State of California



County of Lake

## Side Letter to LCSMA Calendar Year 2019 MOU – Page 1 of 2

Employees enter County service with widely varied backgrounds. At present, candidates joining County service from the outside have the opportunity to start at a higher rate of pay than do internal candidates, with similar experience, promoting to a new classification. This below change to the LCSMA MOU would correct this longstanding inequity.

It is the County's desire to:

- Provide a method for advanced step placement upon promotion for existing County employees;
- retain the County's workforce; and
- ensure equity with current County employees and those joining County service.

To achieve these goals, the LCSMA and the County agree that effective May 7, 2019, Section 2 of the LCSMA Calendar Year 2019 MOU or any successor agreement shall be adjusted as follows:

## 2.1.3 Salary on Promotion – Advanced Step

Upon promotion of a full-time or part-time employee to a new class the employee has not held before, the appointing authority may recommend, based on the employee's extraordinary qualifications, that the employee receive a salary step which is higher than that set forth in 2.1.1, and/or 2.1.2. Under such circumstances, the Human Resources Director may authorize an advanced salary step up to Step 3. The County Administrative Officer May authorize an advanced salary step at Step 4 or Step 5.

Additionally, the County wishes to allow for a vacation cash out for employees of the LCSMA. To achieve this, the LCSMA and the County agree that effective May 7, 2019. Section 4 of the LCSMA Calendar Year 2019. MOU or any successor agreement shall be adjusted as follows:

#### 4.1.7 Vacation Cash Out

No later than ninety (90) days following adoption of this side letter, employees with two hundred (200) or more hours of accrued vacation leave may request and receive a one-time compensation for up to forty (40) hours of unused vacation time. Said leave shall be paid in a manner prescribed by the Auditor-Controller.

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The County also wishes to increase the amount of holidays on the Holiday Schedule for employees of the LCSMA. To achieve this, the LCSMA and the County agree that effective May 7, 2019, Section 4.4 of the LCSMA Calendar Year 2019 MOU or any successor agreement shall be adjusted as follows:

# 4.4. COUNTY DECLARED HOLIDAYS

## 4.4.1 Holidays Defined

The following days during the contractual period shall be declared as holidays and compensated as such for employees in the represented classifications:

1) 2)	New Year's Day Martin Luther King Day	January 1 Third Monday in January
3)	President's Day	Third Monday in February
4)	Memorial Day	Last Monday in May
5)	Independence Day	July 4
6)	Labor Day	First Monday in September
7)	Columbus Day	Second Monday in October
8)	Veterans Day	November 11
9)	Thanksgiving Day	Forth Thursday in November
10)	Day After Thanksgiving Day	Friday Following the Fourth Thursday in November
11)	Winter Holiday	(Monday – Friday of the week December 25th falls on, if December 25th falls on a weekday. If December 25th falls on a Saturday or Sunday, the 23th through 29th of December.)
12)	Any other holiday declared by the Board pursuant to State Law.	

# 4.4.2. Holiday Observance

Any holiday, except winter holiday, which falls on a Sunday shall be observed on the following Monday. Any holiday, except winter holiday as stated in Section 4.4.1 (11), which falls on a Saturday shall be observed on the preceding Friday.

This side letter shall apply to the current MOU and any successor agreements, shall be retroactive to January 6, 2019, and shall continue until such time as either:

1) a successor MOU is ratified by both the COUNTY and the LCSMA; or

2) the COUNTY and the LCSMA agree to amend the applicable sections of the current MOU, whichever is sooner.

COUNTY OF LAKE

LAKE COUNTY SHERIFF'S MANAGEMENT ASSOCIATION

Chairman, Board of Supervisors

Date

Representative of the LCSMA Date