

**SIDELETTER OF AGREEMENT
BETWEEN
THE COUNTY OF ALAMEDA
AND
THE ALAMEDA COUNTY MANAGEMENT EMPLOYEES ASSOCIATION
SHERIFF'S SWORN UNIT (026, 027, & 028)**

**ACCESS TO NEW EMPLOYEE ORIENTATION
AB 119**

The County of Alameda ("County") and the Alameda County Management Employees Association – Sheriff's Sworn Unit (026, 027 & 028) ("ACMEA (Sheriff's Sworn Unit)") [collectively herein, the "Parties"] have met and conferred and reached agreement on this Sideletter of Agreement ("Agreement") to the Memorandum of Understanding ("MOU") regarding the implementation of the California Assembly Bill ("AB") 119, Government Code Sections 3555-3559 (union access to new employee orientation).

This Agreement runs parallel to and is an integral part of the existing MOU.

The County Human Resource Services ("HRS") Employee Benefits Center ("EBC") coordinates a county-wide New Employee Orientation ("NEO") for all new employees hired into the County. The NEO is regularly scheduled on the Friday of the first week of a pay period, from 8:30 a.m. – 1:00 p.m.

It is the County's policy that NEOs are mandatory for all newly-hired employees and that such new employees attend an NEO as promptly as possible after the first day of employment. In the event an employee does not attend the NEO that they were initially scheduled to attend, they will be scheduled to attend the next available NEO.

In accordance with Government Code Sections 3555-3559, the Parties agree to the following:

- 1) **Designated Representative:** The County shall recognize the designated-ACMEA (Sheriff's Sworn Unit) representative as the point of contact for NEO related matters. The ACMEA (Sheriff's Sworn Unit) shall be responsible for updating the County, in writing, of any changes to the designated point of contact.
- 2) **EBC NEO Schedule:** The County shall provide the ACMEA (Sheriff's Sworn Unit)-designated representative with a list of the EBC's scheduled NEO dates for the upcoming calendar year, no later than the last full pay period in December of each year. If there are any changes to the scheduled dates, the EBC will notify the ACMEA (Sheriff's Sworn Unit)-designated representative as soon as possible.
- 3) **NEO Notification and Employee Information:** The EBC will provide, via email to ACMEA (Sheriff's Sworn Unit)-designated representative, a list of new employees, who are represented by their ACMEA and are scheduled to attend the upcoming NEO session. The EBC will also provide ACMEA (Sheriff's Sworn Unit) with a list of employees who have promoted, demoted, reinstated, or transferred into the bargaining unit, but are not scheduled to attend NEO. The list shall be provided no later than the Monday before the scheduled NEO date or as soon as a complete list of new employees is available. A shorter notice may be provided under mitigating circumstances, in which case the EBC will provide the information as soon as possible prior to the NEO date.

In this notification, the EBC will provide, in a sortable electronic format, the name, job title, department, work location, work, home and personal cell phone number, home address, work and personal email address on file with the County. If the County does not have the home or personal cell phone number or the personal email address on file, this information shall not be provided.

- A. **Limitation:** In accordance with the California Public Records Act Section 6254.3(a)(3), the Parties agree that if a new employee takes affirmative action to complete the "Election Regarding Contact Information" form, the County shall not disclose to ACMEA (Sheriff's Sworn Unit) the employee's home address and telephone number(s). The County acknowledges that employees may change this election by submitting a written request to the County to release his or her home address and telephone number(s) to ACMEA (Sheriff's Sworn Unit) and such change will take effect at the next regular contact information update to ACMEA (Sheriff's Sworn Unit).
- 4) **Presentation Time:** The ACMEA (Sheriff's Sworn Unit) shall be permitted to meet separately with newly-hired employees represented by their bargaining unit, and make a presentation of up to thirty (30) minutes from 8:15 a.m.–8:45 a.m. The EBC will provide a space for ACMEA (Sheriff's Sworn Unit)-designated representatives to meet with the newly-hired employees, or computer access for the employee to meet virtually with ACMEA-designated representative, during this timeframe. Under no circumstances shall ACMEA (Sheriff's Sworn Unit) presentation exceed thirty (30) minutes from the EBC designated start time. If for any reason ACMEA (Sheriff's Sworn Unit) will not be present for a scheduled NEO presentation, ACMEA (Sheriff's Sworn Unit) shall notify the County at least ten (10) working days prior to the session, or as soon as administratively possible.
- 5) **Presentation Release Time:** The ACMEA (Sheriff's Sworn Unit) representatives, which are limited to the ACMEA Business Representative, the ACMEA Board of Directors, and ACMEA (Sheriff's Sworn Unit) Site Representatives shall conduct the presentations covered under this Agreement. Only one (1) ACMEA (Sheriff's Sworn Unit) member will be granted release time to present at each NEO. Release time requests must be received by the County HRS Employee/Labor Relations Division no later than at least three (3) working days before the scheduled NEO, unless ACMEA receives less than a three (3) working day notice from EBC.
- Upon request of release time by ACMEA (Sheriff's Sworn Unit) through the County HRS Employee/Labor Relations Division, the County shall coordinate with the appropriate supervisor(s) of the ACMEA (Sheriff's Sworn Unit)-designated representative to allow release time.
- 6) **Enrollment Forms:** As the custodian of records for the ACMEA (Sheriff's Sworn Unit) Membership, the ACMEA (Sheriff's Sworn Unit) will be responsible for distributing and collecting any forms related to membership dues, general assessments and/or payment for any membership benefit program. Any forms that are submitted directly to the County from an employee shall be forwarded to ACMEA. ACMEA (Sheriff's Sworn Unit) shall provide to the County a certified list of employees who have authorized a payroll deduction for dues to ACMEA (Sheriff's Sworn Unit).
- 7) **Quarterly Bargaining Unit Member List:** On a quarterly basis, the County shall provide to ACMEA (Sheriff's Sworn Unit) with a list, in sortable electronic format, of all existing

bargaining unit members on record as of the pay period containing March 1; June 1; September 1; and December 1 of each year, respectively. The list shall include the following information to the extent it is in the County's possession: 1) Name; 2) Employee; Identification Number; 3) Classification; 4) Job Code; 5) Union Code Description; 6) Work Address; and 7) Work phone number. Moreover, except for employees who take affirmative action as noted in 3.A. (Limitation) above, the County shall also provide the employee's 8) Home Address and Telephone number; 9) Personal Email Address.

Additionally, if the County does not have the home or personal cell phone number, or the personal email address on file, this information shall not be provided.

If ACMEA (Sheriff's Sworn Unit) decides to cease participation in the County's NEO, the designated business representative must notify the EBC at least thirty (30) calendar days prior to the date that ACMEA (Sheriff's Sworn Unit) is requesting to cease participation. If ACMEA (Sheriff's Sworn Unit) ceases participation, any section in this Agreement referencing ACMEA (Sheriff's Sworn Unit) participation in the NEO shall no longer apply.

If ACMEA (Sheriff's Sworn Unit) decides to reinstate their participation in the County's NEO under the provisions of this Agreement, the designated business representative must notify the EBC at least thirty (30) calendar days prior to requesting reinstatement.

The Parties by and through their authorized agents and representatives agree to the terms of this Agreement subject to the adoption of this Agreement by the County of Alameda Board of Supervisors.

For County:

DocuSigned by:



Margarita Zamora

Labor Relations Manager

For ACMEA – Sheriff's Sworn Unit:

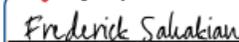
DocuSigned by:



John Coburn, Labor Relations Consultant

ACMEA

DocuSigned by:



Fred Sahakian, President

ACMEA

DATE: 10/1/2021

DATE: 10/1/2021