly hired employees represented by their bargaining group for up to thirty (30) minutes. ~~between 4:00pm and 4:30pm. If the new employee elects not to attend, the City shall provide the name, phone number and email address of the Union representative.~~
- IV. SEIU shall provide the City with information that will be discussed at their meeting to pass on to employees upon request.

V. UP to 5 stewards will be provided paid release time to join the meeting.

Bargaining Group List:

- I. On a quarterly basis, the City shall provide SEIU a list containing the following information:
 - a. Employee name
 - b. Job classification
 - c. Work location
 - d. Phone number
 - e. Personal email address
 - f. Home address

If the City does not have all the information listed above on file, the information that the City has access to shall be provided.

7.3 Union Access Rule

The Union shall be provided with reasonable access in the workplace for the purpose of meeting with bargaining group employees. ~~Union representatives desiring access to a work location shall request prior authorization from the Department Head or his/her designee and identify the purpose of the visit and names of the Union Representatives who request to visit. Advanced notice of at least two (2) working days shall be provided.~~

Union representatives are not to disrupt the work of employees in any fashion or solicit Union membership on City time. Access shall be restricted so as not to interfere with the normal operations of any Department or with established safety and security requirements. Union representatives may not utilize employee entrances ~~and in some instances may be required to be escorted into various areas of the workspace at the discretion of the Department Head.~~

Paid lunches or breaks shall not be considered work time for purposes of this article.

In the event a City Department Head formally objects to Union Representatives visiting a work location, the Human Resources Manager or his/her designee, the Department Head or his/her designee and the Union will meet to resolve the issue.

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New Section * DEPARTMENT BASED COMMITTEES

Department Based Committees (DBC) will meet once per quarter upon employee request to address employee concerns. Meetings will be scheduled on dates mutually agreed upon by all parties based on availability of those individuals needed to attend and will be scheduled by Human Resources. Committees will be comprised of a department manager(s), a Human Resources representative, a maximum of three (3) employees from the department and on work time, and SEIU staff. Issues not resolved in the DBC will be brought to the Labor/Management Committee for further discussion and in an attempt to reach a resolution.

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New Section * Employee Organization Time Off

The President, Vice President(s), Officers, Directors, or Stewards; hereafter called Union Employee Representatives as they are employed by the City, may upon written request of the organization, be granted temporary time off with pay not to exceed a total of 100 hours per fiscal year. Such time may be used for any union business except the investigation of grievances. Sufficient advance notice shall be provided to the Human Resources Director so that release time may be arranged with the affected department(s). Release time for negotiations shall not be counted against the annual time allotment.

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New Section * Successor MOU Negotiations Release

Two (2) SEIU Chapter Officers and one (1) scribe along with one (1) employee from each of the departments that SEIU represents shall be part of SEIU's successor MOU negotiations group. Upon commencing negotiations, SEIU may provide the City with the names of two (2) alternate employees that may participate if any members are absent. The City will provide a reasonable amount of time for employees to travel to and from the negotiation meetings. Members of the negotiation group shall be granted a reasonable release time without loss of pay or other benefits for preparation with notice to the appropriate designee.

New Section * EMPLOYEE RIGHT TO REPRESENTATION

Any represented employee covered by this agreement has a right to representation by the Union at a meeting with a supervisor which involves disciplinary proceedings. If such a meeting is set, the employee shall be verbally notified of same and of their rights under this section.

Any represented employee covered by this agreement has a right to representation by the Union at an investigatory interview meeting with a supervisor or the Human Resources Department. If such a meeting is set, the employee shall be verbally notified of same and their right to representation under this section. Represented employees will be provided with verbal or written notice of such meeting with no less than five (5) business day's notice (the five (5) business day's notice shall not be applicable if the City determines that the matter warrants meeting sooner with the employee) of the meeting date and time to secure adequate representation.

New Section * 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.

2.44 ~~Union/Management Meetings~~ LABOR MANAGEMENT COMMITTEE

~~Once each quarter, the Union may request a meeting with the applicable Department Head and together or separately with the City Manager on topics other than discipline or grievances. SEIU shall prepare and distribute an agenda to all parties at least one week prior to the proposed meeting.~~

The Human Resources Department (HR) will represent the City in all meetings between Union Employee Representatives and the City addressing labor-management issues except when the Human Resources Director delegates such representation to departmental representatives. The labor management committee shall consist of up to five (5) employee representatives and SEIU Local 521 staff and five (5) management representatives. When a meeting is with HR, HR may ask management representatives of individual departments to attend in order to address issues specific to those Departments. The Union may request through HR that management representatives of individual departments attend. Such meetings may be requested by either party, meeting no more than once per month with a representative employed by SEIU. Any City employee representative release time to attend this meeting shall be subject to approval by a representative with HR.

The City and the Union agree that except in emergencies, meetings between the Union and City management will be arranged at least one week in advance and in no case later than two week. HR will arrange for the Employee Representatives' release time including a reasonable amount of travel time with affected department management.

The Union shall notify HR of the Union Employee Representatives, not to exceed a total of five (5) employees it desires to have released on work time. The Union may also request participation by a management representative from an affected department, if any.