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# Agreement

between

**United Auto Workers Local 2350**



and

**SEIU Local 1000**



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October 1, 2021 – October 1, 2024

# **Table of Contents**

<b>DEFINITIONS .....</b>	<b>viii</b>
<b>ARTICLE 1.....</b>	<b>1</b>
<b>RECOGNITION AND COVERAGE.....</b>	<b>1</b>
SECTION 1 — RECOGNITION .....	1
SECTION 2 — COVERAGE .....	1
SECTION 3 — EXCLUSIONS FROM COVERAGE .....	1
SECTION 4 — COVERAGE OF AGREEMENT .....	1
SECTION 5 — OTHER EXCLUSIONS.....	2
SECTION 6 — CONTRACTING OUT .....	2
SECTION 7 — JURISDICTION.....	3
<b>ARTICLE 2.....</b>	<b>4</b>
<b>UNION SECURITY AND CHECKOFF.....</b>	<b>4</b>
SECTION 1 — AGENCY SHOP .....	4
SECTION 2 — WORK RELATIONSHIPS .....	4
SECTION 3 — CHECK-OFF .....	4
<b>ARTICLE 3.....</b>	<b>6</b>
<b>MANAGEMENT RIGHTS.....</b>	<b>6</b>
SECTION 1 — RIGHTS RESERVED TO MANAGEMENT .....	6
SECTION 2 — UNIFORM APPLICATION .....	6
SECTION 3 — ENCOURAGEMENT OF COMMUNICATION .....	6
<b>ARTICLE 4.....</b>	<b>7</b>
<b>NO STRIKE - NO LOCKOUT .....</b>	<b>7</b>
SECTION 1 — NO STRIKE .....	7
SECTION 2 — NO LOCKOUT.....	7
SECTION 3 — DISCIPLINE OF PARTICIPANTS IN CONCERTED ACTIVITY .....	7
SECTION 4 — OTHER CONTROVERSIES AND DISPUTES .....	7
SECTION 5 — LIABILITY .....	8
SECTION 6 — EXCEPTIONS .....	8
SECTION 7 — PROHIBITION OF SELF HELP .....	8

<b>ARTICLE 5.....</b>	<b>9</b>
<b>EMPLOYMENT PRACTICES .....</b>	<b>9</b>
SECTION 1 — TYPES OF EMPLOYEES.....	9
SECTION 2 — PROMOTIONS .....	9
SECTION 3 — CONDITIONAL CLASSIFICATION CHANGE TO FILL A VACANCY.....	10
SECTION 4 — RECRUITMENT FROM THE OPEN MARKET .....	10
SECTION 5 — LATERAL TRANSFERS .....	10
SECTION 6 — TEMPORARY UPGRADE.....	11
SECTION 7 — INTERMITTENT AND TEMPORARY EMPLOYEES .....	11
SECTION 8 — CLASSIFICATIONS.....	12
SECTION 9 — CLASSIFICATION SPECIFICATIONS.....	13
SECTION 10 — PROBATIONARY PERIOD .....	13
SECTION 11 — TRIAL PERIOD .....	13
SECTION 12 — MOVEMENT TO AND FROM THE BARGAINING UNIT .....	14
SECTION 13 — PROHIBITION ON PARTICIPATING IN LOCAL 1000 ELECTIONS .....	14
SECTION 14 — RESIGNATION .....	14
SECTION 15 — ABSENCE WITHOUT LEAVE .....	15
SECTION 16 — TRANSFER, DEMOTION OR TERMINATION FOR MEDICAL REASONS.....	15
SECTION 17 — AUTHORIZED DEDUCTIONS .....	16
SECTION 18 — BURIAL ARRANGEMENTS .....	16
SECTION 19 — BUSINESS CARDS .....	17
SECTION 20 — TECHNOLOGICAL CHANGES.....	17
SECTION 21 — WORK INJURIES .....	17
SECTION 22 — INFORMATION .....	17
SECTION 23— OUTSIDE ACTIVITIES .....	17
SECTION 24 — TELEWORK .....	18
<b>ARTICLE 6.....</b>	<b>20</b>
<b>TRAINING.....</b>	<b>20</b>
SECTION 1 — ENCOURAGEMENT OF TRAINING .....	20
SECTION 2 — PROFESSIONAL DEVELOPMENT .....	20
SECTION 3 — TRAINING AND DEVELOPMENT .....	21

SECTION 4 — EMPLOYEE TRAINING AND ORIENTATION .....	21
SECTION 5 — CHANGE IN ASSIGNMENT .....	21
<b>ARTICLE 7.....</b>	<b>22</b>
<b>NON-DISCRIMINATION .....</b>	<b>22</b>
SECTION 1 — NON-DISCRIMINATION .....	22
SECTION 2 — SEXUAL HARASSMENT .....	22
SECTION 3 — EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION .....	23
SECTION 4 — NEPOTISM.....	23
SECTION 5 — ANTI-BULLYING AND DIGNITY .....	23
<b>ARTICLE 8.....</b>	<b>25</b>
<b>DISCIPLINE AND DISCHARGE.....</b>	<b>25</b>
SECTION 1 — GENERAL.....	25
SECTION 2 — PROCEDURES.....	25
SECTION 3 — APPEAL .....	25
SECTION 4 — PERSONNEL FILES .....	26
SECTION 5 — ADMINISTRATIVE LEAVE .....	26
SECTION 6 — WORK RULES.....	26
SECTION 7 — EMPLOYEE ASSISTANCE .....	27
<b>ARTICLE 9.....</b>	<b>28</b>
<b>EMPLOYEE REPRESENTATION .....</b>	<b>28</b>
SECTION 1 — BULLETIN BOARDS.....	28
SECTION 2 — USE OF LOCAL 1000 FACILITIES AND EQUIPMENT .....	28
SECTION 3 — UNION OFFICERS AND REPRESENTATIVES .....	28
SECTION 4 — RELEASE TIME .....	28
SECTION 5 — PERSONNEL FILES .....	29
SECTION 6 — UNION PRESIDENT.....	29
SECTION 7 — EMPLOYEE INFORMATION .....	29
<b>ARTICLE 10.....</b>	<b>30</b>
<b>GRIEVANCE PROCEDURE .....</b>	<b>30</b>
SECTION 1 — COVERAGE AND SCOPE.....	30
SECTION 2 — TYPES OF GRIEVANCES.....	30

SECTION 3 — WHO MAY INSTITUTE GRIEVANCES .....	31
SECTION 4 — REPRESENTATION.....	31
SECTION 5 — PROCEDURE .....	32
SECTION 6 — MODIFICATION OF PROCEDURE .....	32
SECTION 7 — FULL DISCLOSURE .....	33
SECTION 8 — VIOLATION OF NO STRIKE/NO LOCKOUT .....	33
SECTION 9 — EXCEPTIONS TO NO STRIKE/NO LOCKOUT .....	33
<b>ARTICLE 11.....</b>	<b>34</b>
<b>ARBITRATION .....</b>	<b>34</b>
SECTION 1 — ARBITRATOR SELECTION .....	34
SECTION 2 — EXPEDITED ARBITRATION .....	34
SECTION 3 — HEARING .....	34
SECTION 4 — SCOPE .....	34
<b>ARTICLE 12.....</b>	<b>36</b>
<b>LEAVES.....</b>	<b>36</b>
SECTION 1 — SICK LEAVE .....	36
SECTION 2 — BEREAVEMENT LEAVE.....	36
SECTION 3 — VERIFICATION OF ABSENCES .....	37
SECTION 4 — PERSONAL TIME OFF/PAID TIME OFF .....	38
SECTION 5 — HOLIDAYS.....	39
SECTION 6 — CALCULATION OF LEAVE PAY .....	40
SECTION 7 — VACATION.....	40
SECTION 8 — UNPAID LEAVE OF ABSENCE.....	42
SECTION 9 — MILITARY LEAVE .....	43
SECTION 10 — CATASTROPHIC LEAVE .....	43
SECTION 11 — JURY DUTY .....	44
<b>ARTICLE 13.....</b>	<b>45</b>
<b>SALARY GRADES AND CLASSIFICATIONS .....</b>	<b>45</b>
SECTION 1 — CLASSIFICATIONS AND SALARY RANGES .....	45
SECTION 2 — SALARY INCREASES WITHIN RANGE FOR JOB CLASSIFICATION .....	48
SECTION 3 — GENERAL SALARY INCREASE.....	48

<b>ARTICLE 14.....</b>	<b>49</b>
<b>HEALTH AND WELFARE .....</b>	<b>49</b>
SECTION 1 — HEALTH BENEFIT PLANS .....	49
SECTION 2 — HEALTH PLAN PREMIUMS .....	50
SECTION 3 — DENTAL INSURANCE .....	51
SECTION 4 — LONG TERM DISABILITY INSURANCE PLAN .....	51
SECTION 5 — TRAVEL ACCIDENT INSURANCE .....	51
SECTION 6 — LIFE INSURANCE .....	51
SECTION 7 — CSEA MEMBER INSURANCE PLANS .....	51
SECTION 8 — TAX SHELTERED ACCOUNT .....	52
SECTION 9 — COBRA .....	52
SECTION 10 — EMPLOYEE ASSISTANCE PROGRAM (EAP) .....	52
SECTION 11 — GROUP VISION PLAN .....	52
SECTION 12 — SUCCESSOR INSURERS .....	53
SECTION 13 — ERRORS AND OMISSIONS INSURANCE.....	53
SECTION 14 — PROVIDER CHANGES.....	53
<b>ARTICLE 15.....</b>	<b>54</b>
<b>RETIREMENT.....</b>	<b>54</b>
SECTION 1 — RETIREMENT PLAN .....	54
SECTION 2 — RETIREE HEALTH BENEFITS.....	54
SECTION 3 — DEATH BENEFITS .....	55
<b>ARTICLE 16.....</b>	<b>56</b>
<b>REIMBURSABLE EXPENSES .....</b>	<b>56</b>
SECTION 1 — AUTHORIZED AND ACTUAL EXPENSES .....	56
SECTION 2 — AUTOMOBILE EXPENSES .....	58
SECTION 3 — PARKING .....	59
SECTION 4 — EXTENDED WORK ASSIGNMENTS.....	59
SECTION 5 — CHILD CARE .....	59
<b>ARTICLE 17.....</b>	<b>60</b>
<b>HOURS OF WORK AND OVERTIME.....</b>	<b>60</b>
SECTION 1 — POLICY .....	60

SECTION 2 — NON-EXEMPT EMPLOYEES .....	60
SECTION 3 — EXEMPT EMPLOYEES .....	61
SECTION 4 — TIME/ACTIVITY REPORTING .....	62
<b>ARTICLE 18.....</b>	<b>63</b>
<b>SAFETY.....</b>	<b>63</b>
SECTION 1 — HEALTH HAZARDS.....	63
SECTION 2 — COMPLAINT .....	63
SECTION 3 — SAFETY COMMITTEE .....	63
SECTION 4 — COMPUTERS.....	64
SECTION 5 — STRESS .....	64
SECTION 6 — LOCAL REGULATIONS/ORDINANCES.....	65
<b>ARTICLE 19.....</b>	<b>66</b>
<b>TRANSFERS .....</b>	<b>66</b>
SECTION 1 — INVOLUNTARY TRANSFER .....	66
SECTION 2 — VOLUNTARY TRANSFER .....	67
<b>ARTICLE 20.....</b>	<b>68</b>
<b>LAYOFFS AND REEMPLOYMENT.....</b>	<b>68</b>
SECTION 1 — PURPOSE.....	68
SECTION 2 — PROCEDURE .....	68
SECTION 3 — REASSIGNMENT OF WORK.....	69
SECTION 4 — SENIORITY LIST .....	70
<b>ARTICLE 21.....</b>	<b>71</b>
<b>RELATIONSHIPS .....</b>	<b>71</b>
SECTION 1 — ZIPPER CLAUSE .....	71
SECTION 2 — MODIFICATION OF AGREEMENT .....	71
SECTION 3 — LIMITATION ON PAST PRACTICES .....	71
SECTION 4 — SAVINGS CLAUSE .....	72
SECTION 5 — SECTION TITLES AND CAPTIONS .....	72
SECTION 6 — ASSIGNABILITY OF CONTRACT.....	72
SECTION 7 — STAFF EXPECTATIONS .....	72
SECTION 8 — JOINT LABOR/MANAGEMENT COMMITTEE .....	72

<b>ARTICLE 22.....</b>	<b>74</b>
<b>SCOPE OF ASSIGNMENT.....</b>	<b>74</b>
SECTION 1 — PURPOSE.....	74
SECTION 2 — DESCRIPTION OF POSITIONS .....	74
SECTION 3 — LIMITATIONS.....	74
SECTION 4 — CHANGES OF ASSIGNMENT.....	74
<b>ARTICLE 23.....</b>	<b>75</b>
<b>DURATION .....</b>	<b>75</b>
SECTION 1 — CONTRACT TERM.....	75
SECTION 2 — MODIFICATION OR TERMINATION OF AGREEMENT .....	75
SECTION 3 — NOTICE TO TERMINATE.....	75
SECTION 4 — TERMINATION .....	75
SECTION 5 — LOSS OF BENEFITS ON TERMINATION.....	75
<b>IN WITNESS .....</b>	<b>76</b>
<b>SIDE LETTER #1.....</b>	<b>77</b>
<b>JOB SPECIFICATIONS &amp; DEMOTIONAL LADDERS.....</b>	<b>77</b>
<b>SIDE LETTER #2.....</b>	<b>77</b>
<b>GEO PAY.....</b>	<b>77</b>
<b>ATTACHMENT #1 .....</b>	<b>78</b>
<b>JOB SPECIFICATIONS.....</b>	<b>78</b>
<b>ATTACHMENT #2 .....</b>	<b>121</b>
<b>DEMOTION LADDER.....</b>	<b>121</b>
<b>ATTACHMENT #3 .....</b>	<b>127</b>
<b>ATTACHMENT #4 .....</b>	<b>128</b>
<b>GRIEVANCE FORM .....</b>	<b>128</b>

## DEFINITIONS

1. "Agreement" or "this Agreement" means this Agreement or any letter of understanding between the Union and Local 1000 adopted pursuant to this Agreement or entered into or made effective during the period of this Agreement.
2. "Anniversary" means the date and each succeeding annual date on which an employee accepted his/her current job classification.
3. "Campaign" means that period of time when Local 1000 is involved in either a certification/decertification, membership, contract ratification, political, internal/external organizing or any other campaign as determined by Local 1000.
4. "Classification" means a separate job title containing duties, eligibility requirements and salary range.
5. "Days" means calendar days. The time in which an act provided by this Agreement is to be done is computed by excluding the first day, and including the last, unless the last day is a holiday or other day on which Local 1000 is not regularly open for business, and then it is also excluded.
6. "Dependent" means an employee's family member pursuant to the Federal Patient Protection and Affordability Care Act of 2010, or who is the employee's domestic partner as defined below.
7. "Domestic Partner" means two adults of the same sex who have chosen to share their lives in an intimate and committed relationship; who reside together and intend to do so permanently; who are mutually responsible for the cost of basic living expenses; are both at least the minimum age of consent in the state in which they reside; neither is married to anyone else or is a member of another domestic partnership; who have submitted to Local 1000 an affidavit provided by Local 1000 attesting, under penalty of perjury, to such a relationship.
8. "Eligibility" or "Eligible" means possessing the minimum requirements to be considered for a classification.
9. "Employee" means any employee of Local 1000 who is a member of the bargaining unit unless the Agreement specifically provides otherwise.
10. "Exempt Employee" means an employee who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).
11. "Grievant" means any party initiating or pursuing a grievance and the grievant's designated representative.
11. "Intermittent Employee" means an employee who is hired for casual work on an as needed basis as determined by Local 1000.

12. "Lack of Funds" means a lack of funds allocated by Local 1000 and available within such allocation to pay the salary or salaries of any employee or employees.
13. "Lack of Work" means either the elimination by Local 1000 of a program or programs which utilized employee(s) or a reduction in services required in a particular functional or geographical area, as designated by Local 1000.
14. "Lateral Transfer" means a lateral change from one classification to another classification which has a maximum salary within four percent (4%) of the previous classification.
15. "Letter of Understanding" means any written agreement between the Union and Local 1000 entered into or specifically made effective during the term of this Agreement.
16. "Nonexempt Employee" means an employee who is not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).
17. "Part Time Employee" means an employee whose normal work week is less than forty (40) hours.
18. "Pay Period" means a fourteen (14) consecutive twenty-four (24) hour periods beginning at 12:01 a.m., Saturday, and ending 12:00 midnight, Friday.
19. "Permanent Employee" means an employee who has successfully completed the probationary period and has gained permanent status.
20. "Position" means a group of duties and responsibilities assigned to a single employee.
21. "Probationary Employee" means a newly hired employee who has not achieved permanent status and who, in order to achieve such, must successfully complete a probationary period.
22. "Probationary Period" means the period that a newly hired employee is on probation.
23. "Promotion" means a change from one classification to another classification which has a maximum salary more than four percent (4%) higher than that of the previous classification.
24. "Selection Criteria" means specific tasks, knowledge and skills within the duties of a classification which are utilized in the selection of a candidate for a position in Local 1000.
25. "Transfer" means a change in work assignment which requires a change in the employee's residence.

26. "Temporary Employee" means an employee who is hired on a temporary basis for a period of up to twelve (12) months to replace employees absent on authorized leave, temporarily reassigned, or to work on a campaign for that period.
27. "Trial Period" means the period of time during which a permanent employee is on trial in a classification which is equivalent to or higher than the employee's last classification.
28. "Vacancy" means a position within a Local 1000 classification which is to be filled on a permanent basis through promotion or outside recruitment.

# **ARTICLE 1**

## **RECOGNITION AND COVERAGE**

### **SECTION 1 — RECOGNITION**

- (A) The Service Employees International Union Local 1000 (hereafter referred to as Local1000) hereby recognizes United Automobile, Aerospace, and Agricultural Implement Workers of America, AFL-CIO Local 2350 (hereafter referred to as the “Union”) as the exclusive bargaining agent for the employees of Local 1000, except as specifically excluded in Sections 3 and 5 of this Article. It is further understood and recognized by the Union that Local 1000 shall be the exclusive employer.
  
- (B) As the sole and exclusive representative, the Union is entitled to act for and negotiate agreements covering all employees of Local 1000, except as specifically excluded in Sections 3 and 5 of this Article.

### **SECTION 2 — COVERAGE**

The bargaining unit to which this Agreement is applicable consists of all employees of Local 1000, except as specifically excluded in Sections 3 and 5 of this Article.

### **SECTION 3 — EXCLUSIONS FROM COVERAGE**

- (A) Excluded from the unit shall be supervisors and confidential employees. Upon the Union’s request, Local 1000 shall inform the Union, in writing, of the positions and titles of any excluded employees. Local 1000 shall provide the Union with notice of additional excluded employees within thirty (30) days of their employment.
  
- (B) Local 1000 may, at its sole discretion, create or delete supervisory or confidential positions, provided that such positions are supervisory or confidential within the meaning of the National Labor Relations Act. No position in the bargaining unit on the effective date of the Agreement shall be made into a supervisory or confidential position.

### **SECTION 4 — COVERAGE OF AGREEMENT**

Local 1000 and the Union agree that the terms and conditions of this Agreement apply to all employees in the bargaining unit.

## **SECTION 5 — OTHER EXCLUSIONS**

- (A) Excluded from the unit shall be students attending institutions of higher education employed by Local 1000 for twenty-five (25) hours or less per week during the academic year and for up to forty (40) hours per week during vacations.
- (B) Excluded from the unit shall be active Local 1000 members, paid or unpaid.

Upon request, Local 1000 shall inform the Union of all such paid members or unpaid members who are on release time for one (1) month or longer including the following:

Date of assignment;

Area of assignment;

Total number of hours to date, upon request.

- (C) Excluded from the unit will be agency employees employed in temporary positions. Upon request, Local 1000 shall provide the following information:
  - (1) Local 1000 shall, on a monthly basis, provide information to the Union of all such agency employees hired.
  - (2) The work is not performable with normal staffing.
- (D) Excluded from the unit shall be staff of other labor organizations on temporary loan to Local 1000 for the period of their temporary work.
- (E) No such employment or work, as described in this Section, shall displace or cause the layoff of any person employed in the bargaining unit.

## **SECTION 6 — CONTRACTING OUT**

Local 1000 may contract out bargaining unit work only if:

- (A) The work is for temporary employees employed under Section 5 of this Article; or
- (B) The work requires specialized equipment which cannot be purchased by Local 1000, or if it can be purchased, such purchase is impractical because of costs or limited use; or
- (C) The work is highly specialized, requiring professional personnel whose services are not obtainable for limited periods of employment and is to be performed in one project; or

- (D) The work is time sensitive and management determines that the work cannot be performed by existing staff within required time limits.
- (E) No such contracting out shall displace or cause the layoff of any person employed in the bargaining unit.
- (F) If a layoff becomes necessary subsequent to the contracting out of work in accordance with the provisions of Subsections (B) and (C) above, the contracts in force at the time of the layoff may continue to completion.

## **SECTION 7 — JURISDICTION**

The Union shall have jurisdiction over work performed by Local 1000 employees provided that it is work as defined below.

- (A) The work is of the kind currently or normally performed within the bargaining unit classifications listed In Article 13, Section 1.
- (B) Performance of such work, whether by presently or normally used processes or equipment or by new or modified processes or equipment, shall be bargaining unit work and covered by this Agreement.
- (C) Local 1000 employees within the bargaining unit shall remain in the unit notwithstanding their assignment by Local 1000 for temporary periods for work with other organizations.
- (D) Nothing in this Section shall preclude excluded persons as defined in Sections 3 and 5 of this Article from supplementing the efforts of bargaining unit employees provided that the exercising of this right shall not displace or cause the layoff of any person employed in the bargaining unit, nor cause any bargaining unit position of a similar nature to remain unfilled.

## **ARTICLE 2**

### **UNION SECURITY AND CHECKOFF**

#### **SECTION 1 — AGENCY SHOP**

- (A) Local 1000 shall require as a condition of employment that within thirty (30) days of their initial employment with Local 1000, all employees shall either become a member of the Union or shall pay to the Union a monthly service fee in an amount equal to the current dues for the class of Union membership for which the employee is eligible as determined by the Union.
- (B) If a bargaining unit employee is certified in writing by the Union to Local 1000 not abiding by Subsection (A) (above), such employee shall be terminated by Local 1000 within thirty (30) days after such notice unless the employee becomes and remains a member by tendering the required dues and initiation fees or signs a wage assignment for a monthly service fee within that period.
- (C) The Union shall indemnify and hold Local 1000 and its agents harmless against any claims made of any nature and against any suit instituted against Local 1000 from the Union's failure to comply with legal and procedural requirements related to Sections (A) and (B). Local 1000 shall indemnify and hold the Union harmless against any claims made of any nature and against any suit instituted against the Union arising from Local 1000 failure to comply with legal and procedural requirements related to Sections (A) and (B).

#### **SECTION 2 — WORK RELATIONSHIPS**

The Union shall not, during the term of this Agreement, take any action to interfere with any employee in the bargaining unit coordinating or directing the work of other employees, provided that this Section shall not prohibit the Union or any employee from bringing a grievance for violation of the Agreement arising out of such work. Nothing in this Section is intended to affect the internal discipline procedures of the Union. Local 1000 shall not, during the term of this Agreement, assign bargaining unit employees duties beyond those of coordination and direction of other employees.

#### **SECTION 3 — CHECK-OFF**

- (A) Local 1000 agrees to accept written wage assignments from employees on a form supplied by the Union, approved by Local 1000, providing for bi-weekly payroll deductions from their earnings for the Union initiation fee, special assessments, dues and/or agency fees to the extent authorized by the Union. Local 1000 shall, wherever practicable, supply employees with the wage assignment form. The Union shall be responsible for remitting the completed form to Local 1000. Local 1000 shall deduct all sums so authorized on each pay

date and shall remit same to the Union within ten (10) days thereof for the period commencing with the effective date of this Agreement in the case of employees who were members on such date and otherwise on the effective date of membership.

- (B) A Union member may revoke a wage assignment in writing provided that the revocation is delivered to Local 1000 by certified or registered mail, return receipt requested, within a fifteen (15) day period beginning thirty (30) days prior to the expiration date or anniversary date of this Agreement.
- (C) Any wage assignment will be cancelled automatically if a Union member ceases to be employed in the bargaining unit covered by this Agreement, or if any applicable collective bargaining agreement expires without having been renewed or extended.
- (D) Local 1000's obligation to remit sums to the Union is limited to the sum or sums authorized to be deducted.
- (E) The Union shall indemnify and hold Local 1000 and its agents harmless against any claims or demands made of any nature and any suits or other forms of liability against Local 1000 arising out of reliance on the correctness of any dues schedule, list, notice or assignment furnished by the Union or any employee under this Article.
- (F) The Union shall promptly file with Local 1000 the dues schedules. Such dues shall be deducted from the employee's earnings in accordance with Section (A) above, and the Union dues schedule furnished by the Union. Such schedule may be amended by the Union at any time, but Local 1000 shall not be required to implement the change on less than thirty (30) days' notice. An employee's written assignment shall remain in effect in accordance with its terms. A copy of the form is attached thereto.

# **ARTICLE 3 MANAGEMENT RIGHTS**

## **SECTION 1 — RIGHTS RESERVED TO MANAGEMENT**

Local 1000 reserves all rights unless limited by clear and explicit language of a specific provision of this Agreement. All rights Local 1000 had prior to this Agreement are retained. Should Local 1000 not exercise certain rights or authorities, such condition shall be deemed neither a waiver nor forfeiture of said rights or authorities.

## **SECTION 2 — UNIFORM APPLICATION**

Any rule or procedure issued under the Management Rights clause shall be uniformly applied to all affected employees and those similarly situated. The matters mentioned herein Section 2 shall be subject to the Grievance and Arbitration articles of this Agreement.

## **SECTION 3 — ENCOURAGEMENT OF COMMUNICATION**

Should any employee have just reason to believe that the application of this Article is having unintended consequences on the effective performance of his/her duties and responsibilities, such employee is encouraged to openly discuss the matter with his/her supervisor for the purpose of promoting mutual understanding and cooperation but in no way limiting management from exercising reserved rights.

# **ARTICLE 4**

## **NO STRIKE - NO LOCKOUT**

### **SECTION 1 — NO STRIKE**

The Union agrees that during the life of this Agreement neither it nor its agents will encourage, initiate, participate or condone any strike, work stoppage, slowdown, or other withholding of service on the part of a bargaining unit employee or group of bargaining unit employees which would harm or adversely affect the operations or missions of Local 1000 nor will it condone any such activity by failing to take affirmative action to prevent or stop it.

### **SECTION 2 — NO LOCKOUT**

Local 1000 agrees that it will not lockout any bargaining unit employees during the life of this Agreement.

### **SECTION 3 — DISCIPLINE OF PARTICIPANTS IN CONCERTED ACTIVITY**

Local 1000 retains the right to discharge or otherwise discipline employees in the bargaining unit who have given direction to, either negatively or positively, or have in any manner and to any extent committed acts prohibited by provisions of this Article. Local 1000 shall have the right to discipline all or any employees and to administer different penalties, or to refrain from taking such disciplinary action for violations of the provisions of this Article. The Union shall have the right to protest and appeal any action constituting discipline administered to an employee by Local 1000 under this Section.

### **SECTION 4 — OTHER CONTROVERSIES AND DISPUTES**

It shall not be a violation of this agreement, nor shall it be cause for discharge or disciplinary action, if an employee or group of employees refuse to enter upon the property of an employer, other than Local 1000, involved in a primary labor dispute with the UAW, one of its local unions or any other trade union at which a primary picket line has been placed. This section shall not apply to disputes between Local 1000 and the Union and shall not in any way affect the rights or obligations of the parties as set forth in Sections 1 and 2. Employees who refuse to enter upon the property of an employer involved in a primary labor dispute shall notify their supervisor immediately and take reasonable and appropriate action to ensure that representational services are adequately provided.

## **SECTION 5 — LIABILITY**

- (A) Local 1000 retains the right to recover from the Union such damages as it may suffer by reason of a violation of the provisions of Sections 1 and 4 of this Article through the Grievance and Arbitration procedures as established by this Agreement and/or through legal procedures as provided by law.
  
- (B) The Union retains the right to recover from Local 1000 such damages as it may suffer by reason of a violation of the provisions of this Article through the Grievance and Arbitration procedures as established by this Agreement and/or through legal procedures as provided by law.

## **SECTION 6 — EXCEPTIONS**

Neither the violation of any provision of this Agreement nor the commission of any act constituting an unfair labor practice or otherwise made unlawful by any federal, state or local law shall excuse employees, the Union or Local 1000 from their obligations under the provisions of this Article, except a strike or lockout may be used to enforce an Arbitration award.

## **SECTION 7 — PROHIBITION OF SELF HELP**

All employees shall follow the peaceful and orderly procedures provided for under Articles 10 and 11 (Grievance and Arbitration Procedures) to resolve any and all questions or disputes with Local 1000 and shall not engage in any act(s) of self help except as permitted under Article 18 (Safety). Any act(s) of self help except as permitted under Article 18 (Safety) on the part of any and all employees shall result in the employee(s) being disciplined or discharged.

# **ARTICLE 5**

## **EMPLOYMENT PRACTICES**

### **SECTION 1 — TYPES OF EMPLOYEES**

Personnel Transactions Documents provided by Local 1000 shall identify employees as at least one of the following:

- Probationary
- Permanent
- Temporary
- Part-Time
- Full-Time
- Intermittent

### **SECTION 2 — PROMOTIONS**

(A) Local 1000 offers promotion equally to all of its eligible employees on the basis of merit, efficiency and fitness and informs them of promotional opportunities as they arise.

- (1) All bargaining unit vacancies shall be posted by publishing them in a STAFF INFO memorandum for a period of fourteen (14) days. Such posting shall be distributed to each staff member electronically with a copy sent to the union. The announcement shall contain classification title, eligibility requirements, and selection criteria. Vacancies shall be posted weekly until filled or otherwise removed.
- (2) All employees who meet the eligibility requirements in the specification for a promotional opportunity may apply for a posted position.
- (3) All employees who meet the eligibility and application requirements shall be considered.
- (4) Selection shall be based upon the candidate's overall qualifications, including selection criteria. Candidates shall be ranked by the selection criteria established by Local 1000 for the position.

(B) An employee promoted pursuant to this section shall receive a salary increase of at least four percent (4%) provided that such increase does not take the employee's salary above the top of the salary schedule for the new classification as provided in Article 13 of this Agreement.

### **SECTION 3 — CONDITIONAL CLASSIFICATION CHANGE TO FILL A VACANCY**

If fewer than two (2) applicants are found to meet the eligibility requirements, Local 1000 may, at its sole discretion, provide promotional opportunities or lateral transfers to employees who do not meet all eligibility requirements. Local 1000 shall review applications to fill vacancies through conditional classification changes prior to filling a vacancy from outside the bargaining unit.

- (A) Such conditional classification change shall be for a specified period. Local 1000 shall notify the applicant of this period at the time of offer.
- (B) Any employee granted a conditional classification change shall be considered to be within the trial period until the end of the period specified in subsection (A) above or the end of the normal trial period for the job, whichever is longer.
- (C) Any employee during the period specified in subsection (A) above may, at the option of the employee or Local 1000, be returned to his/her former classification. Any employee returned shall have all rights and guarantees provided for in the Agreement as he/she would have had if he/she had not been granted the conditional classification change.
- (D) Any employee promoted pursuant to this section shall receive a salary increase of at least four percent (4%) provided that such increase does not take the employee's salary above the top of the salary schedule for the new classification as provided in Article 13 of this Agreement.
- (E) The Employer shall notify the Union of each conditional classification change within five (5) days of such employees' appointment.

### **SECTION 4 — RECRUITMENT FROM THE OPEN MARKET**

Local 1000 may recruit qualified applicants from the open market to fill any vacancy in a permanent position.

### **SECTION 5 — LATERAL TRANSFERS**

At any time Local 1000 may consider filling any position through a lateral transfer. In the case of nonexempt employees, Local 1000 will consider using lateral transfers for the purpose of enhancing career mobility. This Section shall not be subject to the arbitration procedures of this Agreement (Article 11).

## **SECTION 6 — TEMPORARY UPGRADE**

Local 1000 may, as the need arises, either use training and development assignments pursuant to Article 6, sections 2, 3 or 4 or elect to assign people who meet the eligibility requirements on a temporary basis to a higher classification.

- (A) When an eligible employee is assigned by Local 1000 to work in a higher paid classification, the employee shall receive the minimum salary of the higher classification or four percent (4%) pay differential increase, whichever is higher provided that such increase does not take the employee's salary above the top of the salary schedule for the new classification as provided in Article 13 of this Agreement.
- (B) Except as provided in Article 6, such temporary upgrade shall be used to fill a specified temporary need and shall not be used to circumvent the provisions of section 2 of this Article.
  - (1) Except as specified in subsection 6(B)(2) below, no position may be filled in this manner for more than sixty (60) work days.
  - (2) When replacing an employee granted an authorized leave, the position may be filled in this manner for the duration of said leave, not to exceed twelve (12) months.

## **SECTION 7 — INTERMITTENT AND TEMPORARY EMPLOYEES**

- (A) Intermittent employees may be employed to balance workload fluctuations. The use of intermittent employees shall be limited to non-exempt classifications as listed in Article 13 of this Agreement. No intermittent employee may be employed for more than one thousand forty (1040) hours during any consecutive twelve (12) month period. The use of such intermittent employee shall not displace or cause the layoff of any persons employed in the bargaining unit nor cause any bargaining unit position of a similar nature to remain unfilled.
- (B) Before hiring a temporary employee for other than an entry level position, consideration will be given to using a training and development assignment or a temporary upgrade.

Except as otherwise provided herein, temporary employees shall not be entitled to holidays with pay, vacations or sick leave.

- (C) Temporary employees may be employed for a period of up to twelve (12) months to replace employees absent on authorized leave or, those temporarily reassigned for that period, or to work on campaigns. Appointments of temporary employees shall be designated with specific beginning and planned ending employment dates. The hiring of temporary employees shall not cause the layoff of any employees in the job classification in which the temporary appointment is

made. Such temporary employee shall not be entitled to vacations, but shall be entitled to holiday pay and sick leave as set forth in Article 12, sections 1 and 5. Temporary employees hired under this subsection shall be eligible to enroll in Health and Welfare Benefit plans as set forth in Article 14, on the first day of the third (3rd) month of employment, except for the Long Term Disability Plan (Article 14, section 4).

- (D) Intermittent and temporary employees other than as provided in section 8(C) above shall not be eligible for the Health and Welfare Benefits as provided in Article 14 of this Agreement.
- (E) Intermittent and temporary employees shall be credited with seniority points for their intermittent/temporary service, pursuant to Article 20 of this Agreement if such employees apply for and are hired in a position in the classification in which the employees served as an intermittent or temporary employee and do not have a break in service. This time will not count towards probation, as defined in Article 5, section 10.
- (F) Intermittent and temporary employees may apply for any full time position for which they are eligible.
- (G) Intermittent and temporary employees shall not acquire permanent status. Intermittent and temporary employees shall be credited with service for purposes of vacation accrual and the qualifying six (6) months of employment for vacation usage if they are hired into permanent positions and do not have a break in service. A break in service is defined as thirty (30) consecutive days of non-employment. Service prior to a break in service shall not count for any purpose. For purposes of computation, only actual time worked shall be counted. Nothing in this section shall operate to take away any benefits currently received by temporary employees who are employed on the effective date of this Agreement.
- (H) Local 1000 shall notify the Union of each intermittent and temporary employee within five (5) days of such employees' appointment.

## **SECTION 8 — CLASSIFICATIONS**

Classifications shall be established or revised by Local 1000.

If Local 1000 establishes a new classification or revises an existing classification, Local 1000 will provide the Union with this information. Within fifteen (15) days, the Union may request to negotiate the impact of the new classification or changes to the existing classification. If no request to negotiate is received within fifteen (15) days, Local 1000 will be free to implement the new classification or changes to the existing classification. In the event of either side declaring impasse, the dispute may be mediated. Mediation must be completed no later than forty-five (45) days after impasse has been declared. If no agreement can be reached in mediation, Local 1000 will be free to implement the new or revised classification.

## **SECTION 9 — CLASSIFICATION SPECIFICATIONS**

- (A) In establishing or revising existing specifications for employee classifications, such specifications prepared subsequent to the date of this Agreement shall include the title, duties, eligibility requirements and salary range.
- (B) Local 1000 shall provide to the Union, upon its request, documentation verifying that employees appointed to any position by virtue of any employment transaction, meet the minimum qualifications of that position.

## **SECTION 10 — PROBATIONARY PERIOD**

All exempt employees shall be on probation for a period of one (1) year from the date of initial employment. All non-exempt employees shall be on probation for a period of six (6) months from initial employment.

- (A) Exempt probationary employees shall receive written performance evaluations between the fifth (5th) and sixth (6th) month of employment and shall also receive written performance evaluations between the tenth (10th) and eleventh (11th) month and prior to movement to permanent status. Non-exempt employees shall receive written performance evaluations between the third (3rd) and fourth (4th) month of employment and prior to movement to permanent status.
- (B) A probationary employee may be rejected from probation at any time during the probationary period and no negative comments shall be made on any reference checks. A rejection during probation is not a disciplinary action pursuant to Article 8, section 1, and may not be grieved.
- (C) Failure to terminate a probationary employee prior to the end of the probationary period shall give the employee permanent status in his/her job classification.

## **SECTION 11 — TRIAL PERIOD**

- (A) Any employee granted a promotion or a lateral transfer to a new job classification shall have a trial period. This trial period shall be six (6) months for employees promoted to or accepting a lateral transfer to a non-exempt position and twelve (12) months for employees promoting to or accepting a lateral transfer to an exempt position.
- (B) During the trial period, an employee may, at the option of the employee or Local 1000 be returned without cause to the last classification in the same geographic location in which he/she held permanent status. An employee so returned shall not be eligible to apply for the same higher rated job for a period of one (1) year.

- (1) If employee is rejected during the trial period, the reasons for such rejection shall be given to the employee.
- (2) Any employee returning to the last classification in which he/she held permanent status shall return with all contractual rights, salaries, and benefits he/she previously enjoyed.

## **SECTION 12 — MOVEMENT TO AND FROM THE BARGAINING UNIT**

Any employee in the bargaining unit moving to a nonbargaining unit position during the term of the Agreement may, at the option of the employee or Local 1000, and within twelve (12) months following the date he/she began work in the nonbargaining unit position, be returned to a position, in the former classification, in the bargaining unit with no loss of rights, including but not limited to seniority rights, and benefits by the provisions of the Agreement; after twelve (12) months in a nonbargaining unit position there shall be no right of return.

## **SECTION 13 — PROHIBITION ON PARTICIPATING IN LOCAL 1000 ELECTIONS**

All employees are prohibited from advocating for or against candidates for any Local 1000 elective office. No employee shall be required to render service in support or opposition of any particular candidate for any Local 1000 elective office. Violation of this section by an employee is considered to be a most serious offense, subject to severe discipline.

## **SECTION 14 — RESIGNATION**

An employee who resigned from employment is considered to be terminated as of the effective date of the resignation with respect to the accrual of all benefits covered by this Agreement, including, but not limited to wages, benefits and retirement credits; provided such resignation shall be subject to the grievance and arbitration provisions of this Agreement (Articles 10 and 11) as set forth in subsections (A) and (B) below.

- (A) No resignation shall be set aside unless the employee files a grievance within five (5) days following the effective date of the resignation and subsequently establishes that the resignation was obtained pursuant to, or by reason of, fraud, duress or undue influence.
- (B) The standards set forth in subsection (A) above shall be binding on the arbitrator in any arbitration proceeding concerning an employee's resignation.

## **SECTION 15 — ABSENCE WITHOUT LEAVE**

Absence without leave for five (5) consecutive working days is an automatic resignation from employment.

- (A) Any request for reinstatement shall be in writing and shall be presented to the Chief of Staff within fifteen (15) days of the notification to the employee by Local 1000 of his/her termination from employment.
- (B) Notification to the employee Local 1000, if by mail, shall be made to the employee's last known address and shall be deemed effective upon mailing. The employee shall be permitted an additional five (5) days to request reinstatement if notified of his/her termination by mail.
- (C) Reinstatement shall be granted if the employee makes a reasonably satisfactory explanation to the Chief of Staff as to the cause of the absence and of the reasons for his/her failure to obtain leave therefore.

## **SECTION 16 — TRANSFER, DEMOTION OR TERMINATION FOR MEDICAL REASONS**

- (A) Local 1000 may require an employee to submit to a medical examination by a physician or physicians designated by Local 1000, other than any physician utilized in a Worker's Compensation proceeding involving that employee, to evaluate the capability of the employee to perform the work of his/her position. All fees in connection with the examination shall be paid by Local 1000.
- (B) The employee may submit medical or other evidence to the examining physician or to Local 1000. The examining physician shall make a written report of the examination to Local 1000, who shall provide a copy to a physician designated by the employee or to the employee at the employee's option.
- (C) When Local 1000, after examining the medical report(s) and other relevant information, concludes that the employee is unable to perform the work of his/her present position, but is able to perform the work of another comparable or lesser position, including one of less than full time, for which he/she meets the qualifications, the employee shall have the right to the comparable position or demote to the lesser position, however, the comparable position shall be offered as the first alternative. Should such position not be vacant, then such transfer or demotion shall be in accordance with the Layoff procedure set forth in this Agreement. Any employee demoted or transferred pursuant to this subsection shall receive the maximum of the salary range for the class to which he/she is demoted or transferred or his/her salary prior to demotion or transfer, whichever is less.

- (D) When Local 1000, after considering the conclusions of the medical examination or medical reports from the employee's physician and any other relevant information, concludes that the employee is unable to perform the work of his/her position, or any other position in Local 1000 employment for which he/she is qualified, and the employee is not eligible for, or waives the right to disability retirement, Local 1000 may terminate the employment of the employee.
- (E) Subject to the procedure of this section 16, Local 1000 may demote, transfer or terminate an employee for medical reasons without requiring the employee to submit to a medical examination, when Local 1000 relies upon a written statement submitted by the employee as to the employee's condition or upon medical reports submitted by the employee.
- (1) The employee may be reinstated to a vacant position for which he/she is qualified upon establishing he/she is no longer incapacitated for duty.
  - (2) Medical separation procedures as set forth in this Article, section 16, shall be subject to the grievance and arbitration provisions of this Agreement (Articles 10 and 11).

## **SECTION 17 — AUTHORIZED DEDUCTIONS**

- (A) Consistent with current business practice, Local 1000 shall continue to deduct and remit to the authorized parties all funds so authorized by an individual employee. Such deductions shall be limited to:
- CSEA sponsored group insurance programs
  - Flexible Spending Account
  - 401K Program
  - Credit Union
  - United Way
  - UAW Voluntary – Community Action Program (V-CAP)
  - Any other deduction mutually agreed between Local 1000 and the Union
- (B) Local 1000 shall offer direct/electronic deposit for all payroll checks.

## **SECTION 18 — BURIAL ARRANGEMENTS**

If an employee dies while traveling on Local 1000 business, reimbursement shall be made upon request for actual and reasonable expenses incurred in returning the remains to the place of burial, up to the amount necessary to return the remains to the decedent's place of residence.

## **SECTION 19 — BUSINESS CARDS**

Local 1000 shall provide business cards for all employees when duties require their use.

## **SECTION 20 — TECHNOLOGICAL CHANGES**

When positions have been or are about to be changed substantially or eliminated by automation, technological changes, or other management-initiated changes, Local 1000 shall, to such extent as practicable and within available resources, arrange for such counseling by Local 1000 and training of the affected employees as may be reasonably needed to prepare them for placement in other Local 1000 positions.

## **SECTION 21 — WORK INJURIES**

- (A) All job incurred work injuries must immediately, or as soon as possible, be reported by the employee to his/her supervisor. An Employer's Report of Occupational Injury or Illness shall be completed by Local 1000.
- (B) If an employee has an illness or injury that is work-related, and the employee requests to take a leave of absence from work, the employee must file a Workers' Compensation claim with the Talent Management Department immediately or as soon as the employee knows of the illness or injury.
- (C) Local 1000 shall post the SCIF Notice to Employees on all bulletin boards.

## **SECTION 22 — INFORMATION**

In the event an employee is ill or injured off the job, Local 1000 will answer inquiries concerning the employee's rights under Long-Term Disability Insurance, and/or retirement options.

## **SECTION 23— OUTSIDE ACTIVITIES**

- (A) No employee who is licensed by the State of California may conduct any private practice of law and/or private insurance business without the express written approval of his/her supervisor.
- (B) Employees wishing to engage in outside activity for compensation shall provide the Chief of Staff a written description of the activity prior to commencement of such activity. Employees on staff on the effective date of this Agreement and already engaging in such activity, shall provide the Chief of Staff such written description within thirty (30) days of the effective date of this Agreement, unless such activity has been approved previously.

- (1) Local 1000 shall not unreasonably deny approval for such outside activity.
- (2) Employees shall ensure that such outside activity does not interfere with Local 1000 duties.

## **SECTION 24 — TELEWORK**

Local 1000 will issue a telework policy within sixty (60) days of ratification that provides for eligible employees to telework. Consistent with Article 21, section 3, Local 1000 will notice and meet with the Union regarding the impacts of the telework policy. The telework policy will be consistent with the following:

- (A) A position's suitability for telework is based on operational needs and the duties and responsibilities of the position. It is the responsibility of Local 1000 to designate positions as telework eligible or telework ineligible. Positions which can be designated telework eligible are those where Local 1000 determines that all or a significant portion of the duties of a position can be accomplished through telework.
- (B) Local 1000 has discretion to decide whether an employee in a telework eligible position is a candidate for telework. When evaluating a telework request, Local 1000 will take into account specific position requirements, impact on a team, employee performance concerns, and whether the employee can effectively perform the job duties of the position while teleworking. Additionally, Local 1000 will ensure that the proposed teleworking arrangement follows applicable policies, and the collective bargaining agreement. Any denial of a request to telework may be appealed once to the Chief of Staff or their designee. Requests for telework will not be unreasonably denied.
- (C) A teleworking employee's conditions of employment are the same as those of non-teleworking employees, including compliance with all policies and rules of Local 1000 while teleworking.
- (D) Requirements for in-person attendance can override regular telework work schedules. Managers should discuss such instances with the employee (e.g., hearings, rallies, trainings, etc.). Expectations for timely completion of work to established standards, attendance at meetings, responsiveness to assignments, and other performance criteria are the same for teleworking and non-teleworking employees. Local 1000 will apply the same performance standards to employees regardless of work location.
- (E) The employee must establish an appropriate and safe work environment consistent with the guidelines outlined in the telework policy. Teleworkers are expected to ensure that the expectations for information security are met and that Local 1000's property is secured. Local 1000 will pay eligible teleworking employees a stipend of fifty dollars (\$50) per month for the teleworkers expenses

related to telework and not otherwise provided for in the applicable provisions of the MOU.

(F) The parties agree that this section, its application, and/or any policies issued will not be grievable or arbitrable.

# ARTICLE 6

## TRAINING

### SECTION 1 — ENCOURAGEMENT OF TRAINING

Local 1000 encourages all of its employees to engage in training and recognizes the need for training to aid the employees in performing their jobs. Local 1000 will assess the training needs for appropriate categories of employees and provide training consistent with their assigned duties and levels of skills. In the event Local 1000 requires an employee to attend training, the cost of the training, as well as expenses incurred for attendance will be reimbursed subject to the applicable sections in Article 16 (Reimbursable Expenses).

### SECTION 2 — PROFESSIONAL DEVELOPMENT

- (A) Any employee covered by this Agreement wishing outside training may submit a proposal to the Talent Management Department. Such requests for training will be evaluated on the basis of benefit to Local 1000; the potential for improved job performance; and the availability of financial resources allocated for training. In order to promote professional development of employees, Local 1000 shall reimburse up to one thousand dollars (\$1000) per year at an accredited school or other educational provider approved by management.
- (1) To be eligible for tuition reimbursement, courses must have prior written approval of the Talent Management Department and must be work-related.
  - (2) Reimbursement shall be paid upon verified completion of course work with a grade no lower than "C", where such grading system is applicable.
  - (3) All claims for tuition reimbursement must be accompanied by a school registration form, transcript and appropriate receipt.
  - (4) Classes shall in no way interfere with the regular duties of the employee.
- (B) Any permanent employee who is interested in upgrading to a higher rated job may be worked at a higher rated job periodically to learn new procedures and techniques which will qualify him/her for advancement; provided that the time spent at the higher rated job shall be set by mutual agreement of the employee and his/her supervisor.

### **SECTION 3 — TRAINING AND DEVELOPMENT**

- (A) When an employee is interested in a training and development assignment, that employee may discuss such a request with the Talent Management Department.
- (B) Such a discussion should include, but not be limited to, the scope of the training and development assignment: what is the classification desired; what are the special requirements of the job being sought, i.e. educational classes, licenses, on-the-job training, technical proficiency; any other special needs of the classification.
- (C) The determination of such an assignment must also include the hours necessary to perform the tasks and the employee entering such an assignment must meet the conditions of the Fair Labor Standards Act (FLSA) and the appropriate sections of the UAW/Local 1000 Agreement must be fulfilled.
- (D) All requests for a training and development assignment will be given reasonable consideration. However, the decision to approve a training and development assignment is solely at the discretion of Local 1000 and may not be grieved. Such an agreement will be provided to the UAW representative for review to ensure contract compliance.
- (E) After three (3) months, an employee appointed for a training and development assignment shall receive a four percent (4%) increase above his/her current salary for the remainder of the training and development assignment and retroactive to the first (1st) day of the second (2nd) month.

### **SECTION 4 — EMPLOYEE TRAINING AND ORIENTATION**

Local 1000 will make a good faith effort to provide a variety of guidance and training to an employee during the first twelve (12) months of employment. Staff is encouraged to identify and raise training and development needs. The employee's supervisor shall be responsible for assessing the abilities and knowledge of the probationary employee as soon as possible but not later than within three (3) months of the employee's appointment. After consultation with the Talent Management Department, the employee shall be offered, in addition to on the job orientation and training, at least forty (40) hours of in-house and outside training tailored to improving the skills of the employee and familiarizing the employee with the style of labor relations and/or member services practiced by Local 1000.

### **SECTION 5 — CHANGE IN ASSIGNMENT**

All employees whose assignments are being changed will be given orientation, training and familiarization with their new assignments, depending upon the employees' prior assignment and experience.

# **ARTICLE 7**

## **NON-DISCRIMINATION**

### **SECTION 1 — NON-DISCRIMINATION**

- (A) Local 1000 shall not discriminate against any employee or applicant for employment in any term or condition of employment because of race, color, sex, national origin, ancestry, creed, age, political beliefs, religion, sexual orientation, gender identification, marital or parental status, pregnancy or disability.
- (B) Local 1000 and the Union agree to the principles enunciated in, and shall abide by, local, state and federal laws prohibiting discrimination against employees because of membership and/or activity in their Union, United Automobile, Aerospace and Agricultural Implement Workers of America, AFL/CIO Local 2350.
- (C) Local 1000 is an equal opportunity employer. In the selection, placement and promotion of its employees, Local 1000 recognizes its obligation to comply with state and federal laws prohibiting discrimination, including but not limited to the Civil Rights Act of 1964, the Equal Pay Act of 1963 and the California Fair Employment and Housing Act.
- (D) Supervisors and Managers will be trained annually on the Local 1000 Policy regarding non-discrimination.
- (E) As soon as feasible, but no later than the second Board meeting after ratification of the CBA, the Local 1000 President will submit an amendment to the policy file to require annual training of elected leaders.

### **SECTION 2 — SEXUAL HARASSMENT**

No Local 1000 staff shall suffer from discrimination by or from any Local 1000 employee, whether in Management or in the bargaining unit, or from any Local 1000 member due to sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

### **SECTION 3 — EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

Local 1000 agrees that discrimination in employment is a subject of major concern. It is the policy of Local 1000 to provide equal opportunity in employment and to promote the full realization of equal employment opportunity through a positive, continuing affirmative action program. Local 1000 shall seek to achieve the full realization of equal employment opportunity through an effective outreach program and conditional promotions as provided in Article 5 including, but not limited to, the following areas:

- (A) Local 1000 shall include, in all advertising and other solicitation for job openings the designation of Local 1000 as an equal opportunity employer.
- (B) Local 1000 shall conduct focused recruitment, including appropriate utilization of advertisement on Local 1000 job openings to ethnic and other special interest publications. Local 1000 encourages both Management and bargaining unit employees to work closely with recognized community organizations and individuals representing special interest groups to promote mutual communications. Whenever bargaining unit employees participate in such activities, they will be provided with release time and fees or dues, subject to the approval of Local 1000.
- (C) In considering the filling of all job openings, Local 1000 shall give consideration to permanent employees for conditional promotions as provided in Article 5.

### **SECTION 4 — NEPOTISM**

It is Local 1000 policy to prohibit “close relatives” from working in a direct reporting relationship. A “close relative” is a husband-wife, brother-sister, or parent-child relationship by either blood or marriage, and blood relationships between uncles, aunts, nieces and nephews. If two (2) employees become “close relatives” while employed at Local 1000, they will not be permitted to work in a direct reporting relationship. One of the employees will be required to transfer to a position which is not in a direct reporting relationship to the other. Local 1000 and the concerned employees will attempt to reach agreement on the employee to be transferred. However, Local 1000 reserves the right to transfer the employee with the least seniority. Every effort will be made to allow the affected employee to trade assignments with another employee, provided each employee is qualified to perform the assignment of the other. Such transfer shall not displace or cause a layoff of any person employed in the bargaining unit.

### **SECTION 5 — ANTI-BULLYING AND DIGNITY**

Local 1000 is committed to providing a workplace where all employees, regardless of their classification or pay status, are treated in a manner that maintains generally accepted standards of human dignity and courtesy. Management shall promptly investigate allegations of bullying within ten (10) working days of the complaint, and

shall take appropriate action which may include but not be limited to disciplinary action if a violation has occurred. Supervisors and managers will be trained annually regarding dignity and the proper treatment of employees.

As soon as feasible, but no later than the second Board meeting after ratification of the CBA, the Local 1000 President will submit an amendment to the policy file to require annual training of elected leaders.

# **ARTICLE 8**

## **DISCIPLINE AND DISCHARGE**

### **SECTION 1 — GENERAL**

- (A) Disciplinary action, for the purposes of this Article is defined as verbal reprimand; written reprimand; suspension without pay; a reduction in pay not the result of the layoff procedures contained in Article 20, or a discharge. A rejection from probation pursuant to Article 5, section 10, is not a disciplinary action as defined in this Article.
- (B) No employee will be the subject of a disciplinary action except for just cause.
- (C) This Article shall govern all disciplinary or discharge actions taken against an employee.
- (D) As appropriate, Local 1000 will adhere to the principles of progressive discipline.

### **SECTION 2 — PROCEDURES**

No formal disciplinary or discharge action shall be effective unless:

- (A) The employee and the Union are delivered written notice of the proposed action no more than one (1) year after the alleged cause becomes known to Local 1000.
- (B) The notice sets forth in ordinary and concise language the acts or omissions which constitute cause for the action. The notice may be amended to include any act or omission discovered by Local 1000 after delivery of the notice provided that all time limits set forth in this Article shall thereafter run from the date of delivery of the amended notice to the employee and the Union.
- (C) The notice specifies the action to be taken and the dates thereof.
- (D) The notice is served in person or by certified mail upon the employee at his/her last known address and the Union. If service is by mail, service shall be deemed complete upon mailing; however, all limits for the employee's response shall be extended by five (5) days, excluding Saturdays, Sundays and holidays.

### **SECTION 3 — APPEAL**

All appeals under this Article shall be filed at the second step of the grievance procedure. Such appeals shall be filed within ten (10) days of delivery of written notice of the proposed action.

## **SECTION 4 — PERSONNEL FILES**

- (A) An employee and/or his/her representative with the consent of the employee shall have the right to inspect and copy the employee's personnel file and any other document in the possession of Local 1000 which is relevant to the ability of an employee to perform his/her job or to an issue grieved. No document which is withheld from an employee or his/ her representative in violation of this section shall be used or relied upon in any meeting or proceeding to support disciplinary or discharge action.
- (B) Any adverse comment, entry, or the like, may not be relied upon for any disciplinary purpose, including being admissible in any arbitration, if such comment or entry is one (1) year or more old, and no subsequent comment or entry has been entered dealing with the same problem within a year of the prior document. In other words, adverse entries dealing with the same problem can be "linked" for purposes of admissibility, so long as the most recent entry relied upon is within one (1) year of the disciplinary action. The above is not meant to make anything grievable that was not previously grievable.
- (1) This provision shall not apply to any documents memorializing a letter of reprimand, a suspension, a reduction in pay not the result of layoff procedures, or a discharge once such actions become final. However, an employee who has been the subject of discipline or discharge may request that such documents be purged from his/her files after three (3) years from the date of such action, and the parties may mutually agree to such purging at any time, including when the discipline is initiated.
- (2) If the Union chooses to admit in an arbitration any or all portions of a performance report of an employee, Local 1000 may admit any performance reports of the employee, notwithstanding the above.

## **SECTION 5 — ADMINISTRATIVE LEAVE**

Local 1000 may place an employee on administrative leave with pay for a period of up to thirty (30) days to investigate acts or conduct justifying discharge which an employee is suspected of doing, prior to filing formal charges or to remove from the job site, employees against whom an action of discharge has been taken. Should no disciplinary action be instituted or taken, any notes or records of the investigation shall be removed from the employee's personnel file.

## **SECTION 6 — WORK RULES**

Local 1000 shall have the right to establish, amend and repeal reasonable Work Rules relating to employee conduct not in conflict with this Agreement. Said rules shall be incorporated herein in their entirety by this reference. Local 1000 shall provide Work Rules to each employee upon employment or whenever Work Rules are changed. If

Local 1000 establishes or amends a Work Rule, Local 1000 will provide the Union with this information. Upon request from the Union, Local 1000 will negotiate with the Union about the proposed changes. In the event of an impasse, there shall be no mediation of the dispute and Local 1000 will be free to implement the new or revised Work Rule. Nothing in this section shall prevent the Union from subsequently filing a grievance which may be referred to arbitration challenging the interpretation or application of the Rule, or the reasonableness of the Rules as applied to a particular factual situation.

## **SECTION 7 — EMPLOYEE ASSISTANCE**

In cases where Local 1000 alleges that an employee is having one or more deficiencies in job performance, and the employee raises as a defense or explanation that he/she is experiencing problems due to substance abuse which adversely affects job performance the following shall occur:

- (A) Prior to instituting disciplinary action, or as an alternative to discipline, Local 1000 will direct the employee to utilize the employee assistance program provided in Article 14 of this Agreement. Upon completion of the employee assistance program the employee will provide Local 1000 with a satisfactory demonstration that his/her problem has been resolved as it relates to on-the-job duties.
- (B) In the case of first offenses of this nature, Local 1000 shall waive disciplinary action. Thereafter, substance abuse shall not constitute grounds for waiver of disciplinary action under section 1 of this Article, subject to the “just cause” standard of that section.

# **ARTICLE 9**

## **EMPLOYEE REPRESENTATION**

### **SECTION 1 — BULLETIN BOARDS**

- (A) Local 1000 shall provide Bulletin Boards, at locations to be designated by Local 1000 on each of the premises located within the State of California, for the purpose of posting official Union notices, announcements, bulletins, and flyers.
- (B) The Union agrees that no Union notices shall be posted in any area other than on the official Bulletin Boards designated for such purpose. The Union agrees that Union material posted will not be defamatory or obscene.

### **SECTION 2 — USE OF LOCAL 1000 FACILITIES AND EQUIPMENT**

Subject to availability, Local 1000 will permit the Union to utilize its facilities and equipment as available for the Union's bulletins and "flyers" provided such privileges are not abused.

### **SECTION 3 — UNION OFFICERS AND REPRESENTATIVES**

Local 1000 recognizes and shall deal fairly and equitably with all Union officers and representatives on all matters relating to grievances and interpretations of this Agreement. A written list of all such Union officers and representatives, including names and mailing addresses, shall be furnished to Local 1000 at least annually, and the Union shall promptly notify Local 1000 of any interim changes of such officers and representatives.

### **SECTION 4 — RELEASE TIME**

An employee who is duly authorized by the Union as an officer or representative as defined in Section 3 of this Article shall be granted a reasonable and necessary amount of time away from assigned duties, without loss of pay, to confer with employees and management in the investigation, processing and settlement of complaints as defined in Articles 10 and 11. Such time shall be recorded under the appropriate charge code on the officer's and/or representative's time/activity reporting form. Authorized Union representatives will inform their supervisor, in advance, of their absence for the purpose defined in this subsection.

## **SECTION 5 — PERSONNEL FILES**

Material in an employee's personnel file will not be released to anyone except as authorized in writing by the employee, provided that such material will be available for inspection and use by Local 1000. Except as provided above, specific documents contained within personnel files of employees in the bargaining unit may be inspected by the Union only if said documents relate to the specific pending or potential grievance. The Union representative must specify the nature of the problem and the specific materials needed. A copy of any material inserted in the personnel file shall be given to the employee. Within thirty (30) days of receipt of such material, or of learning of the existence of material in a personnel file, an employee may submit a written rebuttal to such material. Said rebuttal shall be dated and signed by the employee and identify the document(s) being rebutted.

## **SECTION 6 — UNION PRESIDENT**

If employed by Local 1000, the Union president and his/her designee (a UAW Officer) shall be granted time away from assigned duties without loss of pay to travel to and meet with the Union members at all Local 1000 offices four (4) times a year for a total of no more than eight (8) days per year. The expense of such trips shall be borne by the Union.

## **SECTION 7 — EMPLOYEE INFORMATION**

(A) Within thirty (30) days after a new employee begins work Local 1000, and thereafter as changes become known, Local 1000 shall furnish the Union in writing the following information for each new employee:

- Name and address;
- Date of hiring;
- Classification; and
- Monthly rate of pay.

(B) Local 1000 shall provide each affected employee with a copy of all personnel transactions documents affecting said employee within twenty-one (21) days of the effective date.

# **ARTICLE 10**

## **GRIEVANCE PROCEDURE**

### **SECTION 1 — COVERAGE AND SCOPE**

This shall be the exclusive procedure available to employees for the resolution of grievances as defined in Section 2(A) of this Article and for the Union as defined in Section 2(B) of this Article.

- (A) Nothing in this Agreement shall be construed as precluding discussion between an employee and his/her designated representative and his/her immediate supervisor about a matter of concern to either of them.
- (B) Once a matter has been made the subject of a grievance under this procedure, nothing in this Agreement shall preclude either party to this Agreement from attempting to resolve the grievance informally.

### **SECTION 2 — TYPES OF GRIEVANCES**

- (A) An employee grievance is a complaint by an employee or group of employees concerning the interpretation, application and/or violation of this Agreement; or the interpretation or application of Local 1000 Work Rules; or the alleged commission of an unfair labor practice by Local 1000.
- (B) A grievance by the Union is a complaint concerning the interpretation, application and/or violation of this Agreement; or the interpretation or application of Local 1000 Work Rules; or the alleged commission of an unfair labor practice by Local 1000. In the case of a Union grievance, the Parties will waive STEP 1 of this procedure; and an authorized Union Officer shall present the grievance in writing at STEP 2.
- (C) Appeals of discipline and discharge shall be filed at STEP 2 of the grievance procedure, in accordance with Article 8. Such appeals shall be filed within ten (10) days of delivery of written notice of the proposed action.
- (D) If the Union requests expedited arbitration under Article 11, section 2, the following shall occur: The parties shall meet within ten (10) days of receipt of the filing at STEP 2. The Union shall discuss in detail its factual and legal contentions, including the requested remedy. Management will respond similarly. The parties shall initiate the process of selecting an arbitrator and choosing a hearing date(s) during the twenty (20) days immediately following the Union's filing at STEP 2. Such process shall not interfere with or delay the attempts to resolve the dispute by mutual agreement within the twenty (20) day period. The arbitration shall not be held within the twenty (20) day period, except by mutual agreement.

### **SECTION 3 — WHO MAY INSTITUTE GRIEVANCES**

- (A) The Union may initiate a grievance on its own behalf as defined in Section 2(B) of this Article. Any such grievance must bear the signature of a Union official or representative.
- (B) A grievance under this Article may be initiated by employees either singly or jointly or by the Union on behalf of employee(s). Any such grievance must bear the signature(s) of the aggrieved employee(s).

### **SECTION 4 — REPRESENTATION**

- (A) An employee may initiate and pursue any grievance concerning a dispute between the employee and Local 1000 through STEP 2. Any written statement of a grievance shall be delivered to the Union on the same day as delivered to Local 1000. Any written response by Local 1000 to a grievance shall be delivered to the Union on the same day as delivered to an employee. The Union shall have the right to have its representative present at any proceeding or meeting held to investigate or settle a grievance brought by an employee. Local grievant shall give the Union two (2) days' notice of the time and place of any proceeding or meeting with an employee. Local 1000 and an employee shall not settle a grievance on terms contrary to this Agreement without the consent of the Union. Nothing in this Section shall permit the Union to participate in a grievance initiated by an employee or prohibit an employee from designating a representative of his or her choice.
- (B) Whenever in this Article a right is given a grievant, the right may be exercised by the grievant's representative. Whenever in this Article a grievant is entitled to a meeting, the grievant's representative shall have a right to be present and participate in the meeting. Whenever in this Article delivery is required to the grievant, delivery shall be effective if made to the grievant's representative. Whenever in this Article delivery is required to the designated manager of Local 1000, delivery shall be effective when made to the office of the designated manager.
- (C) The grievant shall be allowed such time as is reasonable and necessary during working hours to investigate, prepare for and pursue any grievance as provided in this Article without loss of pay. It is understood that the grievant shall (1) provide his/her supervisor with advance notice and request for such time; (2) that such request will not be arbitrarily withheld by Local 1000; and (3) that such time shall be charged on the grievant's time/activity reporting form to the designated program code.

## **SECTION 5 — PROCEDURE**

(A) A grievance filed at STEP 2 (Formal STEP) of this procedure shall be presented in writing. The statement need not be in any particular form but shall set forth the facts of a dispute in clear and concise language in sufficient detail to enable the Parties to understand the nature of the grievance, including the applicable contract provisions, work rules, and/or NLRA unfair labor practice provisions.

### **(B) STEP 1 - Informal Step**

(1) A grievance must be presented either orally or in writing within thirty (30) days of when the employee or the Union had learned or may reasonably have been expected to have learned of its cause.

(2) A grievance shall be discussed informally with the immediate supervisor or manager who has the authority to resolve the grievance. The supervisor or manager shall have ten (10) days in which to investigate the dispute and respond to the aggrieved employee and/or designated representative.

### **(C) STEP 2 – Formal Step**

A grievance may be appealed to STEP 2 of this procedure within ten (10) days of receipt of an unfavorable response by the aggrieved employee(s) at STEP 1, or if no timely response is made at STEP 1, within twenty (20) days after the grievance was presented at STEP 1. Such appeal shall consist of delivery of a notice of appeal to the Chief of Staff of Local 1000. The Chief of Staff shall within fifteen (15) days of receipt of the notice of appeal, investigate the grievance, and give his/her decision in writing to the grievant and the Union. Prior to rendering a STEP 2 decision, the Chief of Staff or his/her designee, upon request by the Union, shall meet with the grievant and his/her representative either personally or by telephonic conference.

### **(D) STEP 3 – Arbitration**

A grievance may be appealed to arbitration by the Union within fifteen (15) days of either (1) receipt of an unfavorable response by the aggrieved employee(s) or the Union at STEP 2 or if no timely response is made at STEP 2, within thirty (30) days after the grievance was presented at STEP 2. Such appeal shall consist of submitting a written demand to the Chief of Staff.

## **SECTION 6 — MODIFICATION OF PROCEDURE**

(A) The time limits delineated in this Article may be extended by mutual written agreement of the Parties at that STEP.

(B) The Parties at any STEP may mutually agree in writing to waive that STEP of this procedure.

## **SECTION 7 — FULL DISCLOSURE**

The Union and Local 1000 shall each have a mutual obligation upon demand to disclose to the other any fact or information relevant to the grievance and known to the Party, as required by the National Labor Relations Act.

## **SECTION 8 — VIOLATION OF NO STRIKE/NO LOCKOUT**

The Union or Local 1000 may directly initiate an arbitration of any claimed violation of Article 4 (No Strike - No Lockout) pursuant to the Procedures of Article 11.

## **SECTION 9 — EXCEPTIONS TO NO STRIKE/NO LOCKOUT**

The Union and Local 1000 shall abide by the provisions of Article 4 (No Strike - No Lockout) pending the initiating, processing and settlement of a grievance provided that a strike or lockout may be used to enforce an arbitration award.

# **ARTICLE 11 ARBITRATION**

## **SECTION 1 — ARBITRATOR SELECTION**

Within 10 working days of receipt of the Union's appeal to arbitration, either party may request a list of arbitrators from the State Mediation and Conciliation Service. The parties shall select an arbitrator by using the alternate striking method. The parties may also mutually agree on an arbitrator.

## **SECTION 2 — EXPEDITED ARBITRATION**

- (A) The Union may elect to initiate arbitration pursuant to the expedited arbitration rules of any grievance except a grievance concerning disciplinary action, discharge, layoff, or other matter involving termination of employment, provided the requirements of Article 10 (Grievance Procedure) are satisfied.
- (B) The Union and Local 1000 may initiate an expedited arbitration as provided in Article 10, Section 2(D).
- (C) In an expedited arbitration proceeding the Arbitrator shall make his/her findings and award immediately upon the conclusion of the hearing.

## **SECTION 3 — HEARING**

- (A) The arbitration hearing shall be conducted under the Rules of the American Arbitration Association.
- (B) Each Party shall bear the expense of its representatives, participants, witnesses, and for the preparation and presentation of its own case. The fees and expenses incidental to the arbitration hearing shall be borne equally by the Parties. The costs of a stenographic record shall be borne by the Party requesting a stenographic transcript. If the Arbitrator requests a stenographic transcript, the costs shall be borne equally by the parties. Local 1000 shall bear the expense of the time of any witness employed by Local 1000. Section 4(C) of Article 10 shall apply to arbitration proceedings.
- (C) Any issue concerning the right of discovery shall be subject to arbitration.

## **SECTION 4 — SCOPE**

Only those grievances pertaining to the interpretation, application and/or violation of the Agreement, or Local 1000 Work Rules or unfair labor practices are arbitrable. The

arbitrator shall have no authority to add to, subtract from, modify, change, alter or ignore in any way the provisions of this Agreement or any expressly written amendment or supplement thereto, or to extend its duration, unless the Parties have expressly agreed, in writing, to give his/her specific authority to do so, or to make an award which has this effect. The award of the arbitrator so made shall be final and binding on the Parties.

Except as otherwise provided, the provisions of this Article shall not apply to intermittent and temporary employees as defined in Article 5, section 7, of this Agreement.

# ARTICLE 12

## LEAVES

### SECTION 1 — SICK LEAVE

- (A) Full and part-time nonexempt and part-time exempt employees shall accumulate sick leave credit at the rate of .0462 hours per hour paid to a maximum of 3.70 hours per pay period.
- (B) Full-time exempt employees shall accumulate sick leave credit at the rate of 3.70 hours per pay period.
- (C) Employees are eligible to use sick leave as earned for illness in the household or in the immediate family (spouse, domestic partner, children, parents, sisters and brothers, mother and father-in-law, daughter- and son-in-law, step-mother and father, step-children, step-brothers and sisters, grandparents and grandparents-in-law and step grandparents and grandchildren). Employees are also eligible to use sick leave for health care appointments for members of the household or immediate family.
- (D) All employees may use sick leave for sickness as needed on regular workdays or during previously scheduled vacation periods without loss of vacation credits. Earned sick leave may be used for maternity leave for periods of disability as certified by the attending physician.
- (E) Accumulation of sick leave shall be unlimited.

### SECTION 2 — BEREAVEMENT LEAVE

An employee shall be granted bereavement leave with pay, not to exceed five (5) working days because of a death in the employee's household or of an immediate family member of the employee, (as defined in section 1(C) of this Article), or his/her aunt or uncle.

- (A) Two (2) days of leave shall be charged against the employee's sick leave balance if sufficient time is available. Such charge shall occur only after the third day of bereavement leave.
- (B) If insufficient time is available in the sick leave balance, Local 1000 shall make up the difference.

(C) The immediate supervisor shall allow additional time if required. Such time shall be charged against the employee's sick leave balance. If insufficient time is available in the employee's sick leave balance, the employee may use other available leave credits. If the employee has insufficient time, the additional time will be unpaid.

### **SECTION 3 — VERIFICATION OF ABSENCES**

(A) Approval of an employee's use of sick leave shall be made by the appropriate manager and may be subject to substantiation.

(1) Such substantiation shall include, but not be limited to, the general nature of the employee's illness or injury and prognosis. If the appropriate manager does not consider the evidence adequate, the request for sick leave shall be disapproved.

(2) Such substantiation normally shall not require a physician's or licensed practitioner's verification in absences of less than two (2) consecutive days, except as follows:

(a) The employee has a demonstrable pattern of sick leave abuse; or

(b) The manager reasonably believes the absence was for an unauthorized reason.

(3) An employee will not be subject to disciplinary action based solely on the amount of sick leave use.

(B) Each employee shall notify his/her manager or designee at least one (1) hour prior to the opening of his/her assigned office or at least one (1) hour prior to any scheduled appointments or meetings, whichever is sooner, of an absence for sick leave. Projected sick leave days for medical appointments shall be provided to the appropriate manager with as much advance notice as possible.

(C) Return to work after any prolonged illness/injury will require that the employee provide a medical release to perform the full range of duties of the employee's position. Should there be any limitations upon the employee's ability to do the job, such limitations need to be specified in writing on the release to work form. The availability of limited work will be at the discretion of the appropriate administrator. Where limited work is denied, the reason shall be provided to the employee in writing and the provisions of Article 5, section 16 shall apply.

(D) When an employee has a demonstrable pattern of sick leave usage of concern to the manager, the employee may be given written instructions to provide verification of sick leave use for future absences. These instructions shall state the reasons for the action and the duration of the verification requirement. Upon expiration of this term, the employee's sick leave usage shall be evaluated to determine if sufficient improvement has been made or if disciplinary action shall be taken.

#### **SECTION 4 — PERSONAL TIME OFF/PAID TIME OFF**

(A) Non-exempt employees may use up to eight (8) hours paid time off during each calendar year which is not charged to the employees' leave credits. Paid time off shall not be cumulative. To receive such "paid time", employees must give prior notice and such time must not interfere with necessary business activities.

(B) The parties understand that California Labor Code, section 227.3, bars "use it or lose it" leave policies unless such policy is stated within a collective bargaining agreement. The parties, therefore, understand and agree that this Agreement includes a waiver of the employees' rights under Labor Code, section 227.3, as this Agreement provides that Local 1000 will eliminate any unused paid time off not used in the time periods specified by subsection (A).

(C) Non-exempt employees may use up to twenty-four (24) hours of accumulated sick leave during each calendar year for personal time off. Personal time off shall not be cumulative. To receive such "personal time" employees must give prior notice and such time must not interfere with necessary business activities.

## SECTION 5 — HOLIDAYS

(A) All employees shall be entitled to the following holidays:

- January 1
- Third Monday in January
- Third Monday in February
- March 31
- Last Monday of May
- June 19 (Juneteenth)
- July 4
- First Monday in September
- November 11
- Thanksgiving
- Day after Thanksgiving
- December 25
- Floating Holidays
  - i. Non-Exempt employees shall receive four (4) floating holidays (one floating holiday will accrue quarterly during the first pay period of the quarter)
  - ii. Exempt employees shall receive twelve (12) floating holidays (three floating holiday will accrue quarterly during the first pay period of the quarter)

(B) The holidays observed on the actual day they occur with the following exceptions:

- (1) When a holiday falls on Sunday, employees shall be entitled to the following Monday as a holiday with pay.
- (2) When November 11 falls on a Saturday, employees shall be entitled to the preceding Friday as a holiday with pay.

(C) If an employee works on a holiday to meet the needs of the employer, she/he will receive holiday credit for that day.

(D) When a holiday falls on an employee's regularly scheduled day off, employees shall accrue up to eight (8) hours of holiday credit per said holiday.

(E) Any employee may be granted leave as necessary on the day where a statewide election is scheduled provided the employee executes an affidavit or a declaration under penalty of perjury stating that such time is necessary for him/her to be able to vote. Such leave shall not be charged to any other employee leave and shall not be cumulative.

**SECTION 6 — CALCULATION OF LEAVE PAY**

(A) Employees shall be paid up to eight (8) hours per day for sick leave, bereavement leave and holidays as specified in sections 1, 2 and 5 of this Article in accordance with the following formula:

$$\text{(Leave Pay = Number of hours paid in previous 2 pay periods/160)}$$

(B) Notwithstanding section 6(A) of this Article, all permanent full-time employees on the payroll shall receive eight (8) hours of leave pay pursuant to this section.

**SECTION 7 — VACATION**

(A) All employees are entitled to vacation pay in accordance with the following schedule:

<b>Length of Service</b>	<b>Rate of Vacation Accumulation</b>
7 - 36 months (3 years)	12 days per year
37 - 120 months (10 years)	16 days per year
121 - 180 months (15 years)	20 days per year
181 - 240 months (20 years)	22 days per year
241 months and over	24 days per year

(B) Vacation is accumulated at the following rate:

<b>LENGTH OF SERVICE</b>	<b>PART-TIME EXEMPT AND ALL NONEXEMPT EMPLOYEES</b>	<b>EXEMPT FULL TIME EMPLOYEES</b>
7 – 36 months (3 years)	.04615 hours per hr. paid up to a maximum of 8 hours per month	8 hours per month
37 – 120 months (10 years)	.06154 hours per hr. paid up to a maximum of 10.67 hours per month	10.67 hours per month
121 – 180 months (15 years)	.07692 hours per hr. paid up to a maximum of 13.33 hours per month	13.33 hours per month
181 – 240 months (20 years)	.08462 hours per hr. paid up to a maximum of 14.67 hours per month	14.67 hours per month
240 months and over	.09231 hours per hr. paid up to a maximum of 16 hours per month	16 hours per month

(C) Notwithstanding the accumulation schedule above, employees shall not receive any vacation pay until the employee has completed a minimum of six (6) months of employment.

(D) Any employee whose vacation time includes a holiday shall not be charged a day of vacation for such holiday.

- (E) If an employee's vacation balance exceeds 240 hours on December 31<sup>st</sup>, all hours in excess of 240 will be cashed out in January.
- (F) Vacation requests must be approved in advance.
- (1) By January 15 of each calendar year, the employee shall submit, in writing, his/her vacation request(s) for that calendar year. Such vacation request(s) shall be approved unless the employee's absence would create a serious and harmful impact on Local 1000. Local 1000 will act on all vacation requests and notify the employee by the fifteenth (15th) working day of February, but in no instance less than 30 thirty days before the commencement of the vacation.
  - (2) Employees whose initial vacation request(s) are denied under the provisions of section 7(F)(1) may submit an alternative request(s) under provisions of that section.
  - (3) Modifications of initial vacation requests or requests made at times other than January of each calendar year must be submitted in writing and shall not be unreasonably denied.
  - (4) In the event two (2) or more employees in the same operational unit request the same vacation period and operational needs do not allow all of the employees requesting the same vacation to be absent from the job, Local 1000 will approve the requested vacations in order of seniority. Employees whose requests are not approved under this section may request alternative vacation periods under provisions of section 7(F)(1).
  - (5) Local 1000 may cancel vacations approved pursuant to sections 7(F)(1) and 7(F)(4) only if a serious and harmful impact on Local 1000 will result if the employee(s) are allowed to take the vacation(s). However, in no instance shall Local 1000 cancel an approved vacation within thirty (30) days of the commencement of the vacation.
  - (6) Local 1000 will also establish, with the input from affected employees, a reasonable plan for maintaining the necessary level of services during such absences.
- (G) Upon termination of employment, an employee (or his/her estate in the case of death) shall receive accrued vacation pay.
- (H) Once annually, on December 15, employees with a vacation balance of fifty-six (56) or more hours may elect to take a maximum of forty (40) hours of such balance in the form of salary to be paid on the first pay period of the New Year.

## SECTION 8 — UNPAID LEAVE OF ABSENCE

(A) A permanent employee may be granted a leave of absence without pay for a specific period of time upon establishment of a good and sufficient cause for such leave; provided that such leave does not interfere with the business needs of Local 1000.

(B) Local 1000 shall not deny a request for a leave of absence for:

- As provided in section 9 of this Article
- Maternity (birth, adoption or foster care placement of child) - up to one (1) year
- Paternity (birth, adoption or foster care placement of child) - up to one (1) year
- Medical Reasons, as certified by a medical doctor or licensed practitioner - up to eighteen (18) months.
- Performing duties pursuant to holding office in the Union
- Care for a seriously ill parent, spouse, domestic partner or child, as certified by a medical doctor or licensed practitioner - up to twelve (12) weeks.

(C) Continuity of service shall not be broken by unpaid leaves of absence. However, except as provided by law in the case of maternity leave, paternity leave, medical leave and leave to care for a seriously ill parent, spouse or child, the time spent while on such leaves shall not count as service time for any purpose.

(D) Local 1000 shall continue to pay the employer's contributions to the Health and Welfare plans, for up to six (6) months, for employees on unpaid leave of absence for reasons of maternity, paternity or to care for a seriously ill parent, spouse, domestic partner, or child, as certified by a medical practitioner. In addition, Local 1000 shall continue to pay the employer's contribution of such plans for up to six (6) months while an employee is on an unpaid leave of absence for his/her own medical reasons, as certified by a medical doctor or licensed practitioner.

(E) Upon written request of the employee, Local 1000 shall provide a system for the continued payment of his/her insurance premiums during the period of an unpaid leave of absence.

Except as provided by law and by this Agreement, during this period, the employee must pay both the employee's and employer's contributions. Local 1000 shall not advance such payments. The employee must pay Local 1000 Accounting for all contributions prior to the date each payment is due. Failure to pay such premiums will result in coverage lapsing unless the employee makes other arrangements. Additional administrative costs shall be borne by Local 1000.

## **SECTION 9 — MILITARY LEAVE**

- (A) Any permanent or probationary employee who enters or enlists in the recognized military obligation shall be granted a leave of absence for the entire period of such service. The first thirty (30) days of this leave shall be with pay. If he/she returns within ninety (90) days of his/her release from said service, he/she shall be reinstated to the position in the classification he/she would have received and with the same vacation schedule credit as if his/her military service had been continuous satisfactory Local 1000 service. This entitlement shall not apply to any employee who voluntarily extends his/her enlistment while he/she is in military service.
- (B) Any permanent or probationary employee who is a member of the California National Guard or the Reserve of any United States military service and who is ordered to active duty for training or other purposes shall be paid his/her pay for the first thirty (30) days after his/her period of extended active duty commences or for not more than thirty (30) days a year of ordered active duty for training purposes. Routinely scheduled weekly, monthly drills of military reserve units do not qualify for pay under this section.
- (C) An employee who is hired or promoted into a position to replace another employee who is on military leave shall be informed that he/she serves in the position subject to the reinstatement of the employee who is on military leave. When he/she is displaced by said reinstatement, the replacement employee may exercise his/her layoff rights and privileges under the regular layoff procedures if there are other employees in the classification but not displace the employee who has been reinstated from military leave. If he/she is unable to displace another employee in the class through the layoff procedure or in a lower class by demotion in lieu of layoff, he/she shall be placed on a reemployment list for the class.
- (D) State and Federal Laws that provide a greater benefit to the employee shall supersede sections of this Article.

## **SECTION 10 — CATASTROPHIC LEAVE**

Upon request by an employee and approval by a committee established by the Union, an employee on leave who has exhausted all leave credits shall receive catastrophic leave. Catastrophic leave is the transfer of certain leave credits from one employee to another. The following apply to the transfer of leave credits:

- Employees may transfer sick leave, vacation or floating holidays. Employees may transfer up to twenty four (24) hours sick leave as part of the Catastrophic Leave annually;
- Sick and floating holidays must be transferred in one day increments;
- Vacation hours must be transferred in one hour increments;

- Exempt employees will not be able to use any transferred credits that do not total one day increments; and
- Donations of leave may remain anonymous at the employee's request.

Any hours remaining in the Union's Hardship Leave Account upon ratification of this contract will be rolled over to a general account from which the Union may disburse the hours, pursuant to this section, until the account is exhausted.

The committee established by the Union will be copied on all communications between employees and Talent Management concerning administration of Catastrophic Leave.

## **SECTION 11 — JURY DUTY**

An employee shall be allowed time off without loss of compensation when required to report and serve, or be present to serve, on jury duty. If payment is made for such time off, the employee is required to remit to Local 1000 the jury fees received.

# ARTICLE 13

## SALARY GRADES AND CLASSIFICATIONS

### SECTION 1 — CLASSIFICATIONS AND SALARY RANGES

Classification	FLSA	7% GSI (10/1/21)									
		1	2	3	4	5	6	7	8	9	10
Accountant	E	5,326	5,539	5,760	5,992	6,231	6,480	6,740	7,007	7,289	7,694
Account Technician	N	3,222	3,350	3,485	3,623	3,770	3,919	4,078	4,241	4,409	4,656
Administrative Assistant	N	3,971	4,130	4,295	4,466	4,646	4,832	5,025	5,226	5,436	5,736
Administrative Technician	N	3,781	3,933	4,090	4,253	4,423	4,601	4,784	4,976	5,176	5,462
Attorney	E	7,384	7,679	7,985	8,305	8,637	8,984	9,343	9,717	10,105	10,669
Business Systems Analyst	E	5,326	5,539	5,760	5,992	6,231	6,480	6,740	7,007	7,289	7,694
Communication Specialist	E	5,326	5,539	5,760	5,992	6,231	6,480	6,740	7,007	7,289	7,694
Computer Support Technician I	N	3,222	3,350	3,485	3,623	3,770	3,919	4,078	4,241	4,409	4,656
Computer Support Technician II	N	3,781	3,933	4,090	4,253	4,423	4,601	4,784	4,976	5,176	5,462
Computer Support Specialist	E	5,326	5,539	5,760	5,992	6,231	6,480	6,740	7,007	7,289	7,694
Database Administrator	E	6,726	6,997	7,275	7,566	7,869	8,184	8,512	8,852	9,206	9,719
Driver, Mail Machine Operator, Courier	N	2,717	2,826	2,939	3,056	3,178	3,305	3,437	3,576	3,774	
Graphics/Composition Technician	N	4,070	4,234	4,403	4,577	4,763	4,952	5,151	5,355	5,569	5,881
Legal Assistant (Graduate)	E	3,175	3,300	3,434	3,570	3,713	3,862	4,017	4,177	4,344	4,585
Legal Secretary	N	3,728	3,878	4,031	4,192	4,361	4,535	4,717	4,905	5,101	5,385
Legislative Advocate	E	6,239	6,488	6,748	7,018	7,300	7,591	7,896	8,211	8,538	9,013
Legislative Secretary	N	3,382	3,515	3,657	3,804	3,958	4,114	4,279	4,451	4,628	4,887
Member Resource Center Representative	N	4,656	4,842	5,035	5,237	5,446	5,749				
Membership Data Technician	N	3,222	3,350	3,485	3,623	3,770	3,919	4,078	4,241	4,409	4,656
Office Technician	N	2,717	2,826	2,939	3,056	3,178	3,305	3,437	3,576	3,718	3,925
Organizer in Training	E	4,656	4,842	5,035	5,237	5,446	5,749				
Payroll Services Technician I	N	3,384	3,521	3,660	3,807	3,960	4,117	4,282	4,454	4,632	4,890
Payroll Services Technician II	N	3,781	3,933	4,090	4,253	4,423	4,601	4,784	4,976	5,176	5,462
Political/Community Organizer	E	5,377	5,590	5,814	6,048	6,288	6,542	6,802	7,074	7,357	7,766
Program Specialist - Special Services	E	5,326	5,539	5,760	5,992	6,231	6,480	6,740	7,007	7,289	7,694
Programmer	E	5,326	5,539	5,760	5,992	6,231	6,480	6,740	7,007	7,289	7,694
Research Analyst	E	5,326	5,539	5,760	5,992	6,231	6,480	6,740	7,007	7,289	7,694
Research Assistant	E	3,438	3,576	3,718	3,867	4,022	4,184	4,350	4,524	4,706	4,966
Secretary	N	3,551	3,694	3,841	3,995	4,156	4,321	4,493	4,674	4,860	5,131
Senior Account Technician	N	3,382	3,515	3,657	3,804	3,958	4,114	4,279	4,451	4,628	4,887
Senior Attorney	E	8,141	8,467	8,805	9,157	9,525	9,905	10,301	10,713	11,141	11,761
Senior Communications Specialist	E	5,858	6,096	6,338	6,592	6,855	7,129	7,415	7,710	8,020	8,465
Senior Education Development/Training	E	6,239	6,488	6,748	7,018	7,300	7,591	7,896	8,211	8,538	9,013
Senior Office Technician	N	3,222	3,350	3,485	3,623	3,770	3,919	4,078	4,241	4,409	4,656
Senior Political/Community Organizer	E	6,239	6,488	6,748	7,018	7,300	7,591	7,896	8,211	8,538	9,013
Senior Research Analyst	E	6,239	6,488	6,748	7,018	7,300	7,591	7,896	8,211	8,538	9,013
Senior Union Representative/Organizer	E	7,746	8,056	8,378	8,713	9,197					
Union Representative/Organizer	E	5,660	5,886	6,120	6,367	6,621	6,885	7,160	7,560		

Classification	FLSA	4% GSI (10/1/22)									
		1	2	3	4	5	6	7	8	9	10
Accountant	E	5,540	5,761	5,990	6,232	6,480	6,739	7,010	7,288	7,580	8,002
Account Technician	N	3,351	3,484	3,624	3,768	3,920	4,076	4,241	4,411	4,586	4,842
Administrative Assistant	N	4,130	4,295	4,467	4,645	4,832	5,025	5,226	5,435	5,653	5,966
Administrative Technician	N	3,933	4,091	4,253	4,423	4,600	4,785	4,975	5,175	5,383	5,681
Attorney	E	7,679	7,987	8,305	8,638	8,983	9,343	9,717	10,105	10,509	11,096
Business Systems Analyst	E	5,540	5,761	5,990	6,232	6,480	6,739	7,010	7,288	7,580	8,002
Communication Specialist	E	5,540	5,761	5,990	6,232	6,480	6,739	7,010	7,288	7,580	8,002
Computer Support Technician I	N	3,351	3,484	3,624	3,768	3,920	4,076	4,241	4,411	4,586	4,842
Computer Support Technician II	N	3,933	4,091	4,253	4,423	4,600	4,785	4,975	5,175	5,383	5,681
Computer Support Specialist	E	5,540	5,761	5,990	6,232	6,480	6,739	7,010	7,288	7,580	8,002
Database Administrator	E	6,995	7,277	7,566	7,869	8,184	8,512	8,852	9,206	9,575	10,108
Driver, Mail Machine Operator, Courier	N	2,825	2,939	3,057	3,178	3,305	3,437	3,574	3,719	3,925	
Graphics/Composition Technician	N	4,233	4,403	4,579	4,761	4,953	5,150	5,357	5,570	5,792	6,116
Legal Assistant (Graduate)	E	3,302	3,432	3,571	3,712	3,861	4,016	4,177	4,344	4,518	4,768
Legal Secretary	N	3,877	4,033	4,192	4,360	4,536	4,716	4,905	5,101	5,305	5,601
Legislative Advocate	E	6,489	6,748	7,018	7,299	7,592	7,894	8,211	8,540	8,879	9,373
Legislative Secretary	N	3,518	3,656	3,804	3,956	4,116	4,279	4,450	4,629	4,813	5,082
Member Resource Center Representative	N	4,842	5,035	5,237	5,446	5,664	5,979				
Membership Data Technician	N	3,351	3,484	3,624	3,768	3,920	4,076	4,241	4,411	4,586	4,842
Office Technician	N	2,825	2,939	3,057	3,178	3,305	3,437	3,574	3,719	3,867	4,082
Organizer in Training	E	4,842	5,035	5,237	5,446	5,664	5,979				
Payroll Services Technician I	N	3,520	3,662	3,807	3,959	4,118	4,282	4,453	4,633	4,817	5,085
Payroll Services Technician II	N	3,933	4,091	4,253	4,423	4,600	4,785	4,975	5,175	5,383	5,681
Political/Community Organizer	E	5,592	5,813	6,047	6,290	6,540	6,804	7,074	7,357	7,652	8,077
Program Specialist - Special Services	E	5,540	5,761	5,990	6,232	6,480	6,739	7,010	7,288	7,580	8,002
Programmer	E	5,540	5,761	5,990	6,232	6,480	6,739	7,010	7,288	7,580	8,002
Research Analyst	E	5,540	5,761	5,990	6,232	6,480	6,739	7,010	7,288	7,580	8,002
Research Assistant	E	3,575	3,719	3,867	4,022	4,183	4,351	4,524	4,705	4,894	5,165
Secretary	N	3,693	3,841	3,995	4,155	4,322	4,493	4,673	4,861	5,054	5,336
Senior Account Technician	N	3,518	3,656	3,804	3,956	4,116	4,279	4,450	4,629	4,813	5,082
Senior Attorney	E	8,466	8,806	9,157	9,523	9,906	10,301	10,713	11,141	11,586	12,232
Senior Communications Specialist	E	6,093	6,340	6,591	6,856	7,130	7,415	7,712	8,019	8,340	8,803
Senior Education Development/Training	E	6,489	6,748	7,018	7,299	7,592	7,894	8,211	8,540	8,879	9,373
Senior Office Technician	N	3,351	3,484	3,624	3,768	3,920	4,076	4,241	4,411	4,586	4,842
Senior Political/Community Organizer	E	6,489	6,748	7,018	7,299	7,592	7,894	8,211	8,540	8,879	9,373
Senior Research Analyst	E	6,489	6,748	7,018	7,299	7,592	7,894	8,211	8,540	8,879	9,373
Senior Union Representative/Organizer	E	8,056	8,378	8,713	9,062	9,565					
Union Representative/Organizer	E	5,887	6,122	6,365	6,621	6,886	7,161	7,447	7,862		

“E” – Exempt from the overtime provisions of the Fair Labor Standards Act

“N” – Nonexempt from the overtime provisions of the Fair Labor Standards Act

Classification	FLSA	3% GSI (10/1/23)									
		1	2	3	4	5	6	7	8	9	10
Accountant	E	5,706	5,934	6,170	6,419	6,674	6,941	7,220	7,506	7,808	8,242
Account Technician	N	3,451	3,589	3,733	3,881	4,038	4,198	4,368	4,543	4,723	4,987
Administrative Assistant	N	4,253	4,424	4,601	4,784	4,977	5,176	5,382	5,598	5,823	6,145
Administrative Technician	N	4,051	4,213	4,381	4,556	4,738	4,929	5,125	5,330	5,544	5,851
Attorney	E	7,910	8,226	8,554	8,897	9,252	9,623	10,008	10,408	10,825	11,429
Business Systems Analyst	E	5,706	5,934	6,170	6,419	6,674	6,941	7,220	7,506	7,808	8,242
Communication Specialist	E	5,706	5,934	6,170	6,419	6,674	6,941	7,220	7,506	7,808	8,242
Computer Support Technician I	N	3,451	3,589	3,733	3,881	4,038	4,198	4,368	4,543	4,723	4,987
Computer Support Technician II	N	4,051	4,213	4,381	4,556	4,738	4,929	5,125	5,330	5,544	5,851
Computer Support Specialist	E	5,706	5,934	6,170	6,419	6,674	6,941	7,220	7,506	7,808	8,242
Database Administrator	E	7,205	7,495	7,793	8,105	8,429	8,767	9,118	9,482	9,862	10,411
Driver, Mail Machine Operator, Courier	N	2,910	3,027	3,149	3,274	3,404	3,541	3,682	3,831	4,043	
Graphics/Composition Technician	N	4,360	4,535	4,717	4,903	5,102	5,305	5,518	5,737	5,966	6,299
Legal Assistant (Graduate)	E	3,401	3,535	3,678	3,824	3,977	4,137	4,303	4,475	4,654	4,911
Legal Secretary	N	3,993	4,154	4,318	4,491	4,672	4,858	5,052	5,254	5,464	5,769
Legislative Advocate	E	6,683	6,950	7,229	7,518	7,819	8,131	8,458	8,796	9,145	9,654
Legislative Secretary	N	3,623	3,765	3,918	4,075	4,240	4,407	4,584	4,768	4,957	5,235
Member Resource Center Representative	N	4,987	5,186	5,394	5,609	5,834	6,158				
Membership Data Technician	N	3,451	3,589	3,733	3,881	4,038	4,198	4,368	4,543	4,723	4,987
Office Technician	N	2,910	3,027	3,149	3,274	3,404	3,541	3,682	3,831	3,983	4,204
Organizer in Training	E	4,987	5,186	5,394	5,609	5,834	6,158				
Payroll Services Technician I	N	3,625	3,772	3,921	4,078	4,242	4,411	4,587	4,772	4,962	5,238
Payroll Services Technician II	N	4,051	4,213	4,381	4,556	4,738	4,929	5,125	5,330	5,544	5,851
Political/Community Organizer	E	5,760	5,988	6,228	6,478	6,736	7,008	7,286	7,577	7,881	8,319
Program Specialist - Special Services	E	5,706	5,934	6,170	6,419	6,674	6,941	7,220	7,506	7,808	8,242
Programmer	E	5,706	5,934	6,170	6,419	6,674	6,941	7,220	7,506	7,808	8,242
Research Analyst	E	5,706	5,934	6,170	6,419	6,674	6,941	7,220	7,506	7,808	8,242
Research Assistant	E	3,683	3,831	3,983	4,142	4,309	4,482	4,659	4,846	5,041	5,319
Secretary	N	3,804	3,957	4,115	4,280	4,452	4,628	4,813	5,007	5,206	5,496
Senior Account Technician	N	3,623	3,765	3,918	4,075	4,240	4,407	4,584	4,768	4,957	5,235
Senior Attorney	E	8,720	9,070	9,432	9,809	10,203	10,610	11,034	11,476	11,934	12,599
Senior Communications Specialist	E	6,275	6,530	6,789	7,062	7,344	7,637	7,943	8,259	8,591	9,067
Senior Education Development/Training	E	6,683	6,950	7,229	7,518	7,819	8,131	8,458	8,796	9,145	9,654
Senior Office Technician	N	3,451	3,589	3,733	3,881	4,038	4,198	4,368	4,543	4,723	4,987
Senior Political/Community Organizer	E	6,683	6,950	7,229	7,518	7,819	8,131	8,458	8,796	9,145	9,654
Senior Research Analyst	E	6,683	6,950	7,229	7,518	7,819	8,131	8,458	8,796	9,145	9,654
Senior Union Representative/Organizer	E	8,297	8,630	8,975	9,333	9,851					
Union Representative/Organizer	E	6,063	6,305	6,556	6,820	7,093	7,376	7,670	8,098		

“E” – Exempt from the overtime provisions of the Fair Labor Standards Act

“N” – Nonexempt from the overtime provisions of the Fair Labor Standards Act

## **SECTION 2 — SALARY INCREASES WITHIN RANGE FOR JOB CLASSIFICATION**

- (A) Employees shall receive a four percent (4%) salary increase on the first day of the pay period immediately following the completion of their probationary period. Any increase above the four percent (4%) base shall be granted at the sole discretion of Management and shall not be subject to the grievance and arbitration procedures (Articles 10 and 11) of this Agreement.

Performance of employees shall be reviewed on or before the first day of the pay period immediately following the anniversary date of which they accepted their current job classification. Appraisals are intended to be non-disciplinary in nature. Employees shall receive a four percent (4%) salary increase on the first day of the pay period of either:

- (1) The anniversary of the date that employees complete their probationary period; or
- (2) The anniversary of the date current employees accepted the job classification,

Salary step increases will normally be automatic unless denied prior to the date of normal advancement. A denial shall be based only on inadequate performance and shall be subject to the grievance procedure.

- (B) Employees who are red-circled above the top step of their classification as a result of grievance settlements will remain eligible to be paid a salary above the maximum for the classification he/she holds in accordance with Section 1 of this Article. Employees who were previously red-circled as Union Representatives and placed at the first step of the Senior Union Representative classification on April 1, 2007, shall retain the classification of Union Representative.
- (C) When an employee is promoted to a higher classification, the employee's anniversary date will be changed to the effective date of the new appointment.

## **SECTION 3 — GENERAL SALARY INCREASE**

Effective the beginning of the pay period in which October 1, 2021 falls, and annually thereafter on October 1, 2022 and October 1, 2023 the employee salary rates and the minimum and maximum of the salary ranges in section 1 of this Article shall be increased as follows:

- (1) October 1, 2021, increase of seven percent (7%)
- (2) October 1, 2022, increase of four percent (4%)
- (3) October 1, 2023, increase of three percent (3%)

# ARTICLE 14

## HEALTH AND WELFARE

### SECTION 1 — HEALTH BENEFIT PLANS

(A) Local 1000 will continue to provide employees and their dependents, including domestic partners, a choice of one of the following health benefits plans, subject to changes made pursuant to subsection (B) below:

- (1) Kaiser PPO
- (2) Kaiser OOA
- (3) Kaiser HMO-North
- (4) Kaiser HMO-South

(B) In order to contain costs, Local 1000 and the Union agree to form a joint committee to investigate and evaluate alternative health plans and benefits for employees. In any event, but no sooner than January 1, 2014, Local 1000 may offer additional or substitute health plans subject to the following:

(1) The benefits provided under the plans are as follows:

Hospital	No Charge
Physician Services	\$10 per visit
Emergency Care	\$50 per Emergency Department visit, waived if directly admitted to the hospital as an inpatient or if held for observation in a hospital unit outside the Emergency Department
Department Prescription Drugs	\$5 (generic)/\$15 (brand) per prescription, up to a 100-day supply according to health plan drug formulary guidelines; mail order at no extra charge
Mental Health Care	Limits do not apply to certain mental health conditions:
• Inpatient	No Charge, up to 30 days per calendar year
• Outpatient	\$10 per individual and \$5 per group visit, up to 20 visits per calendar year

Infertility Services	50% of charges
Durable Medical Equipment (DME)	No Charge in accord with Health Plan DME Formulary Guidelines
Vision Care	
• Eye refraction	\$10 per visit
• Eyeglasses	\$150 allowance following cataract surgery
Hearing Services	
• Hearing Tests	\$10 per visit
• Hearing aids	\$1,000 allowance for both ears every 36 months
Chiropractic care	\$10 per visit, up to 20 visits per calendar year

- (2) Employees are provided an initial open enrollment period during which employees may change health plans, in addition to any other open enrollment periods offered by the plans.

## **SECTION 2 — HEALTH PLAN PREMIUMS**

- (A) Local 1000 will continue to pay the full-premium costs of the employees (and their dependents) enrolled in Kaiser HMO-North (section 1(A)(3)) and Kaiser HMO-South (section 1 (A)(4)), or any substitute plan offered pursuant to section (1)(B) above. Local 1000 will pay the same amount of the premium for Kaiser PPO enrollees (section 1 (A)(1)) (or enrollees in other additional health plans) as it pays for the Kaiser HMO plan that is available in the area where the staff member resides. If a Kaiser HMO plan is not available in the staff member's area, Local 1000 will pay the premium cost, as specified in subsections (1) – (3), for Kaiser PPO, Kaiser OOA (if eligible), or other additional health plan.
- (B) The Union agrees that any employees who elect a health plan for which Local 1000 does not pay full premium costs shall have the remaining portion of that premium cost withheld automatically from the employee's paycheck and remitted to Local 1000. Local 1000 shall transmit the employee's and Local 1000's portion of the premium cost to the appropriate plan provider.
- (C) For any employee who does not enroll in a Local 1000 sponsored health plan, Local 1000 shall provide that employee with \$125/month upon certification of other group health plan coverage. This monthly payment shall not be considered

salary for the purposes of overtime calculation or determination of the level of retirement benefits.

(D) Local 1000 shall provide a pre-tax option for out-of-pocket medical premium costs incurred by an employee in connection with Local 1000 provided medical benefits.

### **SECTION 3 — DENTAL INSURANCE**

Local 1000 will contract for a dental insurance plan for employees and their dependents, including domestic partners. Local 1000 agrees to pay the premium costs of the plan.

### **SECTION 4 — LONG TERM DISABILITY INSURANCE PLAN**

Local 1000 shall continue to contract for and assume the cost of the Long Term Disability Income protection insurance currently provided for those employees working thirty (30) or more hours per week who otherwise meet the eligibility requirements. The benefit payable under this plan shall be seventy percent (70%) of salary to a maximum benefit of \$5,000 per month.

### **SECTION 5 — TRAVEL ACCIDENT INSURANCE**

Local 1000 employees shall continue to be covered by the travel accident insurance plan. This coverage shall be paid for, in full, by Local 1000.

### **SECTION 6 — LIFE INSURANCE**

Local 1000 shall provide group term life insurance in the amount of \$20,000 for permanent employees who work a minimum of twenty (20) hours per week at no cost to the employees.

### **SECTION 7 — CSEA MEMBER INSURANCE PLANS**

Employees may participate in all insurance/benefit programs made available to members of CSEA whenever possible at the rates charged for the coverage. Under no circumstances shall Local 1000 incur any additional costs, other than costs of payroll deduction, for any Union member's participation in such plan.

## **SECTION 8 — TAX SHELTERED ACCOUNT**

Local 1000 shall continue the tax-sheltered account established in 1985 under provisions of section 401 (k) of the Internal Revenue Code subject to the following conditions:

- (A) Local 1000 shall make no contribution to any employee's account.
- (B) Employees that previously received Local 1000's matching contribution shall forfeit any matching funds should they separate from Local 1000 and were employed by Local 1000 for less than 36 consecutive months, including approved paid leave, at the time of separation.
- (C) The administrative costs shall be borne by Local 1000.
- (D) Any trustee fees levied on a per account basis shall be paid by the participating employees.

## **SECTION 9 — COBRA**

Local 1000 agrees to notify all employees, including employees whose employment is terminated, of their right to elect continuation coverage for health and welfare benefits as provided for under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

## **SECTION 10 — EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Local 1000 will offer an employee assistance program. The program shall provide access to professional counseling for employees and/or members of the employees' immediate families. The first eight (8) counseling sessions per family per year shall be at no cost to the employee. The premium costs of providing this program shall be borne by Local 1000.

## **SECTION 11 — GROUP VISION PLAN**

Local 1000 will continue to contract for a prepaid vision plan for employees and their eligible dependents, including domestic partners. Such plan will provide for examinations, lenses and frames on an annual basis and will require a \$10.00 employee-paid deductible for examinations and a \$25.00 employee-paid deductible for the purchase of eyewear. Local 1000 will pay the premium costs for this program.

## **SECTION 12 — SUCCESSOR INSURERS**

Should a successor insurer assume the obligations to provide benefits for a plan for which Local 1000 pays any portion of the premium, Local 1000 will continue to offer the plan and make premium payments under the same conditions as with the prior insurer.

## **SECTION 13 — ERRORS AND OMISSIONS INSURANCE**

- (A) Local 1000 shall provide errors and omissions coverage for its employees through the maintenance of an available insurance policy with minimum coverage of \$1 million for each occurrence and \$1 million aggregate for the policy period. Should Local 1000's quoted premium for errors and omissions insurance (including coverage for persons other than employees) exceed \$120,000 for a policy year, Local 1000 may elect not to renew such insurance.
  
- (B) Local 1000 shall indemnify and defend its employees against liability arising from conduct of said employees which is within the scope of their employment.

## **SECTION 14 — PROVIDER CHANGES**

Local 1000 shall notice the Union and the affected employees of any provider changes at least 60 days prior to the effective date of said change.

# ARTICLE 15

## RETIREMENT

### SECTION 1 — RETIREMENT PLAN

Local 1000 shall maintain a retirement program which shall provide retirement benefits through the SEIU Affiliates Officers and Employees Plan.

### SECTION 2 — RETIREE HEALTH BENEFITS

- (A) Each employee, who (i) terminates employment with Local 1000 after having been employed by Local 1000 for 10 years and after having attained 55 years of age and (ii) is covered by Local 1000's group health plan at the time of such termination of employment with Local 1000, shall be eligible for the retiree health reimbursement benefit. This retiree health reimbursement benefit will consist of Local 1000's reimbursement of the retiree's monthly insurance premium for major medical, vision or dental coverage for the retiree only (i.e., not for the retiree's spouse, domestic partner or any other dependent), up to \$350 per month, upon proof of payment, that is satisfactory to Local 1000, by the retiree of the insurance premium to the insurance company.
- (B) Each employee, who (i) terminates employment with Local 1000 after having been employed by Local 1000 for 15 years and after having attained 55 years of age and (ii) is covered by Local 1000's group health plan at the time of such termination of employment with Local 1000, shall be eligible for the retiree health reimbursement benefit. This retiree health reimbursement benefit will consist of Local 1000's reimbursement of the retiree's monthly insurance premium for major medical, vision or dental coverage for the retiree only (i.e., not for the retiree's spouse, domestic partner or any other dependent), up to \$700 per month, upon proof of payment, that is satisfactory to Local 1000, by the retiree of the insurance premium to the insurance company.
- (C) This retiree health reimbursement benefit will end upon the earliest of (i) the month in which the retiree is eligible for Medicare health benefits or for health benefits under a comparable State health benefit plan, (ii) the month in which the retiree is rehired by Local 1000 in a benefit-eligible status, or (iii) the month of the retiree's death.
- (D) When a retiree who is eligible for the reimbursement benefit reaches Medicare health benefit eligibility age, the retiree health reimbursement benefit will consist of Local 1000's reimbursement, up to one hundred fifty dollars (\$150), of the retiree's monthly Medicare premium, upon proof of eligibility and payment that is satisfactory to Local 1000, by the retiree to Medicare. This retiree health Medicare reimbursement benefit will end upon the earliest of (i) the month in

which the retiree ceases to be eligible for Medicare health benefits or for health benefits under a comparable State health benefit plan, (ii) the month in which the retiree is rehired by Local 1000 in a benefit-eligible status, or (iii) the month of the retiree's death.

(E) The exact terms and conditions of the retiree health reimbursement benefit shall be set forth in a retiree health benefit reimbursement plan document to be adopted by Local 1000 following ratification of this Agreement. No employee or retiree shall have any vested right to any benefit under the retiree health plan. Local 1000 and the Union may agree to modify, reduce, or eliminate the benefit at any time as to active employees, retirees, or both.

### **SECTION 3 — DEATH BENEFITS**

Death Benefits shall be as provided in the SEIU Affiliates Officers and Employees Plan.

# ARTICLE 16

## REIMBURSABLE EXPENSES

### SECTION 1 — AUTHORIZED AND ACTUAL EXPENSES

Local 1000 shall reimburse employees for authorized and actual expenses incurred in the transaction of Local 1000 business. Expenses shall be submitted no later than sixty (60) days following the date of expenditure. Expenses must be substantiated with itemized receipts. Expenses shall include but not be limited to lodging, meals, travel and miscellaneous expenses.

- (A) **Lodging:** Actual expense not to exceed \$125.00 plus tax per night with the allowance adjusted to the rate negotiated by Local 1000 when the employee is ordered to attend Local 1000 functions for which room arrangements are made by Local 1000. Incidental expenses to a maximum of \$5.00 are authorized during any 24-hour period involving a lodging claim.
- (B) **Meals:** Employees incurring meal expenses in connection with an overnight lodging claim shall receive meal allowances up to: breakfast \$10.00; lunch \$11.00; and dinner \$24.00.
  - (1) Union Representatives/Organizers with field assignments may claim actual expenses up to the lunch reimbursement rate in (B) above per person per day, with a monthly maximum of one hundred dollars (\$100) in connection with business lunches within their areas of assignment with members.
  - (2) Except as provided above, employees shall not be permitted to claim meals while on business unless approved by the employees' supervisor.
- (C) **Method of Transportation:** The authorized method of transportation, if a Local 1000 vehicle or private vehicle is not authorized, is the common carrier. Compensation shall be at the rate of the common carrier.
- (D) **Parking:** Actual authorized expense is reimbursed, but amounts in excess of \$5.00 per day require receipts.
- (E) **Airporter:** Actual expense is reimbursed.
- (F) **Bridge Tolls:** Actual expense is reimbursed, and no receipts are required.
- (G) **Taxicabs:** Taxi fares will be reimbursed when no other transportation is practical or available, or if the taxi fare for several riders is less than the common carrier fee.

- (H) **Loss of Personal Property Except Automobiles:** Local 1000 shall reimburse an employee for loss or damage to personal property except automobiles, provided that the loss or damage was not caused by employee negligence and that such property was being used in conjunction with Local 1000 business and the employer approved use of the property. The amount reimbursed shall be based on the fair market value of the property involved.
- (I) **Reimbursement for Automobile Accident Losses:** Local 1000 will reimburse up to \$500.00 of the employee's insurance deductible for losses resulting from automobile accidents arising out of the scope of employment with Local 1000 which are reportable under the financial responsibility law.
- (J) **Fees:** During the term of this Agreement, Local 1000 shall reimburse employees for all licensing fees required in connection with their employment. Such fees are limited to California State Bar fees for those employees in the legal classifications. For employees in the legal classifications who are subject to mandatory continuing legal education requirements, Local 1000 shall also pay fifty percent (50%), to a maximum of \$100 per calendar year, for an additional membership in a local or national bar association and will pay for relevant continuing legal education training.
- (K) **Credit Cards:** Employees regularly required to use credit cards in connection with Local 1000 business shall be reimbursed for the reasonable fees required for the retention and use of up to two (2) such credit card(s) not to exceed a total of \$65.00 per year, provided that documentation of such cost(s) is submitted by the employee.
- (L) **Parking and Towing Charges:** Employees shall be reimbursed for parking tickets and for vehicles towed away in conjunction with Local 1000 activities, provided it can be reasonably demonstrated that the circumstances were unavoidable.
- (M) **Automobile Rental:**
- a. Reimbursement will be for actual and necessary costs of such rental when prior approval of the employee's supervisor is obtained and the expense is substantiated by a voucher. Rental of a compact or subcompact automobile with automatic transmission and air conditioning is authorized. Rental of a larger automobile will be authorized if it is demonstrated that no compact or subcompact was available.
  - b. Reimbursement will be made for a collision damage waiver but not for personal accident insurance.
- (N) **Excess Limits:** Actual and necessary expenses in excess of the limits may be reimbursed upon approval of the Chief of Staff.

- (O) **Equipment:** For Local 1000 representatives who are assigned in writing by their supervisor to work out of their homes or in offices with no support staff, Local 1000 shall provide a desk, chair, file cabinet, telephone, and answering machine. Upon request, Local 1000 will also provide a copier, FAX machine, and a computer with appropriate software, modem and printer to representatives in positions Local 1000 determines use of such equipment is in the best interests of Local 1000. A secretarial service may also be provided upon prior approval, when necessary.
- (P) **Cameras:** No Communications Specialist shall be required to use his/her own personal camera in connection with Local 1000 business.
- (Q) **Cellular Phones:** Local 1000 shall provide a stipend to all employees who are required to have a cell phone. Local 1000 shall reimburse employees up to \$100 for initial start up costs of purchasing a cell phone and/ or equipment. Local 1000 shall provide a stipend of \$125 per month for cell phone service. At Local 1000's option, Local 1000 may provide a cellular telephone and shall pay for all costs associated with the business use of such phones in lieu of providing a stipend.
- (R) **Transit Passes:** Employees working in offices served by congested commute routes as identified by the State of California may purchase monthly public transit passes by prepaying the employee share of transit pass cost to Local 1000 by the 20th of the month prior to the effective date of the pass. Local 1000 shall contribute 50 percent of the cost of the monthly pass, to a maximum of \$100.

## **SECTION 2 — AUTOMOBILE EXPENSES**

- (A) Employees assigned to positions which require traveling shall use their own personal vehicle for Local 1000 business. Use of a personal vehicle for business by such employee shall be reimbursed at the IRS standard mileage rate for cars. This rate also applies when an employee elects to use a rental car unless the rental car is authorized by Local 1000. Employees will not be allowed to claim mileage for any miles from home to the employee's office or from home to any business place closer than the employee's office; nor will the employees be allowed to claim mileage for any miles to home from employee's office or to home from any business place closer to home than the office; except that reimbursement shall be paid for round trip mileage from the employee's home to the office or a business place and return under the following conditions:
- a. The employee is directed by his/her supervisor to return to work, thus necessitating more than one (1) trip to work on a normal workday, or
  - b. The employee is directed by his/her supervisor to work on the employee's normal day off.

- (B) Employees required to operate a motor vehicle as a condition of employment shall maintain a valid driver's license. Failure to maintain a valid driver's license may constitute grounds for dismissal. The employee will provide proof of a valid license when requested by Local 1000.
- (C) Employees required to own and operate a motor vehicle as a condition of employment shall maintain adequate insurance coverage to protect the interest of Local 1000 against third parties.
- (D) The minimum level of coverage shall be one hundred thousand dollars (\$100,000) per person and three hundred thousand dollars (\$300,000) per accident. Failure to maintain this level of coverage may constitute grounds for dismissal. The employee will provide proof of insurance coverage when requested by Local 1000. All employees required to own and operate a motor vehicle as a condition of employment shall receive a one hundred dollar (\$100.00) per month insurance stipend.

### **SECTION 3 — PARKING**

Local 1000 shall provide free parking for all employees covered herein.

### **SECTION 4 — EXTENDED WORK ASSIGNMENTS**

An employee on extended work assignment out of town which does not permit daily return to his/ her regular work location shall receive a daily allowance of \$155.00 for meals and lodging. As soon as reasonably possible but not later than thirty (30) days after an employee is (1) notified of, and (2) commences such extended work assignment, where lodging can reasonably be obtained on a weekly or monthly basis, the daily allowance for meals and lodging shall be reduced to eighty percent (80%) plus reimbursement for other items on which there is mutual agreement, such as normal telephone costs. Employees on such assignment shall be reimbursed by Local 1000 for one (1) round trip to the employee's residence during each seven (7) day period of the assignment. No daily allowance shall be paid during such trips.

### **SECTION 5 — CHILD CARE**

If child care is being provided for members of Local 1000, employees shall also have the option of using such child care services.

# **ARTICLE 17**

## **HOURS OF WORK AND OVERTIME**

### **SECTION 1 — POLICY**

It is the policy of Local 1000 to discourage overtime work whenever possible; however, when overtime is required, the supervisor shall provide reasonable notice to any employee required to work overtime.

### **SECTION 2 — NON-EXEMPT EMPLOYEES**

- (A) Employees who are non-exempt under the overtime provisions of the FLSA shall have a normal work week consisting of five (5) eight (8) hour days, Monday through Friday inclusive. The normal work day shall be from 8:00 a.m. to 5:00 p.m. The employee's supervisor may, with the consent of the employee, schedule for the employee normal work hours and/or work days other than provided herein.
  
- (B) Any employee or group of employees who are non-exempt employees under the overtime provisions of the FLSA wishing to start earlier than 8:00 a.m. or finish later than 5:00 p.m. or schedule midday breaks at other than noontime or to work a schedule other than 8:00 a.m. to 5:00 p.m., Monday through Friday, may submit such proposal to their immediate supervisor for consideration in accordance with the following:
  - (1) Such proposal may provide for but is not limited to four (4) ten (10) hour days, or starting times other than 8:00 a.m. or finishing times other than 5:00 p.m. provided a forty (40) hour work week is maintained.
  - (2) The immediate supervisor shall discuss any proposal submitted under this provision with the affected employee(s) and if the supervisor rejects the proposal he/she shall give the reasons for such rejection.
  - (3) If a proposal is rejected by the immediate supervisor, the employee or group of employees may submit the proposal to the Chief of Staff for consideration based on the needs of Local 1000. This decision shall be final and not subject to further review except nothing herein shall be construed as preventing the employee or group of employees from initiating the same or similar proposal at a later date.
  - (4) No proposal will be unreasonably denied.
  
- (C) Employees who are non-exempt employees under the overtime provisions of the Fair Labor Standards Act may be required to work a reasonable amount of overtime. When they work in excess of eight (8) hours in any work day or in

excess of forty (40) hours in any work week they shall be paid at the rate of one and one-half (1-1/2) times the normal hourly rate for all hours worked in excess of eight (8) hours on a daily basis or in excess of forty (40) hours on a weekly basis, whichever is greater, but not both; provided that any employee who works in excess of twelve (12) hours in any day or in excess of eight (8) hours on the seventh (7th) consecutive day in any week shall be paid two (2) times the normal rate of pay for such excess hours. Overtime pay shall be payable within fifteen (15) working days after the end of the pay period in which the overtime was earned. To the extent permitted by law, the employee may elect to receive compensating time off (CTO) in lieu of cash for overtime compensation.

- (D) Non-exempt employees shall be granted a rest period of fifteen (15) minutes during each four (4) hours, or major fraction thereof, of a working day. Local 1000 shall determine the time when the rest period shall be taken. No deduction of time off shall be charged for an authorized rest period, nor shall any rights accrue for overtime if the rest period is not taken.
- (E) Non-exempt employees shall be granted a lunch period of sixty (60) minutes at or near the middle of the workday unless otherwise agreed to pursuant to other Sections of this Article.
- (F) A non-exempt employee required to return to work after completing a normal work shift or who is on an authorized day off, when ordered back to work, shall be paid for a minimum of four (4) hours work unless such call back is within four (4) hours of the beginning of the employee's next shift, in which case the employee shall only be paid for the hours remaining before the beginning of the employee's next shift, except that, this Section shall not apply if notice is given prior to and the work begins less than three (3) hours after the completion of the normal work shift.
- (G) If a full-time non-exempt employee is required to start work in excess of one (1) hour before his/her normally scheduled work day, he/she shall be entitled to a breakfast allowance in accordance with Article 16 of this Agreement.
- (H) If a full-time non-exempt employee is required to work in excess of two (2) hours beyond his/her normally scheduled work day, he/she shall be entitled to a dinner allowance in accordance with Article 16 of this Agreement.

### **SECTION 3 — EXEMPT EMPLOYEES**

- (A) Exempt employees shall conduct themselves in a responsible and professional manner and work the hours required to meet the needs of Local 1000. As directed, exempt employees shall submit status reports, case logs, activity reports, itineraries or any other documentation which accounts for activities, assignments and/or cases for which they are responsible. Exempt employees must discuss any plans to take time off with his/her supervisor to ensure that necessary coverage is maintained.

- (B) Supervisors shall avoid arbitrary differences in work assignments.
- (C) Exempt employees shall be required to work all regularly scheduled business days. A regularly scheduled business day is any day other than a holiday or a weekend. Exempt employees who do not work at least a portion of a regularly scheduled business day shall be required to account for that day with appropriate leave credits (i.e. vacation, sick leave, administrative time off, etc.). Exempt employees will not be docked pay for absences of less than one day.
- (D) Local 1000 may, at its sole discretion, grant administrative time off to employees whose assignments have caused them to work unusually long hours or through weekends. The application of this Section shall not be subject to the Grievance and Arbitration provisions (Articles 10 and 11) of this Agreement.
- (E) Exempt employees shall not be required to maintain an hour by hour accounting of time worked, except as provided in Section 4.

#### **SECTION 4 — TIME/ACTIVITY REPORTING**

All employees shall record their time and activities each day utilizing procedures set forth by management. Prior to implementation, all employees shall receive training on the new procedures. Time reporting shall only be used for fair share fee and leave accounting purposes, and neither the time nor the activity reporting documentation shall be admissible in any disciplinary proceeding unless such documentation is falsified. Activity reporting forms shall be submitted in accordance with a reasonable schedule established by the appropriate supervisor.

# **ARTICLE 18**

## **SAFETY**

### **SECTION 1 — HEALTH HAZARDS**

(A) Local 1000 shall not require an employee to go to or be in any place which is not safe and healthful. Local 1000 shall not require an employee to work in any Local 1000 facility where a health hazard exists and continued working under such circumstances represents an actual detriment to the employee's health or gives the employee reasonable grounds to believe that such is the case. A health hazard may be caused by a breakdown of heating or air cooling systems where other adequate heating or ventilation are not present, or any other mechanical failures or accidents at such location. Local 1000 shall not require an employee to travel under conditions that are unsafe or the employee reasonably believes are unsafe. Grievances under this section may be filed under section 2 below. The employee's use of self help pending response to a grievance under section 2 below cannot result in punishment for insubordination if it is determined through the grievance procedure that self help was warranted.

(B) An employee shall endeavor to maintain safe working conditions and shall adhere to Local 1000's established safety rules, regulations, policies and practices.

### **SECTION 2 — COMPLAINT**

The Chief of Staff shall respond in writing to any grievance or complaint involving an immediate safety or health hazard within twenty-four (24) hours of being notified of such complaint.

### **SECTION 3 — SAFETY COMMITTEE**

A safety committee composed of two (2) members appointed by the Union and two (2) members appointed by Local 1000 shall meet to discuss safety and health matters. The committee shall advise Local 1000 and solicit safety and health suggestions from the Union membership. Based upon such suggestions, the committee shall meet at scheduled and agreed upon times but any member of the committee may call a meeting for disposition of an identified pressing safety or health problem. The committee shall also research and propose stress reduction and other health and wellness programs. Costs for committee meetings, including authorized expenses for committee members, shall be borne by Local 1000.

## **SECTION 4 — COMPUTERS**

Precautions will be taken to ensure the health and safety of employees using computers. Upon promulgation of standards by appropriate government bodies, Local 1000 and the employees will conform their practices for use of computers to such standards. Until such standards are promulgated, Local 1000 and the employees shall observe Cal-OSHA computer ergonomics guidelines. Such guidelines shall be distributed to all employees.

- (A) For those employees required to use computers for an average of four (4) or more hours per day on a regular basis, the following provisions will apply:
- (1) Each employee is encouraged to obtain an eye examination prior to the commencement of work on the system and thereafter at six (6) month intervals, pursuant to the applicable medical and optical plans, if any. Local 1000 will pay for eye examinations not covered by the applicable medical or optical plan, if any.
  - (2) If an employee is required by his/her doctor to wear special glasses for the purpose of working at a computer screen, the employee will obtain such special glasses pursuant to the applicable medical or optical plan. To the extent the cost of such special glasses exceeds the amount covered by any such plan, Local 1000 shall reimburse the differences up to a maximum of \$150.00 each calendar year.
  - (3) Employees will not be required to work at a computer screen for more than fifty (50) minutes in any one (1) hour.
  - (4) Local 1000 shall provide and employees shall use all computer safety equipment mandated by government standards. In addition, Local 1000 will provide upon request easily positioned document holders, foot rests, wrist rests and, if a computer operator's duties require simultaneous use of a telephone and typing or other data entry on a regular basis, a telephone headset.

## **SECTION 5 — STRESS**

The Parties to this Agreement recognize employees may suffer from stress from various sources, both within and outside the workplace. Both the employer and employee should seek ways to minimize such stress.

## **SECTION 6 — LOCAL REGULATIONS/ORDINANCES**

The Parties agree that, other provisions of this contract notwithstanding, Local 1000 shall comply with all local regulations regulating health and safety, including no smoking ordinances. Compliance with such regulations or ordinances shall not constitute violation of this agreement.

# ARTICLE 19

## TRANSFERS

### SECTION 1 — INVOLUNTARY TRANSFER

(A) Local 1000 retains the right to assign employees to work locations as needed and to transfer employees from one work location to another. Local 1000 shall make reasonable efforts to avoid involuntary transfers. Employees who refuse an involuntary transfer shall not be terminated, but may be subject to Article 20, Layoffs and Reemployment. An involuntary transfer which requires an employee to change his/her residence shall be entitled to the following:

- (1) Local 1000 shall pay a total of no more than thirty (30) calendar days per diem at the new location to allow time for suitable housing to be obtained.
- (2) Local 1000 shall pay living expenses not to exceed four (4) days for his/her spouse at the new location to allow time for suitable housing to be obtained. Local 1000 may, at its discretion, grant additional days if unusual circumstances should arise.
- (3) Local 1000 shall bear the expense of transportation (excluding meals) to allow the employee to return home for weekends during the thirty (30) day period as specified in subsection (1).
- (4) Reasonable and authorized costs of moving household or personal effects including such items as furniture, clothing, musical instruments, household appliances, food and other items which are usual or necessary for the maintenance of a household shall be borne by Local 1000.
- (5) An additional amount up to one thousand five hundred dollars (\$1,500) shall be allowed for miscellaneous costs if these costs are incidental to the move and supported by an explanation of the costs incurred.
- (6) If the employee is required to break a lease at his/her former residence, Local 1000 shall pay such costs as are itemized and documented, but not to exceed sixty (60) days' rent. Deposits and fees are specifically excluded and shall not be reimbursable under this provision.
- (7) The employee shall be given reasonable time not to exceed five (5) days, with pay, upon request, to relocate.

(B) An employee who believes they are being involuntarily transferred for retaliation purposes may file a grievance in accordance with Article 10.

## **SECTION 2 — VOLUNTARY TRANSFER**

Whenever Local 1000 requests a transfer of a permanent employee, an employee requests a transfer or an employee accepts a promotion which would reasonably result in a change of residence, the employee may be compensated, in whole or in part, in accordance with Article 19, sections 1(A)(1)-(7). An employee cannot be disciplined or otherwise sanctioned for refusing a voluntary transfer.

# **ARTICLE 20**

## **LAYOFFS AND REEMPLOYMENT**

### **SECTION 1 — PURPOSE**

When it becomes necessary because of lack of work or lack of funds, Local 1000 may lay off employees pursuant to this Article.

### **SECTION 2 — PROCEDURE**

- (A) When Local 1000 has prior knowledge of an impending layoff, Local 1000 shall notify the Union of such impending layoff at the time Local 1000 acquires the knowledge. Any employee and the Union shall be notified that he/she is to be laid off thirty (30) days prior to the effective date of layoff.
  
- (B) Layoffs shall be made in accordance with the seniority scores of the permanent employees in the classification of layoff within the employees covered by the bargaining unit.
  - (1) In determining seniority scores, one (1) point shall be allowed for each continuous month of full-time Local 1000 service. Effective July 1, 1999, service that is less than full-time shall receive seniority credit at the percentage rate that is equivalent to his/her time base. Employees working less than half-time (1/2) on the effective date of this Agreement shall continue to receive credit at the previous contractual rate of one-half (1/2) the rate for full-time service.
  
  - (2) Order of the layoff when combined scores are equal, as between two (2) or more employees having the same layoff score, shall be determined by earliest date of hire and, in the event of the same date of hire, giving preference for retention to the employee whose name is drawn by lot.
  
- (C) In lieu of being laid off an employee may elect lateral transfer or demotion to any classification in which he/she had served under permanent status; or a classification in the same line of work as the classification of layoff, but of lesser or equivalent responsibility in such-classification as designated by the demotion ladder charts attached hereto as Attachment 2 of this Agreement.
  - (1) To be considered for demotion or lateral transfer in lieu of layoff, an employee must notify the Talent Management Department in writing of his/her election not later than five (5) working days after receiving the notice of layoff.
  
  - (2) Conditional notices of layoff may be issued to employees potentially affected by employees being laid off exercising their rights pursuant to this

Article. The date of receipt of the conditional notice of layoff shall begin the thirty (30) day period required by section 2(A) of this Article.

- (3) Employees may be permanently transferred to replace employees who have been laid off, provided that such transfers shall be made in accordance with the relative seniority of employees as determined in Section 2 (B) of this Article.
  - (4) An employee who elects demotion or lateral transfer to a classification in which he/she has not held permanent status shall serve a trial period in accordance with Article 5, Section 11. Failure to successfully complete the trial period shall cause the employee to be subject to the layoff period.
  - (5) All persons serving a conditional promotion, trial period or temporary upgrade shall be returned to that classification in which he/she holds permanent status prior to any layoffs, if layoffs would affect either of the classifications involved.
- (D) Any employee replaced by such a demotion or lateral transfer has the same option of demotion or lateral transfer afforded by section 2(C) of this Article and Subsections thereof as if his/her position has been abolished or discontinued. Any employee demoted or laterally transferred pursuant to this Article shall receive the maximum of the salary range of that classification to which he/she is demoted or laterally transferred; provided that such salary is not greater than the salary he/she received in his/her classification prior to demotion or lateral transfer.
- (E) Reemployment lists shall be established for the classifications affected by layoff. Such lists shall remain in force for a period of two (2) years from the effective date of the layoff. Such lists shall take priority over the hiring of new personnel. The affected employee shall keep his/ her current address on file with Local 1000 and Local 1000 shall notify by mail said employee of any vacancy for which he/she is eligible.
- (F) Any employee laid off pursuant to this Article shall receive four (4) weeks' severance pay upon the effective day of termination; one (1) additional month's Local 1000 contributions to health, dental and vision plans; and \$400 for job placement or resume preparation services.

### **SECTION 3 — REASSIGNMENT OF WORK**

The duties performed by an employee laid off pursuant to this Article may be assigned to any other employee or employees on Local 1000 staff holding positions in the appropriate classifications. Local 1000 shall attempt to minimize any increases in workload resulting from a layoff.

#### **SECTION 4 — SENIORITY LIST**

Local 1000 shall provide the Union with an updated seniority list for all members of the bargaining unit every six (6) months.

# **ARTICLE 21 RELATIONSHIPS**

## **SECTION 1 — ZIPPER CLAUSE**

This Agreement expresses the total understanding of the Parties on the subject of wages, hours, conditions of employment and all matters pertaining to the relations between Local 1000 and the Union. It represents and is the result of concessions made by both Parties, which have included a number of matters initially proposed by both Parties as subjects for inclusion in this Agreement but which were later dropped or modified as a result of and in exchange for concessions on other matters which were proposed. The Parties acknowledge further that each had the unlimited right in these negotiations to propose any matters which are proper subjects for collective bargaining. Accordingly, any matter, economic or non-economic, raised in writing in the negotiations that produced this Agreement, is specifically waived by both Parties as subject for bargaining during the life of this Agreement. Nothing contained herein, however, shall interfere with an employee's right to raise a grievance which involves a claim that Local 1000 has violated a specific clause of this Agreement. The specific provisions of this Agreement shall be the sole source of any rights which the Union or any member of the bargaining unit may charge Local 1000 has violated in raising a grievance.

## **SECTION 2 — MODIFICATION OF AGREEMENT**

No agreement, alteration, understanding, variation, waiver or modification of any terms or conditions or covenants herein shall be made by any employee or group of employees with Local 1000, unless agreement is made and executed in writing between the Parties contained herein.

## **SECTION 3 — LIMITATION ON PAST PRACTICES**

- (A) The specific provisions of this Agreement shall be the sole source of the rights of the Union and any employee covered by this Agreement. The Parties herein agree that the relations between them shall be governed by the terms of this Agreement only; no prior agreements, amendments, modifications, alterations, additions or changes, oral or written, shall be controlling or in any way affect the relations between the Parties, or the wages, hours and working conditions. This section shall not restrict the parties' rights to cite past practice to indicate the proper interpretation of ambiguous contract language.
- (B) If Local 1000 changes or proposes to implement matters within the scope of representation not otherwise covered by this Agreement, and more than a de minimis number of employees are affected, Local 1000 will notify the Union prior to the proposed change. Upon request of the Union, Local 1000 will negotiate with the Union about the proposed changes, except that in the event of an

impasse, there shall be no mediation of the dispute and Local 1000 will be free to implement its final proposal.

#### **SECTION 4 — SAVINGS CLAUSE**

It is understood and agreed that if any part of this Agreement is in conflict with mandatory federal or state laws, that such part shall be suspended and the appropriate mandatory provision shall prevail and the remainder of this Agreement shall not be affected thereby. In the event that a term or provision of this Agreement is rendered invalid as provided in this section, the Union or Local 1000 shall have the right to reopen negotiations on the specific subject covered by such term or provision.

#### **SECTION 5 — SECTION TITLES AND CAPTIONS**

It is understood and agreed that section titles and captions appearing in this Agreement are utilized only for ease of reference and not deemed to alter, change, or modify in any way the specific provisions of the sections themselves, and such titles and captions are not deemed to confer rights, benefits, or obligations on either Party.

#### **SECTION 6 — ASSIGNABILITY OF CONTRACT**

The provisions of this Agreement shall be binding upon Local 1000 and its successors and assigns; and all the terms and obligations contained herein shall not be affected or changed in any respect by the consolidation, merger, sale, affiliation or assignment of Local 1000 of any or all of its property, or affected or changed in any respect by any change in the legal status of Local 1000.

#### **SECTION 7 — STAFF EXPECTATIONS**

All staff shall be treated in a professional and respectful manner. If a Local 1000 member files a written complaint against a staff member, a copy of the complaint shall be given to the staff member within ten (10) working days of receipt of the complaint by Local 1000.

#### **SECTION 8 — JOINT LABOR/MANAGEMENT COMMITTEE**

- (A) Local 1000 and the Union agree to establish a Joint Labor/Management Committee.
- (B) This Joint Labor/Management Committee may be used to address issues involving staff-Local 1000 membership relations.

- (C) Such a Committee shall not be considered a forum for bargainable issues nor an extension and/or substitute for the grievance procedure.
- (D) The Committee shall consist of an equal number of representatives for the Union and Local 1000.
- (E) This Committee shall meet at least quarterly or at the request of either party.

# **ARTICLE 22**

## **SCOPE OF ASSIGNMENT**

### **SECTION 1 — PURPOSE**

It is the purpose of this Article to improve the understanding between the employee and his/her supervisor concerning the scope of the employee's assignment, to enhance professionalism, and to insure a high quality of service to Local 1000 members.

### **SECTION 2 — DESCRIPTION OF POSITIONS**

Employees are encouraged to discuss the scope of their assignment with their supervisor and to make suggestions which will enhance their effectiveness in performing assigned duties. If through these discussions, the supervisor determines a written description of an employee's position would improve the understanding of the employee and/or supervisor of the scope of the assignment, a written statement may be prepared. Such statement may include the major goals and objectives for the assignment as they relate to the overall goals and objectives of Local 1000, some of the more significant duties for the position, and new concepts which the employee and/or his/her supervisor may wish to try to achieve.

### **SECTION 3 — LIMITATIONS**

Nothing in this Article shall preclude Local 1000 from modifying, adding to, or subtracting from any of the assignments, duties, responsibilities or other aspect of an employee's assignment at any time, provided that no employee shall be required to perform duties at a higher level than that for the classification he/she holds except as provided for in Article 6 (Training) and/or sections 3, 5 and 6 of Article 5 (Employment Practices) of this Agreement.

### **SECTION 4 — CHANGES OF ASSIGNMENT**

- (A) All employees will be given at least seven (7) days written notice prior to making a permanent change in their work assignment.
  
- (B) Factors to be considered in making changes in the work assignment of Organizer/Union Representative and Senior Organizer/Union Representative may include, but are not limited to, the following:
  - geography and travel time,
  - the number of work locations,
  - the number of employees represented,
  - steward areas of jurisdiction.

# **ARTICLE 23**

## **DURATION**

### **SECTION 1 — CONTRACT TERM**

Subject to ratification, this Agreement shall remain in full force and effect upon ratification through October 1, 2024, unless modified or terminated in accordance with the following provisions.

### **SECTION 2 — MODIFICATION OR TERMINATION OF AGREEMENT**

Should either Party wish to modify or amend any provision of this Agreement, or to terminate said Agreement, as of September 30, 2017, or thereafter, notice of the desire to modify, amend or terminate the Agreement shall be provided in writing to the other Party not more than ninety (90) calendar days nor less than sixty (60) calendar days prior to September 30, 2017, or any subsequent named expiration date.

### **SECTION 3 — NOTICE TO TERMINATE**

In the event notice of such desire to modify or amend this Agreement has been given as provided above, either Party may terminate the Agreement effective on or after the expiration date of the Agreement by giving the other Party ten (10) calendar days advance written notice of such termination. During the period following receipt of such notice to terminate, all provisions of the Agreement will remain in full force and effect and efforts to reach agreement will be continued.

### **SECTION 4 — TERMINATION**

In the event no agreement has been reached by the effective date of the notice to terminate, all rights and obligations under the Agreement will become void and the Agreement will terminate.

### **SECTION 5 — LOSS OF BENEFITS ON TERMINATION**

The provisions of this Agreement establishing certain rights and benefits for the Union and the employees shall be coextensive with the term of this Agreement and these rights and benefits shall cease and terminate on the termination date of this Agreement, except that they shall cease and terminate sooner where it is so provided.

**IN WITNESS**

**IN WITNESS WHEREOF**, the Parties, by their duly authorized officers and representatives have hereunto and to a duplicate original hereof, set their Hands this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

For SEIU Local 1000:

For the Union:

\_\_\_\_\_  
Richard Louis Brown, President

\_\_\_\_\_  
Joyce Thomas-Villaronga, President

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Donna Snodgrass, Chief of Staff

\_\_\_\_\_  
Ahjamu Umi, Chair Bargaining Team

\_\_\_\_\_  
Anne Giese, Chief Counsel

\_\_\_\_\_  
Alan Goldstein, Bargaining Team

\_\_\_\_\_  
Alex Arnone, HR Director

\_\_\_\_\_  
Felecia Hernandez, Bargaining Team

\_\_\_\_\_  
Kenny Sims, Research Director

\_\_\_\_\_  
Brian Hoeber, Bargaining Team

\_\_\_\_\_  
Denye Versher, CFO

\_\_\_\_\_  
Brian Polejes, Bargaining Team

\_\_\_\_\_  
Karla Swanson, HR Coordinator

\_\_\_\_\_  
Roger White, Bargaining Team

## **SIDE LETTER #1 JOB SPECIFICATIONS & DEMOTIONAL LADDERS**

No later than six (6) months after the ratification of this agreement, at UAWs request, the parties shall meet and review the job specifications and demotional ladders attached to this agreement.

## **SIDE LETTER #2 GEO PAY**

Upon Ratification of the 2021 MOU, UAW 2350 and Local 1000 shall set up a Joint Labor Management Committee (JLMC) to conduct a joint Geo Pay study that shall include a report on the feasibility and cost of implementing Geo Pay for UAW Employees.

- (A) This JLMC shall consist of three (3) UAW 2350 employees and three (3) Local 1000 management representatives.
- (B) This committee shall have up to one year from ratification of the 2021 MOU to complete its Geo Pay study.

# ATTACHMENT #1 JOB SPECIFICATIONS

<i>Accountant .....</i>	<i>80</i>
<i>Account Technician .....</i>	<i>81</i>
<i>Administrative Assistant .....</i>	<i>82</i>
<i>Administrative Technician.....</i>	<i>84</i>
<i>Attorney .....</i>	<i>85</i>
<i>Business Systems Analyst.....</i>	<i>86</i>
<i>Communications Specialist .....</i>	<i>87</i>
<i>Computer Support Specialist.....</i>	<i>88</i>
<i>Computer Support Technician I &amp; II .....</i>	<i>89</i>
<i>Database Administrator.....</i>	<i>90</i>
<i>Driver, Mail Machine Operator, Courier.....</i>	<i>91</i>
<i>Graphics/Composition Technician .....</i>	<i>92</i>
<i>Legal Assistant (Graduate).....</i>	<i>93</i>
<i>Legal Secretary .....</i>	<i>94</i>
<i>Legislative Advocate.....</i>	<i>95</i>
<i>Legislative Secretary .....</i>	<i>96</i>
<i>Member Resource Center Representative .....</i>	<i>97</i>
<i>Membership Data Technician.....</i>	<i>98</i>
<i>Office Technician .....</i>	<i>99</i>
<i>Organizer in Training .....</i>	<i>100</i>
<i>Organizer/Union Representative/Senior Union Representative.....</i>	<i>102</i>
<i>Payroll Services Technician I &amp; II .....</i>	<i>104</i>
<i>Political/Community Organizer .....</i>	<i>106</i>
<i>Program Specialist – Special Services.....</i>	<i>1077</i>
<i>Programmer.....</i>	<i>1088</i>
<i>Research Analyst.....</i>	<i>1099</i>
<i>Research Assistant.....</i>	<i>11010</i>

<b>Secretary.....</b>	<b>1111</b>
<b>Senior Account Technician.....</b>	<b>112</b>
<b>Senior Attorney.....</b>	<b>113</b>
<b>Senior Communications Specialist.....</b>	<b>115</b>
<b>Senior for Educational Development and Training.....</b>	<b>116</b>
<b>Senior Office Technician.....</b>	<b>117</b>
<b>Senior Political/Community Organizer.....</b>	<b>118</b>
<b>Senior Research Analyst.....</b>	<b>120</b>

# **JOB SPECIFICATIONS**

## **Accountant**

The Accountant prepares financial reports and statements for the Local Union and approximately four dozen District Labor Councils. S/he is responsible for preparing monthly closing, statements and variance reports in accordance with appropriate accounting control procedures.

### **DUTIES:**

- Process and document financial transactions, perform reconciliations and maintain appropriate documentation.
- Establish, maintain, and implement accounting controls.
- Write, establish and communicate accounting policies and budgeting procedures.
- Monitor and review reports for accuracy.
- Analyze and review expenditures and variances.
- Report variances to senior management on a monthly basis.
- Resolve discrepancies.
- Develop and maintain records.
- Interact with auditors.
- Assist in developing an annual operating budget and consult with department management on budget planning.
- Train new staff and others on accounting procedures.
- Other duties as assigned.

### **QUALIFICATIONS:**

- A Bachelor's Degree in Accounting.
- 2 years accounting experience.
- Knowledge of finance, accounting, budgeting, and cost control procedures including variance reporting and Generally Accepted Accounting Principles.
- Knowledge of financial and accounting software applications.
- Knowledge of federal and state financial regulations, including Sarbanes-Oxley.
- Excellent interpersonal and communications skills.
- Proficiency with Microsoft office and database functions and management.
- Ability to travel occasionally and work occasional overtime or weekends.

### **NOTE:**

- Demotion path to administrative technician/equivalent to program specialist.

# **JOB SPECIFICATIONS**

## **Account Technician**

**DUTIES:** Performs accounting work of average difficulty including, but not limited to, the following:

- Prepares and checks payrolls and invoices.
- Gathers, tabulates and proofreads statistical and financial data.
- Keeps financial records using independent judgement.
- Posts, checks, balances and adjusts accounts.
- Schedules, indexes and files bills, vouchers, documents and other paper.
- Makes arithmetic calculations and checks statistical and accounting tables and records.
- Assists in preparing reports.
- Operates a telephone console, taking messages and/or directing calls to the appropriate extension, in the immediate work area.
- Performs other related duties as required.

### **ELIGIBILITY:**

**Education:** Equivalent to a 12th grade education.

**Experience:** One (1) year of experience in keeping or reviewing financial or statistical records.

**Note:** Accounting-related education may be substituted for the required experience on the basis of one (1) year of education for each six (6) months of experience.

**Other:** Knowledge of the methods, practices and terminology used in accounting.

# **JOB SPECIFICATIONS**

## **Administrative Assistant**

**Job Description:** Responsible for directing and coordinating the administrative work for a Local 1000 director, department or program. The successful candidate will manage large quantities of complex materials, data and records and serve as lead on special projects, conferences, workshops or other specialist programs. Duties include some or all of the following:

- Coordinates and integrates the work activities of several organizational segments ensuring completion of projects.
- Receives correspondence for the director, routes mail or response to appropriate parties and follows up to ensure completed actions.
- Maintains the director's calendar; screens visitors and callers and answers inquiries involving established procedures on routine matters.
- Coordinates the work flow with other departments or field staff; revises or clarifies procedures to resolve conflicts or eliminate duplication of work.
- Ensures that requests for actions or information are directed to appropriate staff as required; ensures that information requests are furnished in a timely manner.
- Maintains software programs and filing systems that are relevant to area operations; integrates data from the various departments; provides data for programs and produces regular and special reports from databases.
- Analyzes information and assists in writing and preparing materials and presentations for campaigns, conferences, workshops, conventions, meetings, mailings, etc. .
- Controls administrative functions within the department including budget, leave reports, supplies and files.
- Trains other support staff and distributes administrative support activities when applicable.

### **Duties unique to this position:**

- Supports the director in all meetings including but not limited to notifying members; preparing materials, maintaining and distributing minutes; maintaining other records in accordance with legal requirements.
- Maintains a central calendar of important dates, meetings and events.
- Prepares filings under the direction of management staff and legal and technical consultants.
- Works to facilitate communications about ongoing or anticipated initiatives and campaigns with member leaders.

**Job Qualifications:** Graduation from high school or equivalent. AA degree in administrative sciences and five (5) years of increasingly responsible administrative experience or a combination of

education and experience that would provide for the following knowledge, skills and abilities

- Thorough knowledge of modern office procedures and practices.
- Knowledge of unions or other advocacy groups.
- Proficiency in software programs including but not limited to Microsoft Word, Access, Excel, and Power Point.
- Ability to analyze problems, collect data and make sound, logical conclusions.
- Ability to plan, organize and coordinate.
- Ability to communicate effectively, both orally and in writing.
- Ability to type 65 words per minute.
- Ability to develop proficiency in software package(s) required by the department.
- Ability to set priorities and work independently on multiple projects with minimal supervision.

**Duties unique to this classification:**

- Ability to develop effective working relationships with diverse groups of individuals.
- Ability to meet established deadlines.
- Ability to maintain a high level of attention to detail.

# **JOB SPECIFICATIONS**

## **Administrative Technician**

**DUTIES:** Performs a wide range of difficult fiscal, analytical and administrative functions. Promotion to this class is limited to those positions designated by Local 1000. Duties of this classification may include, but are not limited to, the following:

- Coordinating the work of other employees.
- Accumulating, analyzing and reporting statistical and fiscal data.
- Developing the best method to complete complex office operational tasks from among a variety of alternatives.
- Representing the Association before the state employer on matters involving the payroll withholding of dues, fees and benefit premiums.
- Directly assisting in the administration of a Local 1000 department, in addition to the full range of secretarial duties, relieves the appropriate Local 1000 manager of delegated non-management tasks.
- Coordinating chapter or regional approved benefit mailings.
- Conducting the annual membership/insurance check.
- Coordinating the voluntary chapter travel accident insurance plan.
- Enrolling staff in and maintaining records of enrollments/changes in the staff health and welfare plans and assisting staff in obtaining appropriate benefits under the plans.
- Maintaining liaison with representatives of the State Controller's office and DPA relative to Local 1000-sponsored benefit plans.
- Independently establishing and maintaining complex filing systems relating to the program assigned.
- Responding to routine correspondence and telephone calls.
- Performing other related duties as required.

### **ELIGIBILITY:**

Education: Equivalent to completion of two (2) years of college.

Experience: Three (3) years' experience in performing difficult and complex administrative, accounting, statistical and/or business services functions.

Note: Up to two (2) additional years of experience may be substituted for the required education on the basis of one (1) year of experience being equivalent to one (1) year of education.

# **JOB SPECIFICATIONS**

## **Attorney**

**DUTIES:** The attorney classification performs a wide variety of legal work representing Local 1000 and its member in both general law and labor law matters. The duties include, but are not limited to, the following:

- Advising, counseling and representing Local 1000 and the members before courts and administrative bodies.
- Giving written and oral legal advice.
- Preparing and reviewing legal documents.
- Acting as technical advisor to various Association bodies and officials.
- Assisting, advising and training other employees in the area of employer/employee relations.
- Drafting and analyzing legislation and regulations.
- Performing legal research.
- Performs other related duties as required.

### **ELIGIBILITY:**

**Education:** Graduation from an accredited law school.

**Experience:** None.

**Note:** Accredited means accredited by the American Bar Association or the State Bar of California.

**Other:** Active membership in the State Bar of California.

**Other:** Possession of a valid California driver's license and automobile.

# **JOB SPECIFICATIONS**

## **Business Systems Analyst**

**DUTIES:** Performs duties of a highly technical nature involving project/process management and the operation of the business services programs. Duties may include, but are not limited to, the following:

- Working independently as a high level technical specialist, analyzing data, processes, work-flow and system interaction, identifying problems, reasoning logically, drawing valid conclusions, and developing effective solutions.
- Advising and training staff and members on matters regarding use of business systems services and technical data needs; providing quality controls for routine computer services, including the coordination, functionality and maintenance of computer equipment and applications.
- Coordinating the work of support staff.
- Performing other related duties as required.

### **ELIGIBILITY:**

**Education:** Equivalent to graduation from college.

**Experience:** Three (3) years of experience in fiscal, management, insurance or research fields or two (2) years as a research assistant or an administrative technician at Local 1000.

**Note:** Additional qualifying experience may be substituted for a maximum of four (4) years of the required education on a year-for-year basis.

# **JOB SPECIFICATIONS**

## **Communications Specialist**

**DUTIES:** Performs a wide range of communications functions including, but not limited to, the following:

- Obtaining and preparing information for communications media such as writing articles, news releases and speeches concerning Local 1000 activities; editing Local 1000 publications, bulletins and articles.
- Taking photographs.
- Assisting in keeping files relevant to the communications function
- Aids the Association, its members and official bodies in communications and in carrying out the objectives of the Association.
- Performs other related duties as required.

### **ELIGIBILITY:**

**Education:** Equivalent to two (2) years of college.

**Experience:** Three (3) years of experience in a relevant field of communications.

**Note:** Four (4) years of paid experience in professional writing or journalism shall be deemed to meet both the education and experience eligibility requirements.

# **JOB SPECIFICATIONS**

## **Computer Support Specialist**

**DUTIES:** Performs duties of a highly technical nature involving the maintenance of the computer services program(s). Duties may include but not be limited to:

- Add new users to the network and manage accounts (i.e., security access, printer access, etc.)
- Add new users to e-mail and manage e-mail accounts (e.g., e-mail, address book, calendaring, etc.)
- Ordering, configuring and installing new PC's or terminals on the network.
- Setting up new network printers and managing print queues.
- Troubleshooting basic PC hardware and operating problems.
- Providing MS Office and desktop application support.
- Providing anti-virus and SPAM removal support.
- Backing up and restoring information to the network PC's.
- Maintaining system documentation and logs.
- Performing other related duties as required.

### **ELIGIBILITY:**

**Education:** Associate's Degree in a computer-related field and/or applicable certifications in specific technologies or products.

**Experience:** At least four (4) years experience supporting similar information systems environments.

### **ADDITIONAL QUALIFICATIONS:**

**Customer Service:** including customer-oriented telephone and e-mail abilities that respond quickly, competently and patiently to user requests.

**Problem Solving:** gathering information, troubleshooting, evaluating options and offering good solutions.

**Product and Technical Knowledge:** Understanding both the overall system environment, such as system maintenance, workstation support, Internet connectivity and security services, as well as specific products in use.

**Training:** presenting complex technical information to non-technical audiences. The ability to develop and deliver instructional training is preferred.

# **JOB SPECIFICATIONS**

## **Computer Support Technician I & II**

### **DUTIES: Computer Support Technician I**

Provides first level help desk support including, but not limited to, the following:

- Sets up computers, printers, and held-held devices for staff.
- Troubleshoots basic PC hardware and operating system.
- Provides desktop application support.
- Develops and maintains database for tracking support calls, repairs, and inventory of PC hardware and software installed on the network.
- Prepares any necessary correspondence to work with staff, management, and vendors.
- Performs other duties as assigned.

### **DUTIES: Computer Support Technician II**

The duties of the Computer Support Technician II would encompass all those of the Computer Support Technician I. At times this level would be called upon to perform any or all of the lower duties and would also be responsible for the following:

- Personally handles the most difficult trouble-shooting and provides oversight and assistance of the Computer Support Technician I position.
- Coordinates the ordering of equipment and supplies between vendors and Local 1000.
- Adds new users to the staff Intranet and manages accounts (i.e., security access, usernames, and passwords, etc.).
- Develops content for the staff Intranet.
- Trains and assists in the development of other staff members in the department.
- Performs other duties as assigned.

### **ELIGIBILITY: Computer Support Technician I**

**Education:** Possession of a two year degree or a certification equivalent.

and

**Experience:** Six months to two years of experience in performing help desk functions or basic troubleshooting.

### **ELIGIBILITY: Computer Support Technician II**

**Education:** Possession of a two year degree or a certification equivalent.

and

**Experience:** Two years of experience in performing help desk functions or basic troubleshooting.

**Note:** Two years of experience may be substituted for the required education on the basis of one (1) year of experience being equivalent to one (1) year of education.

# **JOB SPECIFICATIONS**

## **Database Administrator**

This position is responsible for database administration and provides primary support and maintenance for multiple database projects and hardware platforms.

### **DUTIES:**

#### **Planning and installation:**

- Monitors and manages database growth and capacity
- Coordinates and performs database upgrades
- Tests and corrects errors
- Selects and implements database management tools to simplify monitoring and support of multiple databases

#### **Maintenance and Optimization:**

- Monitors database performance and performs necessary maintenance
- Writes policies and procedures related to daily operations, data backup and recovery
- Writes database administration policies and procedures, and troubleshoots issues or problems as they arise
- Monitors data security and audit trails

#### **Server Process ID Management:**

- Responsible for the Microsoft SQL Server database
- Assists users with report writing functions
- Provides technical guidance and support to other staff and customers
- Trains users and assists them with writing reports and analysis

#### **Security:**

- Ensures data is backed up and procedures are in place to restore and recover data
- Tests and documents reliability of back-up systems
- Ensures confidentiality of data is managed appropriately

### **QUALIFICATIONS:**

- Bachelor's degree in Computer Science or Information Technology or related field of study
- Five (5) years' experience in an information technology support role, including three (3) years' experience in systems management, upgrades and maintenance activities and one (1) year experience with database administration.

# **JOB SPECIFICATIONS**

## **Driver, Mail Machine Operator, Courier**

**DEFINITION:** Performs varied clerical and messenger duties for Local 1000 including, but not limited to, the following:

### **DUTIES:**

- Drives a management-owned vehicle as directed.
- Monitors servicing of an assigned management-owned vehicle.
- Picks up, delivers and sets up/breaks down materials for Union fairs and various meetings throughout the State.
- Picks up and drops off members and staff as directed.
- Provides messenger services as required.
- Picks up, sorts, and distributes supplies and mail.
- Operates less complex equipment such as postage meters, staplers, folders, collators and copiers.
- Updates mail slots as needed.
- Maintains and distributes office supplies and forms.
- Performs other related duties as required.

### **ELIGIBILITY:**

**Education:** Equivalent to a 12th grade education.

**Experience:** None.

**Other:** Possession of a Valid California driver's license.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of mailing equipment.

Knowledge of mailing requirements, including USPS and UPS.

Ability to relate to the public.

Ability to lift up to 60 pounds.

# **JOB SPECIFICATIONS**

## **Graphics/Composition Technician**

**DEFINITION:** Under general supervision to create graphic design and line copy using sophisticated computer software and imaginative creativity to produce camera ready copy for photo offset printing in typeset form; construct design layouts and illustrations; checks quality control; effectively communicate with clients, pre-press and press operations and adapt and apply new technologies to graphics and layout design for organizational projects.

**TYPICAL TASKS:** This is a journey level position. Operates computers with sophisticated software systems to create illustrations, graphics, color combinations for creative effect, visual representations for client approval, half tones, duo tones, and multi-color work; creating camera ready formats with registration within .005 of an inch; consults with clients on color coordination and product design; maintains quality control; works with pre-press and press operations to achieve client results; trains employees in the use of equipment and processes; maintains originals, records and files; maintains inventory and submits orders for supplies; and performs other Printing Plant duties as required.

**KNOWLEDGE AND ABILITIES:** Knowledge of complex computer systems for printing applications and an expertise in graphics software, inventory, filing and scheduling systems; knowledge of multi-color work, pre-press and press operations, color schemes for visual effect, typography, layout design, grids and composition; ability to master complex software programs, design effective layouts, communicate with clients, crop photos and illustrations for design and illustrative effect, understand computer logic, type in excess of 65 words per minute accurately, communicate effectively and train others.

**MINIMUM QUALIFICATIONS:** Three (3) years recent full time paid experience in operating a state-of-the-art graphics-oriented computer/composition system utilizing the most up-to-date software;

or

Two (2) years of college with a concentration in visual communications, graphic design, printing technology and computer applications.

**ADDITIONAL QUALIFICATIONS:** Visual color acuity; 20/30 corrected eyesight; the ability to work in a noisy environment and adhere to safety practices; handling hazardous materials; ability to lift up to 60 pounds.

# **JOB SPECIFICATIONS**

## **Legal Assistant (Graduate)**

**DUTIES:** The legal assistant works with attorneys in the legal division as an assistant doing entry level legal work including, but not limited to, the following:

- Performing legal research.
- Interviewing witnesses.
- Investigating.
- Serving legal papers.
- Performs other related duties as required.

### **ELIGIBILITY:**

**Education:** Recent graduation from an accredited law school.

**Experience:** None.

**Note:** This is a transitional classification. Failure to pass the California State Bar examination within nine (9) months of entering this classification will result in automatic termination.

**Note:** Accredited means accredited by the American Bar Association or the State Bar of California.

# **JOB SPECIFICATIONS**

## **Legal Secretary**

**DUTIES:** Performs the full range of legal secretarial work including, but not limited to, the following:

- Types in draft or final form on either a computer, typewriter or word processor from notes, handwritten materials or transcription using correct form.
- Takes and transcribes dictation.
- Operates a telephone console, taking messages and/or directing calls to the appropriate extension.
- Maintains and operates case calendaring system in compliance with legal requirements.
- Sets up and maintains files.
- Requisitions and maintains office supplies.
- Handles routine copying and distribution of materials.
- Acts as administrative aide to assigned staff.
- Maintains law library.
- Performs other related duties as required.

### **ELIGIBILITY:**

**Education:** Equivalent to completion of the 12th grade.

**Experience:** Three (3) years of experience as a legal secretary and/or similar experience in a law office environment.

**Other:** Proficiency at typing 70 words a minute. Proficiency in proofreading skills and knowledge of grammar rules. Knowledge of legal terminology, state and federal court rules and procedures. Demonstrable knowledge of legal citation form, familiarity with legal publications, legal library filing and updating material, and calendaring. Proficiency and familiarity with word processing programs (e.g. WordPerfect) and legal calendaring support software (e.g. Abacus).

# **JOB SPECIFICATIONS**

## **Legislative Advocate**

**DUTIES:** Under direction of the Administrator for Governmental Affairs, to act as full-time Local 1000 legislative advocate; to participate in the development of Local 1000's legislative program; to work cooperatively with Local 1000's various internal divisions; to assist in the development and implementation of legislation; to develop and maintain close professional relationships with members of the State Legislature; to appear before the committees of the legislature as necessary; to support Local 1000's legislative goals and objectives; and to perform other related work as required . The duties include, but are not limited to, the following:

- Confers directly with appropriate legislators and staff consultants regarding Local 1000's legislative program.
- Maintains close liaison with state department staff to gain their support of bills sponsored or supported by Local 1000.
- Confers with officials and legislative representatives of other employee organizations to develop mutual interest and support for Local 1000's program.
- Represents Local 1000's views on legislation to appropriate committees of the legislature.
- Provides support to assigned divisions in developing legislative proposals and including member involvement in the achievement of legislative objectives.
- Attends Board of Directors and other Local 1000 meetings when directed to.
- Analyzes legislative and administrative reactions to Local 1000's programs and makes recommendations.
- Provides general assistance in implementing Local 1000's political action program.
- Coordinates with research, Local 1000's political action committee and other appropriate staff in achieving Local 1000's legislative objectives.

### **ELIGIBILITY:**

**Education:** Equivalent to graduation from college.

**Experience:** Either (1) — One (1) year in a Local 1000 or state class equivalent in level to Labor Relations Representative; or (2) — broad and extensive (more than three [3] years) experience in activities which would develop a comprehensive knowledge of legislative representation as practiced in California, at least one (1) year of which must have been paid experience performing related legislative duties.

**Note:** Additional qualifying experience may be substituted for a maximum of four (4) years of the required education on a year-for-year basis.

**Other:** Willingness to travel frequently; willingness to work unusual hours; sympathetic understanding of the personnel problems of state employees.

# **JOB SPECIFICATIONS**

## **Legislative Secretary**

**DUTIES:** The Legislative Secretary performs the full range of duties for the classification of Secretary Range A, with additional responsibilities that may include, but are not limited to, the following:

- Maintains legislative bill files, with appropriate copies of bills, amended bills, committee analysis, position letters, research and background information.
- Maintains hearing calendar, with appropriate committee and floor hearing dates, legislative deadlines and other appropriate legislative activities.
- Researches status of current and past legislation and the state budget.
- Advises staff and members on the status of legislation.
- Maintains records, files and reports for Fair Political Practices Commission.
- Drafts correspondence relating to pending legislation, including position papers.
- Monitors legislative hearings, and report on content of hearing, vote count, and status of bills.
- Distributes and collect bill analyses from staff.
- Attends Governmental Affairs Committee meetings, prepare reports and minutes from meetings, and provide support to committee members.
- Schedules meetings with legislators for members and staff.
- Maintains and updates schedules of fund raising event.
- Maintains records and coordinates disbursements of PAC funds.
- Performs other related duties as required.

### **ELIGIBILITY:**

**Education:** High School Diploma or Completion of 12th grade equivalency examination.

**Experience:** One (1) year of service at Local 1000 in the classification of Secretary, with one (1) year experience working as a legislative secretary for a legislator or full time lobbyist

or

Three (3) years of full time experience working as a legislative secretary for a legislator or full time lobbyist.

**Other:** Demonstrated knowledge of legislative process and procedure, state budget process, and California political process. Proficiency in typing of 70 words per minute.

# **JOB SPECIFICATIONS**

## **Member Resource Center Representative**

Member Resource Representatives work in a call center as the first point of contact for members seeking advice or representation. They respond to inquiries by advising on contract administration, State Personnel Board and other administrative rules, and providing assistance or referring persons to other staff within the Local Union.

### **DUTIES:**

- Answering telephone calls.
- Documenting, logging and tracking calls in a database.
- Problem solving.
- Interpreting contract language and state policies.
- Advising callers on their rights and options.
- Recognizing trends in customer calls and alerting the Coordinator.
- Providing on-the-job training to new representatives.
- Contributing to a collaborative team effort.
- Other duties as assigned.

### **QUALIFICATIONS:**

- Strong interpersonal and communication skills.
- Excellent customer service and listening skills.
- Multi-tasking, analytical and problem-solving skills.
- Experience prioritizing and completing work with tight deadlines in a fast-paced environment.
- Knowledge or understanding of collective bargaining.
- Knowledge of labor law, policies, practices and procedures.
- Intermediate ability with Microsoft Office, particularly Excel.
- Ability to type 30 words per minute.
- A college degree is preferred but not required.

# **JOB SPECIFICATIONS**

## **Membership Data Technician**

**DUTIES:** Performs work in membership data section including, but not limited to, the following:

- Records data and maintains records on Local 1000 members and feepayers.
- Receives, verifies and processes member applications.
- Calculates dues/fees for members and feepayers.
- Processes MasterCard/VISA payments for special members.
- Prepares billings, receives payments and verifies dues for “small office” employees.
- Processes and verifies monthly dues tape for UC members.
- Develops and maintains directories, files and databases on members and feepayers.
- Answers inquiries and processes complaints from members and feepayers.
- Prepares letters and memo.
- Retrieves data from computer systems and microfiche.
- Performs general clerical work.
- Operates telephone console taking messages and/or directing calls to the appropriate extension in the immediate work area.
- Performs other related duties as required.

### **ELIGIBILITY:**

**Education:** Equivalent to a 12th grade education.

**Experience:** One (1) year of experience in keeping or reviewing financial or statistical records.

**Note:** Accounting related education may be substituted for the required experience on the basis of one (1) year of education for each six (6) months of experience.

**Other:** Knowledge of the methods, practices and terminology used in accounting.

# **JOB SPECIFICATIONS**

## **Office Technician**

**DUTIES:** Performs general typing and office functions including, but not limited to, the following:

- Types in draft or final form on either computers, typewriters or word processors from handwritten materials or transcription.
- Operates a telephone console, taking messages and/or directing calls to the appropriate extension.
- Processes various forms and applications and responds to members' inquiries.
- Establishes and maintains various files.
- Prepares tables, charts and graphs and assists in compiling and tabulating statistical data.
- Handles routine copying and distribution of materials.
- Performs other related duties as required.

### **ELIGIBILITY:**

**Education:** Either equivalent to completion of the 12th grade in a business (clerical/secretarial) curriculum; or completion of a business school curriculum; or completion of a clerical work experience training program.

**Experience:** None.

**Other:** Proficiency in typing of 55 words per minute.

**Note:** One (1) year of work experience as a clerk typist outside of Local 1000 may be substituted for the required education.

# **JOB SPECIFICATIONS**

## **Organizer in Training**

Under the direction of the Chief of Staff or her/his designee, completes a formal and informal training program, including extensive on-the-job training, designed to develop the skills necessary to advance into the journey level Union Representative/Organizer classification.

### **Distinguishing Characteristics**

This is an entry level Organizer classification. To promote to a Union Representative/Organizer position, the incumbent must successfully advance through the fourth step of this classification.

**DUTIES:** The required duties, which may or may not be continuously performed, include, but are not limited to, the following:

- Identify, recruit, train and develop worksite leaders and stewards.
- Lead, motivate and mobilize worksite leaders, stewards and members in internal and external organizing, politics, community alliance building and other union activities.
- Develop and maintain effective communication networks in worksites, including writing and distributing leaflets, notices, newsletters, emails and other materials among worksite leaders, stewards and members.
- Visit members and potential members at their homes.
- Create and maintain lists and charts, which may include input on, and operation of, computerized database systems.
- Work with worksite stewards and leaders to represent members through the grievance and arbitration system, as well as mobilizing members to take action around issues in the worksite.
- Effectively advance the Union's positions in community groups, political groups, and labor councils and with local, state and federal officials and legislative bodies.
- Conduct research and analyze data.
- Prepare and present clear, concise and complete verbal and written reports.
- Perform other related duties as required.

### **ELIGIBILITY:**

- Experience as a union steward or officer, or as an organizer in a field other than labor (community, social justice, environmental, etc.), or proven ability to carry on the responsibilities of the job.
- Leadership and motivational skills.
- Effective written and verbal communication skills and the ability to listen actively and frame issues.

- Analytical skills directed towards strategic planning, and the ability to deal with conflicting/ changing priorities.
- Ability to establish and maintain rapport with widely varied ethnic, occupational and social groups.
- Basic computer skills, such as Word, Excel, Power Point, Access and email programs.
- Ability to work within timelines under pressure and general supervision.
- Willingness to work long and irregular hours and participate in all union wide activities.
- Willingness to travel and work in different locations for determined periods of time.
- Valid driver's license, working automobile and valid auto insurance with minimum level of coverage required by staff union contract.
- Commitment to social justice and building power for workers.

# **JOB SPECIFICATIONS**

## **Organizer/Union Representative/Senior Union Representative**

### **DEFINITION:**

Under the direction of the Chief of Staff or her/his designee, primary responsibility in an assigned area for the full range of organizing, leadership development and representation of a diverse membership .

### **DISTINGUISHING CHARACTERISTICS:**

This is a journey level union representative/organizer classification. To promote to a Senior Union Representative/Organizer, the employer shall consider such factors as skills, qualifications, ability and overall work record and prior work experience in promoting a Union Representative to a Senior position beginning the fifth year as a Representative.

To be designated as Senior Representatives employees will be evaluated on proficiency in the following activities:

- Serve as, or assist, the lead staff negotiator in negotiating bargaining unit side tables or complex statewide meet and confers, and coordinate the statewide activities of assigned bargaining units or departments.
- Represent individuals or the Union in arbitration or final level hearings (excluding expedited arbitration) and assist in preparation of required briefs or exhibits or preparation of witnesses.
- Plan and execute member actions, plan and implement successful voter identification, COPE fundraising and GOTV efforts.
- Plan and coordinate internal and /or external organizing campaigns or components of contract campaigns, including leadership of staff and active member organizing committees, coordination of research, communications, legal and field components, planning and execution of member actions, planning and implementation of successful GOTV efforts, and the ability to anticipate and respond to employer tactics.
- Provide leadership, mentoring and training in the areas listed above to OITs and/or Union Representatives.
- The employer shall provide appropriate training opportunities to qualify a Representative for promotion to a Senior position, including classroom and on-the-job training and exposure to work in one or more other areas other than the one to which the employee is assigned.

Promotion to Senior is contingent on receiving annual appraisals with no item noted as needing improvement in the year prior to the promotion. Annual appraisals are intended to be non-disciplinary in nature. A decision to deny promotion to Senior Representative will not be made for arbitrary or capricious reasons.

**DUTIES:** The required duties, which may or may not be continuously performed, include, but are not limited to, the following:

- Identify, recruit, train and develop worksite leaders and stewards.
- Lead, motivate and mobilize worksite leaders, stewards and members in internal and external organizing, politics, community alliance building and other union activities.
- Develop and maintain effective communication networks in worksites, including writing and distributing leaflets, notices, newsletters, emails and other materials among worksite leaders, stewards and members.
- Visit members and potential members at their home.
- Create and maintain lists and charts, which may include input on, and operation of, computerized database systems.
- Coordinate field campaigns in support of contract campaigns, meet and confers and the resolution of other worksite issues.
- Serve as the lead staff negotiator in bargaining unit negotiations and meet and confers.
- Provide training and guidance to negotiating committees.
- Work with worksite stewards and leaders to represent members through the grievance and arbitration system, as well as mobilizing members to take action around issues in the worksite.
- Process grievances and appeals up to and including final level of SPB, PERB, NLRB or arbitration, including investigation, preparation of witnesses, exhibits and briefs, and general development of cases.

# **JOB SPECIFICATIONS**

## **Payroll Services Technician I & II**

### **DUTIES: PAYROLL SERVICES TECHNICIAN I**

- Reviews, corrects and keeps detailed numerical, financial and confidential data.
- Coordinates and administers a variety of payroll plans, voluntary deduction programs, retirement Health Benefit plans, disability insurance plans, and income tax withholding requirements.
- Reviews Fair Share Fee Reporting Forms for compliance with Association policy, accuracy of mathematical calculations and proper approvals in accordance with Human Resources and/or management.
- Prepares and distributes new Fair Share Fee Reporting Forms for each payroll period; verifies and distributes all paychecks in headquarters and to all out-stationed employees.
- Makes timely deposits of all State and Federal taxes and files quarterly State and Federal tax returns.
- Reconciles and remits all payroll deductions, and reconciles payroll accounts to the General Ledger.
- Maintains accounts receivable ledger for retirees' insurance; bills pension fund trustee account for CSEA's pro-rata share.
- Prepares any necessary technical correspondence; responds to Federal, State, and local inquiries concerning employment, periods of disability and wage assignments.
- Provides assistance to all staff, and works closely with Human Resources and management.

### **DUTIES: PAYROLL SERVICES TECHNICIAN II**

The duties and knowledge of the Payroll Services Technician II would encompass all those of the Technician I. At times this level would be called upon to perform any or all of the lower duties and would be specifically responsible for the following specialized duties of the higher level:

- Responsible for all coordination and remittance of all invoices relating to employee and retiree insurance benefit plans.
- Prepares quarterly and annual wage summaries and reconciliations, and reports of miscellaneous non-employee payments.
- Maintains payroll software with upgrades as needed, as well as preparing reports on the report writer.
- Personally handles the most difficult transactions and provides oversight and technical assistance of the Technician I position.

### **ELIGIBILITY: PAYROLL SERVICES TECHNICIAN I**

**Education:** Possession of a high school diploma or a certification of equivalence of graduation from the 12th grade.

and

**Experience:** Two (2) years of experience in performing difficult and complex administrative, accounting, statistical and/or business services functions.

**ELIGIBILITY: PAYROLL SERVICES TECHNICIAN II**

**Education:** Possession of Associate Arts Degree Program or a certificate demonstrating the completion of two (2) years of college coursework.

and

**Experience:** Three (3) years of experience in performing difficult and complex administrative, accounting, statistical and/or business services functions. Demonstrated knowledge of laws, rules and regulations, and bargaining contract provisions affecting payroll or deduction programs, procedures and policies of the processing of payroll transaction documents.

**Note:** For the Payroll Services Technician II, up to two (2) additional years of experience may be substituted for the required education on the basis of one (1) year of experience being equivalent to one (1) year of education.

# **JOB SPECIFICATIONS**

## **Political/Community Organizer**

**DEFINITION:** The Political Organizer is an entry level position. Incumbent is responsible for assisting in the implementation of SEIU Local 1000's political, community coalition and legislative programs. The duties range from increasing grass roots involvement by implementing the union's political program in the work sites to assisting member union leaders in developing the COPE Program, determining campaign priorities and recommending candidate endorsements.

### **DUTIES:**

- Under the leadership of the Senior Political Organizer and the supervision of the Political Field Manager, works with other staff and members to implement the Union's political program at the work site level.
- Works with members and other staff to develop grassroots political structures and programs in the workplace and the community.
- Assists the Senior Political Organizer in training staff and activists in political campaign tactics.
- Under the leadership of the Senior Political Organizer and the supervision of the Political Field Manager, works with other labor unions, progressive groups and allies, to form coalitions in support of the union's political agenda.
- Works with members to increase COPE contributions by implementing programs to educate and recruit COPE members.

### **ELIGIBILITY:**

**Experience:** A minimum of one (1) year paid or volunteer experience in grassroots political programs, assisting in the coordination of political campaigns and/or implementing community organizing campaigns.

**Desirable Qualifications:** Demonstrated success in coordinating political campaigns, building strategic coalitions to influence public policy and knowledge of the California state legislature and labor unions. Strong commitment to social justice.

**Other:** Possession of a valid California driver's license, reliable automobile and valid automobile insurance.

# **JOB SPECIFICATIONS**

## **Program Specialist – Special Services**

**DUTIES:** Performs duties of a highly technical nature involving the operation of the special services program. Duties may include, but are not limited to, the following:

- Working independently as a high level technical specialist, analyzing data and situations, identifying problems, reasoning logically, drawing valid conclusions, and developing effective solutions.
- Independently working on special programs and developing material and procedures for these programs, which may include, but is not limited to:
  - Statewide Child Care
  - Staff Retirement Plan
  - Political Action
  - Business Services
  - Elections
  - Employer-Paid Benefits
- Coordinating the work of support staff.
- Performing other related duties as required.

### **ELIGIBILITY:**

**Education:** Equivalent to graduation from college.

**Experience:** Three (3) years of experience in fiscal, management, insurance or research fields or two (2) years as a research assistant or an administrative technician at Local 1000.

**Note:** Additional qualifying experience may be substituted for a maximum of four (4) years of the required education on a year-for-year basis.

**Note:** Ability to comprehend complicated state and federal regulations.

# **JOB SPECIFICATIONS**

## **Programmer**

**DUTIES:** Reviews, analyzes and modifies programming systems including encoding, testing, debugging and documenting programs. Has knowledge of commonly-used concepts, practices and procedures. Primary job functions require exercising independent judgment. Duties may include, but not be limited to:

- Provide reports on project development status to supervisor on a regular and timely basis.
- Provide technical consultation in new systems development and enhancement of existing systems.
- Participates in production support and problem resolution activities.
- Tests and debugs programs for accuracy and functionality.
- Analyses, designs and develops new programs and maintains, modifies and enhances existing systems and programs.
- Coordinates database design and implementation with assigned manager.
- Performs other related duties as required.

### **ELIGIBILITY:**

**Education:** Equivalent to graduation from college.

**Experience:** Three (3) years of experience programming in Microsoft .NET, VISUAL STUDIO, SQL 2000/2005.

### **ADDITIONAL SKILLS AND KNOWLEDGE:**

- Strong team-oriented interpersonal and communication skills
- Strong knowledge and understanding of structured analysis and technical design techniques.
- Strong analytical and problem-solving skills
- Ability to develop applications on multiple operating systems.
- Knowledge of object-oriented analysis, design and knowledge of Visual Studio .NET environment, particularly C#.
- Solid knowledge of Microsoft SQL, along with DB2 and MySQL.

# **JOB SPECIFICATIONS**

## **Research Analyst**

**DUTIES:** Performs the full range of analytical and research functions including, but not limited to, the following:

- Defining research needs.
- Doing statistical and other research.
- Organizing and analyzing accumulated data.
- Preparing written and oral reports and presentations.
- Making presentations on behalf of the Association and its members.
- Being a technical advisor to various Association bodies and officials.
- Assisting, advising and training other employees and members as assigned.
- Performs other related duties as required.

### **ELIGIBILITY:**

**Education:** Equivalent to graduation from college.

**Experience:** Three (3) years of experience in employer/employee relations, fiscal, management, insurance or research fields or two (2) years as a research assistant at Local 1000.

**Note:** Four (4) years as a researcher or as a field representative at Local 1000 or as a research assistant at Local 1000 shall be deemed to meet both the education and experience eligibility requirements.

# **JOB SPECIFICATIONS**

## **Research Assistant**

**DUTIES:** The research assistant performs analytical and research functions including, but not limited to, the following:

- Does statistical and other research.
- Under direction, organizes and analyzes accumulated data.
- Prepares written and oral reports.
- Develops graphs and charts.
- Maintains an adequate library of source material.
- Maintains necessary files.
- Performs other related duties as required.

### **ELIGIBILITY:**

**Education:** Equivalent to completion of two (2) years of college.

**Experience:** Three (3) years experience in performing analytical, statistical and research work.

**Note:** Local 1000 experience as a secretary or senior clerical may be substituted for up to one (1) year of experience is equivalent to six (6) months of the required education.

# **JOB SPECIFICATIONS**

## **Secretary**

**DUTIES:** The secretary performs the full range of difficult and responsible secretarial duties including, but not limited to, the following:

- Types in draft or final form on either computers, typewriters or word processors from notes, handwritten materials or transcription using correct form.
- Records and prepares minutes from meetings.
- Prepares responses to routine correspondence.
- Acts as administrative aide to assigned staff.
- Handles meeting arrangements and reservations.
- Operates a telephone console, taking messages and/or directing calls to the appropriate extension.
- Processes various forms and applications and responds to members' inquiries.
- Establishes and maintains complex filing systems.
- Prepares tables, charts and graphs and assists in compiling and tabulating statistical data.
- Handles routine copying and distribution of materials.
- Knowledge of a variety of software application programs.
- Performs other related duties as required.

### **ELIGIBILITY:**

**Education:** Equivalent to completion of the 12th grade.

**Experience:** Two (2) years of experience at Local 1000 performing duties as an office technician, or three (3) years of experience in a responsible secretarial position.

**Other:** Proficiency in typing of 55 to 65 words a minute.

**Note:** Business related education may be substituted for up to one (1) year of the required experience on the basis of one (1) year of education being equivalent to six (6) months of experience.

# **JOB SPECIFICATIONS**

## **Senior Account Technician**

**DUTIES:** Performs the more difficult and complex accounting functions, including, but not limited to, the following:

- May coordinate the work of a major functional unit within the accounting section.
- Prepares and checks payrolls and invoices.
- Gathers, tabulates and proofreads statistical and financial data.
- Keeps financial records using independent judgement.
- Posts, checks, balances and adjusts accounts.
- Schedules, indexes and files bills, vouchers, documents and other paper.
- Makes arithmetic calculations and checks statistical and accounting tables and reports.
- Prepares reports, statements and analyses.
- Operates a telephone console, taking messages and/or directing calls to the appropriate extension within the immediate work area.
- Performs other related duties as required.

### **ELIGIBILITY:**

**Education:** Equivalent to a 12th grade education.

**Experience:** Three (3) years of experience in keeping or reviewing financial or statistical records; or two (2) years experience in the Local 1000 accounting unit.

**Other:** Knowledge of the methods, practices and terminology used in accounting.

# **JOB SPECIFICATIONS**

## **Senior Attorney**

**DUTIES:** The Senior Attorney is a classification that coordinates and directs the work and the significant activities of the Legal Division. Promotion to this classification is limited only to those positions designated by the affiliate or due to operational needs. A senior attorney also performs a wide variety of complex or significant legal work representing Local 1000 and/or its members in both general law and labor law matters. The duties include, but are not limited to the following:

- Exercising professional judgment in the development of complex or significant legal theories to be pursued or strategies to be utilized by Local 1000 within its jurisdiction.
- Compiling analysis, reports or results of the legal activities, analyzing the information and reporting it to management.
- Documenting the achievement of Legal Division goals, strategies and/or directives, analyzing the results, and making reports or recommendations for improvement.
- Aiding Local 1000 staff and members in understanding and complying with the provisions of Local 1000 policies and providing oversight for the various appeals filed thereunder.
- Coordinating and directing the work of other employees in accordance with established policies.
- Demonstrating the ability to handle the most complex cases in applicable areas of law.
- Demonstrating the ability to maintain positive working relationships with other employees and members, and demonstrating a commitment to the policies and directives of Local 1000.
- Providing leadership, mentoring and training in one or more substantive areas of law to other staff attorneys as applicable, on either a regional or statewide basis.
- All those duties of the Attorney classification.

### **ELIGIBILITY:**

**Education:** Graduation from an accredited law school. Accredited means accredited by the American Bar Association or the State Bar of California.

### **Experience:**

- A. At least five (5) years of responsible and continuous full-time experience in the practice of law, including:
- B. Either (1) at least three (3) years at Local 1000 in the classification of Attorney which must have included independent preparation and completion of the full range of legal matters handled by Local 1000; or

(2) at least three (3) years of experience performing legal duties in a position of complexity equivalent to a Local 1000 staff attorney, which must have included the types of independent preparation and completion of the full range of legal matters such as specified in (1) above; and

C. At least two (2) years of responsibility for and supervision of at least one (1) practicing attorney and/or a distinct legal office.

**Other:** Active membership in the State Bar of California. Possession of a valid California driver's license and automobile and appropriate insurance.

# **JOB SPECIFICATIONS**

## **Senior Communications Specialist**

**DUTIES:** Performs the most difficult and complex communications functions. These duties may include, but are not limited to, the following:

- Exercising professional judgment in the planning and execution of major internal and external communications programs and campaigns for Local 1000.
- Providing editorial oversight for the creation and production of organizational research and position papers.
- Assisting in the formulation and implementation of organizational and divisional communications policies and strategies.
- Under management direction, coordinating the work of other Communications Specialists and/or other designated staff.
- Developing and providing oversight on major communications projects and publications.
- Performing all of the duties of the Communication Specialist classification.
- Performing other related duties as required.

### **ELIGIBILITY:**

**Education:** Four (4) year college degree.

**Experience:** Four (4) years of experience in a relevant field of communications or two (2) years of experience as a Local 1000 Communications Specialist.

# **JOB SPECIFICATIONS**

## **Senior for Educational Development and Training**

**DEFINITION:** The Senior for Educational Development and Training develops and implements SEIU Local 1000's training programs for leaders and staff and coordinates other special projects.

### **DUTIES:**

- Works with members and staff to develop educational programs.
- Writes and tests training modules to develop the skills of rank and file leaders and staff.
- Trains staff and member-trainers to present modules on an ongoing basis.
- Coordinates schedules for various workshops.
- Works with staff to monitor recruitment and turnout for workshops.
- Revises Steward Manual when necessary.
- Identifies and coordinates outside training and educational materials for staff.
- Produces educational pieces for Steward's File.

### **ELIGIBILITY:**

**Experience:** A minimum of four (4) years of experience as a full time Union Representative/Worksite Organizer. Equivalent experience and/or training may be substituted for experience as a Labor Relations Representative and should include significant education/training experience.

**Other:** Possession of a valid California driver's license and automobile.

# **JOB SPECIFICATIONS**

## **Senior Office Technician**

**DUTIES:** The Senior Office Technician performs difficult clerical work including, but not limited to, the following:

- Coordinates the work of other clerical employees.
- Types in draft or final form on computers, typewriters or word processors from hand written materials or transcription using correct form.
- Operates a telephone console, taking messages and/or directing calls to the appropriate extension.
- Processes various forms and applications and responds to members' inquiries.
- Establishes and maintains various office files.
- Prepares tables, charts and graphs and assists in compiling and tabulating statistical data.
- Handles routine copying and distribution of materials.
- Does other related work as required.

### **ELIGIBILITY:**

**Education:** Equivalent to completion of the 12th grade.

**Experience:** At least two (2) years of experience in a position at the office technician level.

**Other:** Proficiency in typing of 70 words a minute.

# **JOB SPECIFICATIONS**

## **Senior Political/Community Organizer**

### **DEFINITION:**

Under the direction of the Political Field Director, primary responsibility in an assigned area for the full range of political and community organizing in electoral, legislative, and community campaigns, as well as organizing and leadership development at the worksite.

### **DISTINGUISHING CHARACTERISTICS:**

This is a journey level political/community organizer classification. To promote to a Senior Political/ Community Organizer, the employer shall consider such factors as skills, qualifications, ability, overall work record and prior experience in promoting a Political/ Community Organizer to a senior position beginning in the fifth year as an Organizer.

To be designated as Senior Organizers employees will be evaluated on proficiency in the following activities:

- Plan and coordinate legislative and budget campaigns on issues important to state employees.
- Plan and coordinate political electoral campaigns, including leadership of staff, volunteers and active member organizing committees, coordination of communications, legal and field components, planning and execution of member activities, and planning and implementation of successful voter identification and GOTV efforts.
- Plan and coordinate COPE giving campaigns, including training of members and staff, developing worksite materials, producing reports on giving of leaders and developing strategies for reaching more broadly into worksite leadership structures.
- Develop and coordinate external community plans and political campaigns in support of bargaining and internal campaigns.
- Develop and lead regional and statewide programs to influence legislators and leaders, including leadership of staff, volunteers and active member organizing committees, coordination of research, communications, and legal and field components.
- Provide leadership, mentoring and training in the areas listed above.
- The employer shall provide appropriate training opportunities to qualify an organizer for promotion to a Senior position, including classroom and on-the-job training and exposure to work in one or more areas other than the one to which the employee is assigned.

Promotion to Senior is contingent on receiving annual appraisals with no item noted as needing improvement in the year prior to the promotion. Annual appraisals are intended

to be non-disciplinary in nature, a decision to deny promotion to senior organizer will not be made for arbitrary or capricious reasons.

**DUTIES:**

The required duties, which may or may not be continuously performed, include, but are not limited to, the following:

- Train staff and activists in political electoral, legislative and initiative campaigns.
- Coordinate field campaigns in support of electoral, legislative and initiative campaigns.
- Train worksite leaders and staff to participate in COPE giving campaigns and integrate COPE into other programs of the Union.
- Organize hearings, train members to testify before various governmental bodies.
- Form coalitions with constituency groups to advocate for the Union's agenda.
- Develop political leadership skills with member leaders, including visiting home, worksite, and DLC meetings, provide modeling and guidance in political campaigns.
- Coordinate and train leaders to represent the organization's program to central labor councils, other unions and community organizations.
- Create and maintain lists and charts, which may include input on, and operation of, computerized database systems.
- Communicate with high level of proficiency orally and in writing, minimal editing necessary.

# **JOB SPECIFICATIONS**

## **Senior Research Analyst**

**JOB DESCRIPTION:** The Senior Research Analyst performs the most difficult and complex analytical and research functions, including but not limited to, the following:

- Performs all duties of the Research Analyst.
- In addition to defining research needs, designs and implements major research projects to achieve the organization's research objectives, including an analysis of research methods and sources necessary to carry out the research project.
- Project management of assigned research projects from conception to completion.
- Coordinates research activities and strategies of research analysts assigned by management to a research project, acting as lead research analyst on those projects.
- As assigned, provides guidance and coordinates mentoring among the research analyst team.
- As directed, acts as a technical research advisor to union officers, senior staff, member-leaders and others.
- Prepares and delivers reports, memoranda and presentation for and to officers, senior staff, member-leaders and others as necessary.
- Performs other related duties as assigned.

### **ELIGIBILITY:**

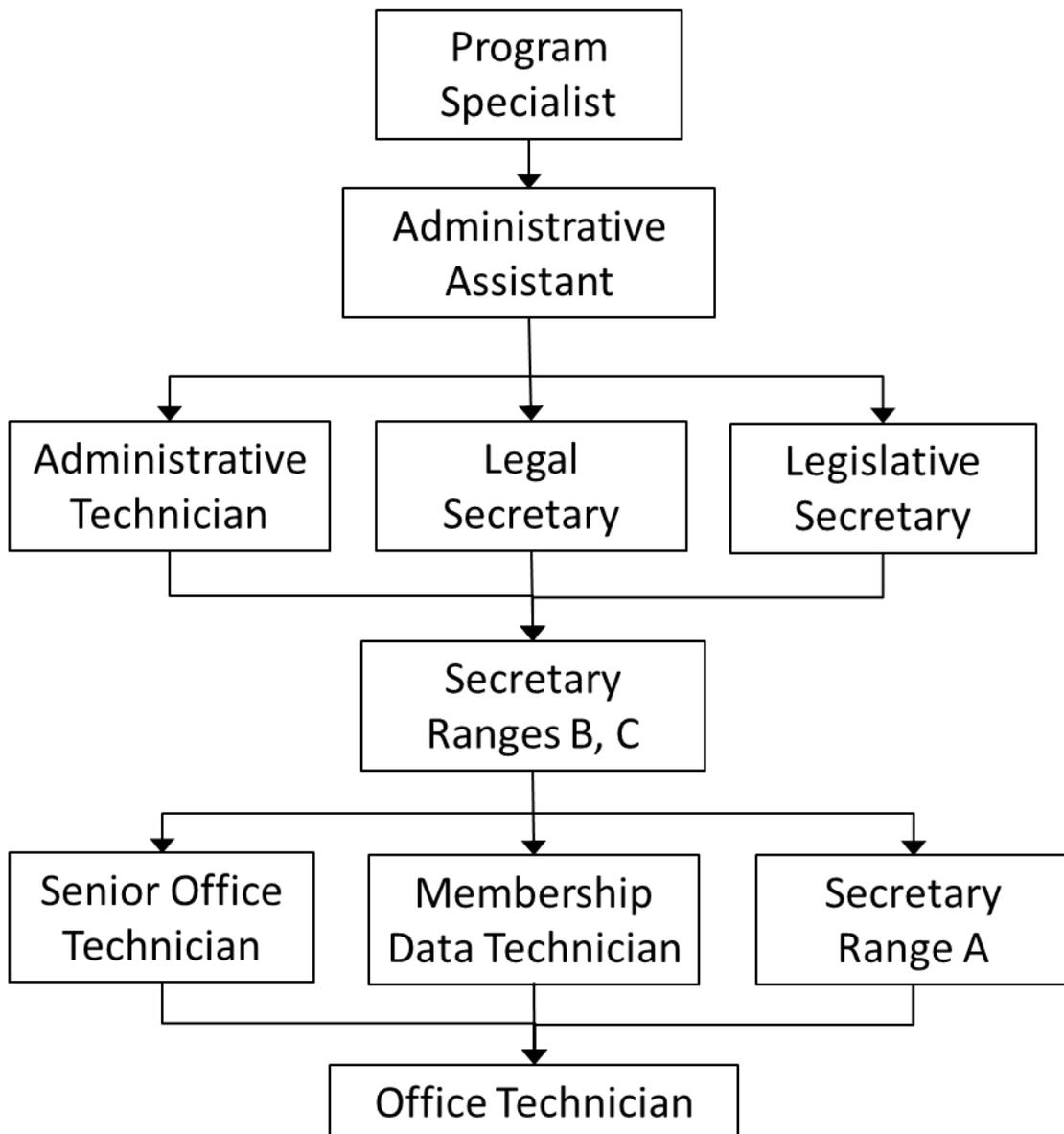
**Education:** Equivalent to a Graduate Degree requiring systematic training in research methodologies generally utilized in the social sciences, statistics, business administration, or law. Comparable skills and knowledge obtained through research experience may substitute for the Graduate degree if applicant can demonstrate comparable analytical capacity. In those instances a B.A., B.S., or similar degree is still required.

**Experience:** Three years of experience doing complex analytical work using advanced research methodologies relevant to any of the following subject matter: employee/ employer relations, political economy/economics, public policy, political science, law, finance, election campaigns, corporate social responsibility campaigns, social policy, demography, sociology, or budget analysis.

**Note:** Possession of a reliable automobile, valid driver's license and required automobile insurance.

## ATTACHMENT #2 DEMOTION LADDER

Program Specialist, Administrative Assistant, Administrative Technician, Legal Secretary, Legislative Secretary, Secretary (A), (B), (C), Senior Office Technician, Membership Data Technician, Office Technician



## Demotion Ladder

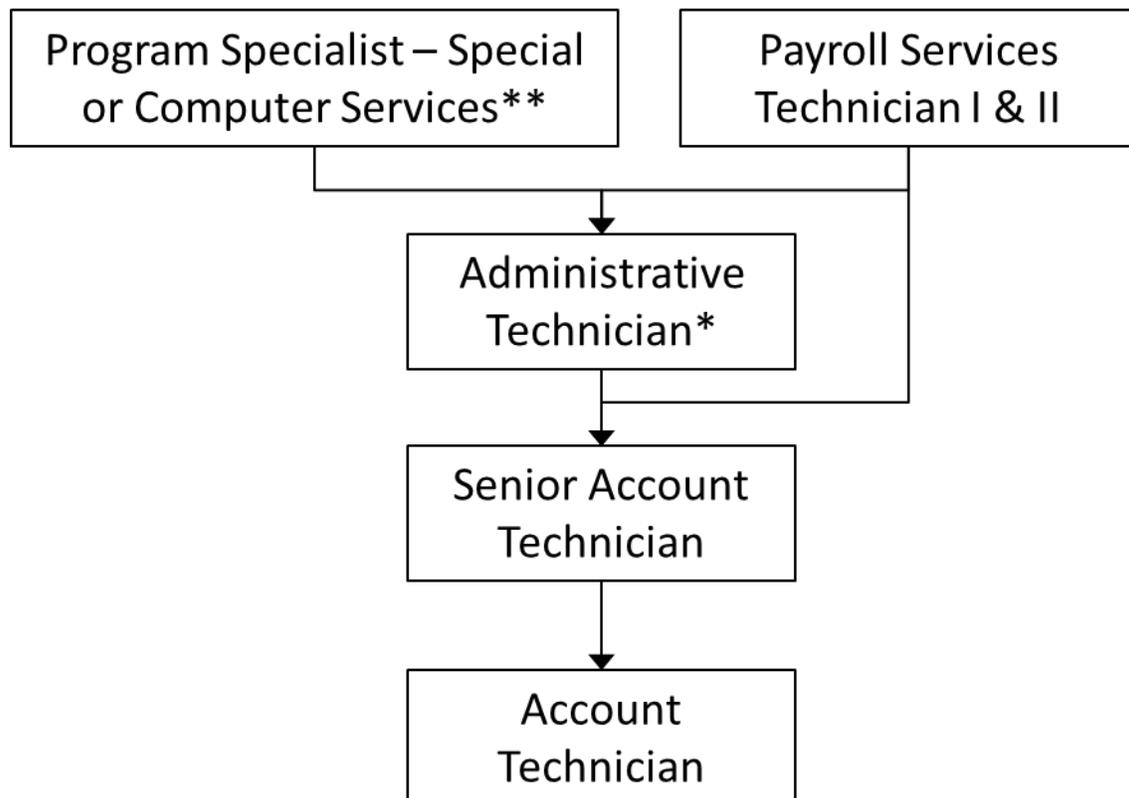
Program Specialist - Special or Computer Services\*\*

Payroll Services Technician I & II

Administrative Technician\*

Senior Account Technician

Account Technician



\* Applies only to Administrative Technicians who perform duties related to classifications utilized in Administrative Services.

\*\* Applies only to Program Specialists assigned duties in Administrative Services.

## Demotion Ladder

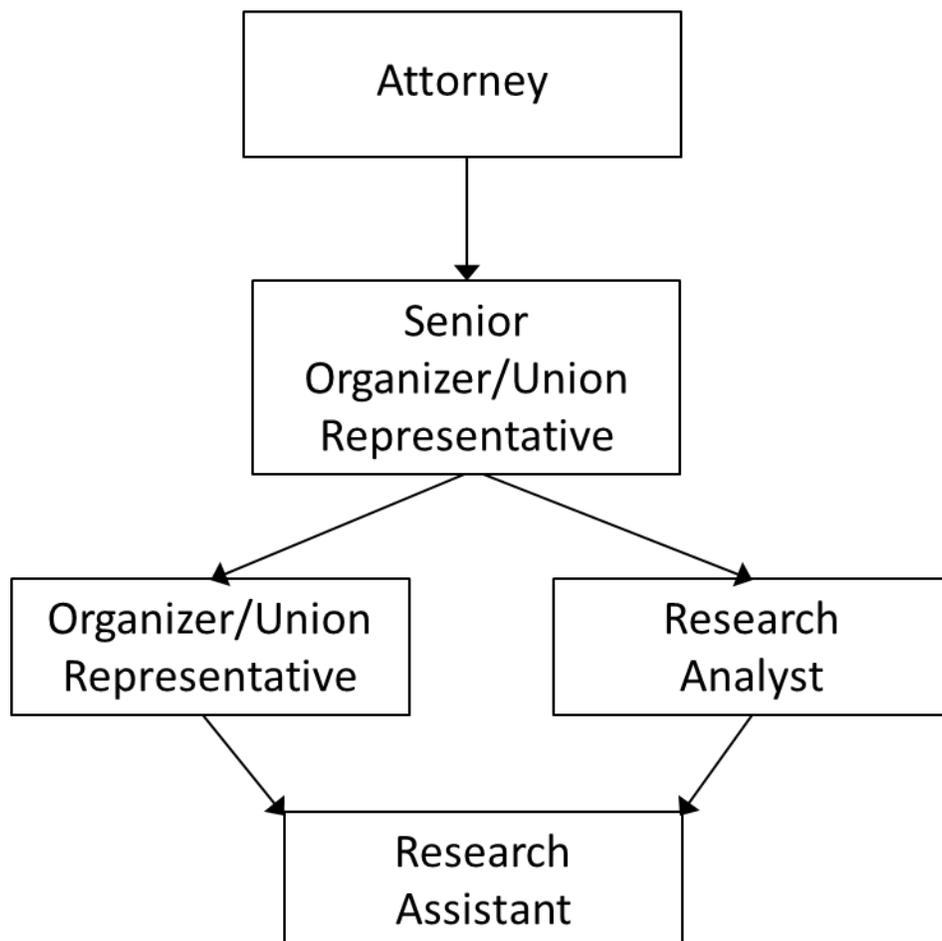
Attorney

Sr. Organizer/Union Representative

Organizer/Union Representative

Research Analyst

Research Assistant

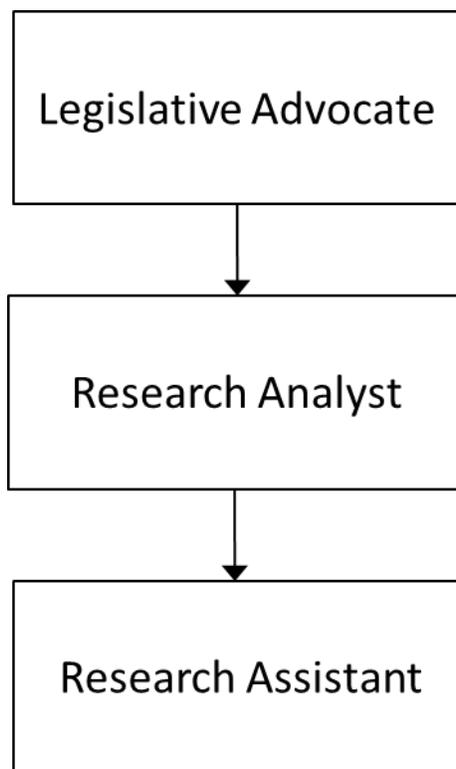


## Demotion Ladder

Legislative Advocate

Research Analyst

Research Assistant



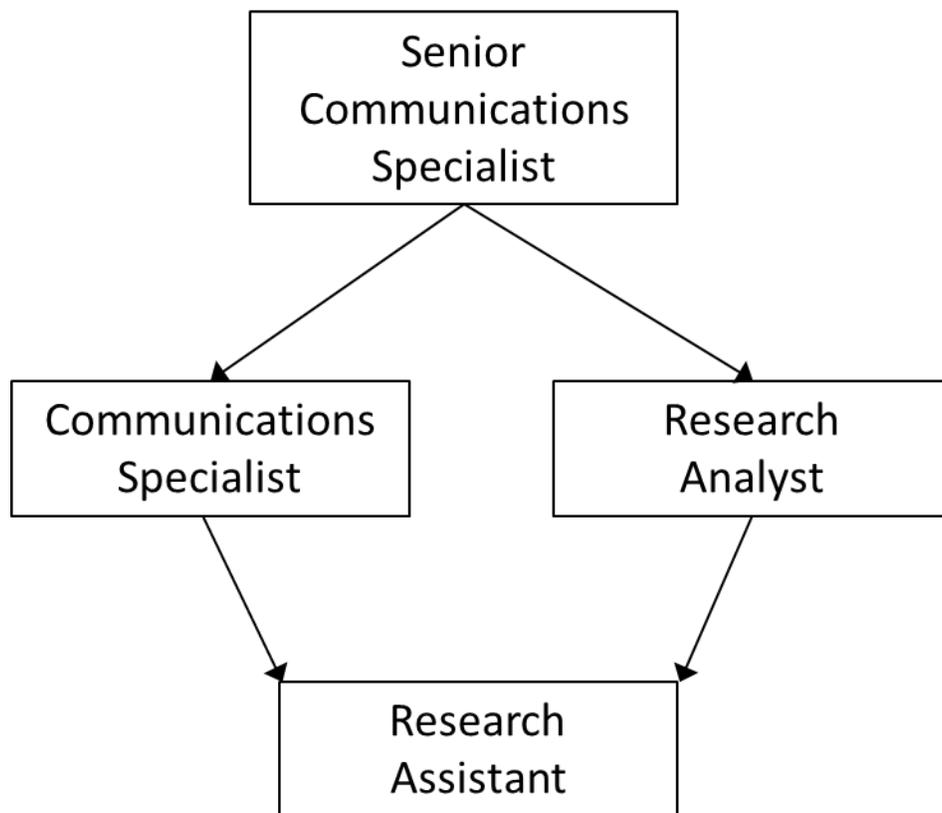
## Demotion Ladder

Senior Communications Specialist

Communications Specialist

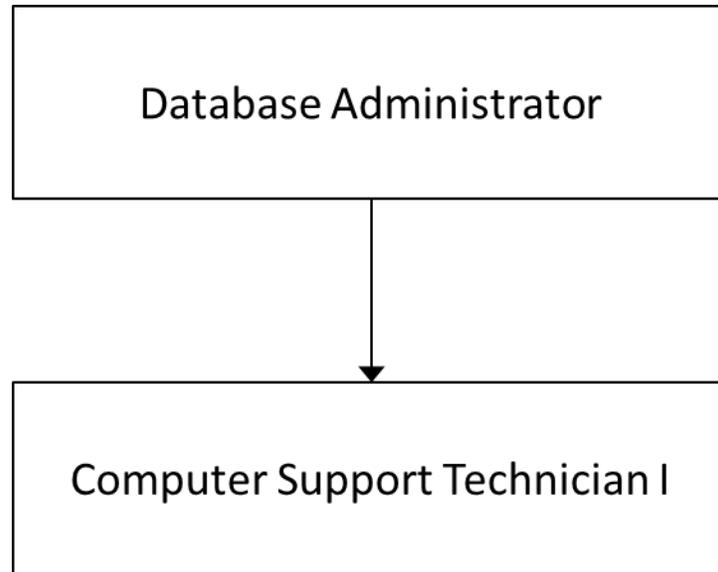
Research Analyst

Research Assistant



## Demotion Ladder

IT Classes



## ATTACHMENT #3

### Notice to new employees

*The agreement between SEIU Local 1000 and UAW Local 2350 provides that all employees either become UAW members or pay a monthly service fee within 30 days of initial employment. Below is a form for payroll deduction of union dues and fees. You may sign the form and return it to Payroll at any time within the 30-day period, but not later than the close of business on the 30<sup>th</sup> day after your employment dates. If you have any questions, please contact the UAW Area Vice President in your office.*

### Dues authorization

*I hereby authorize SEIU Local 1000 to deduct from my pay the amount of a one-time only initiation fee of \$10 and monthly dues, as specified by the UAW Local 2350, to be remitted to the UAW Local 2350, as specified under the agreement.*

*I agree that this assignment of wages shall be irrevocable for a period of one year from its date or until the expiration of the contract (whichever comes first) and that it will be automatically renewed and irrevocable for an additional year from each of its anniversaries or each anniversary date of the contract (whichever comes first) unless I submit a written revocation by registered mail to SEIU Local 1000, with a copy to UAW Local 2350 within 15 days preceding the anniversary date of this authorization or the expiration date of the contract (whichever occurs first).*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

