



A Tradition of Stewardship
A Commitment to Service

County Executive Office
Human Resources Division

1195 Third Street, Suite 110
Napa, CA 94559
www.NapaCountyCareers.com

Main: (707) 253-4303
Fax: (707) 259-8189

December 29, 2016

Debra Geske
President, Napa Association of Public Employees

Monique Wild
Field Representative, SEIU 1021

Re: Side Letter Agreement Regarding Shift Coverage of the Emergency Response Unit of Health and Human Services

Dear Debbie and Monique:

This will confirm the understanding reached by the County and Napa Association of Public Employees/SEIU 1021 PSE and PSE Supervisory Units in a meet and confer held on October 3, 2016, regarding Section 27.1(d) Overtime, 31.1 Night Shift and 58.4 Work Schedules in the Memorandum of Understanding.

SIDE LETTER AGREEMENT

The County of Napa Health and Human Services Agency Mental Health Division is in the process of contracting out the services provided by the Emergency Response Team. The purpose of this is to provide a more robust service to the community. During this transition period the Emergency Response Team staffing levels have declined. In order to keep the mandated services open to the community, Mental Health staff in other divisions, have offered to cover necessary shifts. The County and SEIU 1021 PSE representatives mutually agree to initiate a voluntary on call list to cover shifts within the Emergency Response Team, which operates 24 hours a day, 7 days a week. In some cases staff will work in the ERT in a manner that does not significantly alter their work week or require modification to the rate of pay. However, it is likely that staff will be asked to work an extra or double shift and receive time and one half for the time worked during the extra or double shift. Also, if an employee works the extra or double shift, the employee must be allowed at least eight (8) hours of rest after the extra or double shift. If the employee chooses, they may come in to work after eight (8) hours of rest. The employee may take the entire next day off. An example would be as follows:

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	
8	8	8	X	8	40 hours regular pay and 8 hours of overtime due to the double shift.
		8			

The on call schedule will be developed by utilizing a rotating list of employees that are qualified and currently trained to work in the Emergency Response Team.

In addition, current language in the Memorandum of Understanding of Sections 27.1(d), 31.1 and 58.4 will be waived or modified as described below:

27.1(d) Overtime

An employee who works more than the normal number of workdays during a normal workweek based on their assigned work schedule shall receive overtime compensation provided that the employee was not absent from work for more than one normal work day in that workweek due to vacation, compensatory time, holiday, sick leave, and other paid leave, or a combination thereof.

The County and SEIU 1021 agree to waive this language so staff can receive overtime by working a double shift whether or not they had taken any additional leave off during the same workweek they worked the double shift. Employee will also receive overtime if they decide to work their normally scheduled shift, after at least eight (8) hours of rest.

31.1 Night Shift

Employees who work between 6:00 p.m. and 6:00 a.m. or any shift defined as "graveyard" shall be paid at the rate of one dollar fifty cents (\$1.50) per hour over and above the employee's standard hourly rate. This rate shall apply to overtime hours worked during this time period or shift.

The County proposes that Supervising Mental Health Counselors and Mental Health Counselors in the Emergency Response Unit receive two dollars (\$2.00) per hour over and above the employee's standard hourly rate and in addition to the already negotiated \$1.50 an hour when worked 6:00 p.m. to 6:00 a.m.

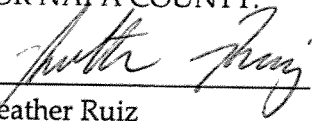
58.4(a) Work Schedules

Employees shall be scheduled to work on specifically named days of the week having regular starting and quitting times. The work schedule shall normally be five (5) consecutive workdays and two (2) days of rest in each seven-consecutive-day timeframe.

The County and SEIU 1021 agree to waive this language to accommodate staff that will have worked a double shift and need a day of rest afterwards.

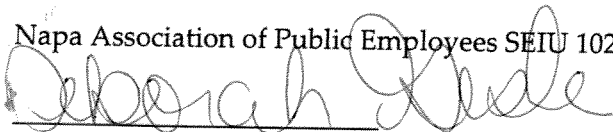
This side letter impacts only those employees volunteering to work in the Emergency Response Unit during the emergency staffing shortage and not intended to modify any other employee or Department within the County. This side letter will be effective retroactively to the first pay period of calendar year 2017. This language will expire on June 30, 2017. The County and the Union agree to meet if extending the side letter is mutually agreeable.


FOR NAPA COUNTY:


Heather Ruiz
Director of Human Resources


Karen Taylor
Assistant Director of Human Resources

Napa Association of Public Employees SEIU 1021:

 1/10/17
Debra Geske
President, Napa Association of Public Employees

 1/9/17
Monique Wild
Field Representative, SEIU, Local 1021