

**COUNTY OF SACRAMENTO COUNTER PROPOSAL
TO
SACRAMENTO COUNTY ADMINISTRATIVE PROFESSIONALS
ASSOCIATION PROPOSAL ON HOURS OF WORK**

Add new Section 6.1 and renumber Article VI accordingly

6.1 HOURS OF WORK

- a. The appointing authority shall determine the hours of work for each employee in accordance with the needs of the department.
- b. The hours of work, including authorized absences with pay, for each full-time employee shall be normally considered as eight (8) hours per day or forty (40) hours per week.
- c. The hours of work, including authorized absences with pay, of each part-time employee shall be established by the appointing authority but shall normally be less than eight (8) hours per day or forty (40) hours per week.
- d. An employee who works eight-hour shifts and who is allowed a lunch period as a part of each shift may be excused at the end of the shift at the discretion of the appointing authority; provided, however, that any such shift shall be extended to include a full eight (8) hours of work for an employee, without additional compensation, whenever the needs of the department so require.
- e. Each employee normally shall be allowed a lunch period of not less than thirty (30) minutes nor more than one (1) hour which shall be scheduled generally in the middle of the workshift. Whenever it is necessary for an employee to work overtime in excess of two (2) consecutive hours, the employee shall be granted an additional lunch period, the taking of which is optional with the employee. Lunch periods shall not be counted as part of total hours worked, except for an employee for whom lunch periods include the actual performance of assigned duties.
- f. When an employee is ordered by County to attend training, the time spent in training shall be counted as hours worked. Training which takes place during off-duty hours with attendance voluntary is not hours worked.
- g. An individual employee, if his or her position is not governed by the FLSA, may work flexible working hours that are compatible with the needs of the department and are mutually agreed upon by the employee and the appointing authority.

**COUNTY OF SACRAMENTO COUNTER PROPOSAL
TO
SACRAMENTO COUNTY ADMINISTRATIVE PROFESSIONALS
ASSOCIATION PROPOSAL ON OVERTIME**

Add new Section to Article VI as follows:

6.2 OVERTIME

- a. An employee will be compensated only for overtime ordered by designated supervisory personnel.
- b. An employee required to work in excess of their regularly scheduled day or forty (40) hours per week shall be compensated at the overtime rate appropriate to the class.
- c. All paid leave except sick leave shall be counted as time worked. Time worked in excess of the regular day shall not be counted in determining whether an employee has worked in excess of forty (40) hours in a week.
- d. An employee who works overtime shall promptly and accurately report such time in the manner prescribed by the County.
- e. Employees in the following classes will receive overtime at time-and-a-half (although not necessarily covered under the FLSA) in either cash or compensating-time-off at the department's discretion but with consideration to the employee's preference:
 - Airport Technical Assistant
 - Telecommunications Systems Assistant
 - Telecommunications Systems Analyst 1
 - Telecommunications Systems Analyst 2
 - Workers' Compensation Assistant
 - Safety Technician
- f. Employees in classes not identified in subsection e. above will receive overtime at straight time pay or compensating-time-off at the department's discretion but with consideration to the employee's preference.
- g. An employee who works overtime shall promptly and accurately report such time in the manner prescribed by the County.

**SACRAMENTO COUNTY COUNTER PROPOSAL-2nd Revision
TO
SACRAMENTO COUNTY ADMINISTRATIVE PROFESSIONALS
ASSOCIATION PROPOSAL ON STANDBY**

Add Section 6.6 as follows:

6.6 STANDBY ASSIGNMENTS, CALL BACK, AND CALL-INS

- a. Any employee who is required to remain on standby for emergency work shall be paid two (2) hours' straight time pay for each standby shift, whether or not the employee is called to work. A standby shift shall be eight (8) hours or less.
- b. The employee who performs emergency work on standby duty shall be compensated therefore as overtime work. A minimum of two (2) hours' compensation, at the overtime rate for the classification, per shift shall be paid to an employee who is called back, in addition to the standby pay to which such employee is entitled pursuant to Subsection a.
- c. Any employee who is not on standby pursuant to Subsections a. and b. above and is called into work shall be compensated at the overtime rate established for the job class in the following manner:
- (1) Office/field work – for overtime work which requires the employee to come to the office site or perform field work due to an emergency, the employee shall be paid a minimum of two (2) hours and up to the actual hours worked outside of the employee's normally scheduled work hours.
- (2) Non-office/non-field work – for overtime work which does not require the employee to come to the office site to perform field work due to an emergency but is conducted, for example, by telephone from the employee's residence, the employee shall be paid based on the actual time worked.
- d. Employees at the Department of Human Assistance, Department of Child Support Services and the Department of Health and Human Services who the department has designated as a facilities management-after-hours contact and not placed on standby shall be compensated 2-hours at the applicable overtime rate if such an employee is contacted after hours to respond to a facilities management emergency.
- e. Employees that are placed on standby who do not respond may be subject to disciplinary action. Employees not placed on standby do not have a requirement to be available, and shall not be subject to disciplinary action if not reachable.

**COUNTY OF SACRAMENTO COUNTER PROPOSAL
TO
SACRAMENTO COUNTY ADMINISTRATIVE PROFESSIONALS
ASSOCIATION
PROPOSAL ON LOCATION CHANGES**

Add new Section 6.7

6.9 CHANGES IN LOCATION OR HOURS

a. A permanent employee shall be given at least seven (7) calendar days' notice prior to a permanent change in their work location. Notice of permanent change shall be provided in writing.

b. The minimum seven (7) calendar days' notice requirement shall not apply to temporary or emergency assignments. The anticipated duration of the temporary or emergency assignment shall be provided in writing.

**SACRAMENTO COUNTY COUNTER PROPOSAL
TO
SACRAMENTO COUNTY ADMINISTRATIVE PROFESSIONAL
ASSOCIATION NIGHT SHIFT & SECURE FACILITIES PROPOSAL**

Add Sections 7.8 and 7.9 as follows:

7.8 NIGHT SHIFT DIFFERENTIAL

Employees in the class of Airport Operations Officer shall receive night-shift pay if one-half of their regular work period is before 8:00 a.m. or after 5:00 p.m. Night shift differential shall be 5.0% of employee's standard daily or bi-weekly rate.

7.9 MENTAL HEALTH FACILITY DIFFERENTIAL

- a. A regular full-time employee assigned to the Sacramento Mental Health Treatment Center shall be eligible to receive a differential of five percent (5%) of the employee's hourly rate paid biweekly.
- b. A regular part-time employee who meets the above requirements shall be entitled to a pro-rata amount of this allowance.

**SACRAMENTO COUNTY COUNTER PROPOSAL
TO
SACRAMENTO COUNTY ADMINISTRATIVE PROFESSIONAL
ASSOCIATION EDUCATION INCENTIVE
PROPOSAL**

Add Section 7.10 as follows:

7.10 Masters' Degree

As soon as administratively possible following adoption of the 2014-2018 Agreement by the Board of Supervisors, employees will be eligible to receive a differential of 2.5% of base salary for possession of a Masters' in Business Administration or a Masters' in Public Administration. These degrees must be from an accredited, recognized college or university as confirmed by the Department of Personnel Services. Employees shall not be eligible for more than 2.5% for possession of multiple Masters' Degrees.

**SACRAMENTO COUNTY COUNTER PROPOSAL
TO
SACRAMENTO COUNTY ADMINISTRATIVE PROFESSIONAL
ASSOCIATION ARTICLE IX PROPOSAL**

Amend Section 9.5 as follows:

9.5 FAMILY DEATH LEAVE

a. The County shall authorize family death leave with pay, for a regular employee, when needed, due to the death of his/her:

- (1) spouse
- (2) registered domestic partner
- (3) child
- (4) child of registered domestic partner
- (5) parent
- (6) grandparent, (great grandparent)
- (7) grandchild, (great grandchild)
- (8) brother
- (9) sister
- (10) brother-in-law; brother of registered domestic partner; registered domestic partner of brother

- (11) sister-in-law; sister of registered domestic partner; registered domestic partner of sister
- (12) mother-in-law; mother of registered domestic partner
- (13) father-in-law; father of registered domestic partner
- (14) any child or close relative who resided with the employee at the time of death.

b. The employee shall give notice to his/her immediate supervisor prior to taking such leave.

c. Such absence for family death shall be limited to time which is definitely required and shall not exceed forty hours for any one (1) death. Family death leave benefits will be prorated for part-time employees based upon the number of hours worked (for example, a half-time employee to a maximum of twenty [20] hours, four-fifths employee to a maximum of thirty-two [32] hours, a full-time employee to a maximum of forty [40] hours.

d. The intent of this benefit is that it be used within reasonable proximity of the death of the relative unless there are circumstances present which are clearly beyond the control of the employee.

**COUNTY OF SACRAMENTO PROPOSAL COUNTER-PROPOSAL-Revised
TO
SACRAMENTO COUNTY PROFESSIONAL ACCOUNTANTS ASSOCIATION
PROPOSAL ON ADMINISTRATIVE LEAVE DAYS**

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Amend Section 9.7 as follows:

9.7 Administrative Leave

Paid administrative leave for all regular personnel shall be provided as follows and will be prorated for part-time employees:

- a. As soon as administratively possible, following ratification and Board approval of the 2013-2018 labor agreement, all regular, full-time personnel shall receive a one-time credit of sixty-four hours of paid administrative leave in lieu of the 2009-2010 furlough days required of employees.
- b. This paid administrative leave time shall be scheduled with the approval by the appointing authority similar to scheduling vacation time.
- c. Administrative leave time as a result of subsection a. above will have no monetary value and will be lost if not used by June 30, 2018.
- d. The sixteen (16) hours of administrative leave granted for Fiscal Year 2011-2012 and Fiscal Year 2012-2013, negotiated in the 2011-2013 labor agreement will be lost if not used by the time the employee leaves County service. Part-time employees shall have such time prorated.

**COUNTY OF SACRAMENTO COUNTER PROPOSAL
TO
SACRAMENTO COUNTY ADMINISTRATIVE PROFESSIONALS
ASSOCIATION PROPOSAL (POLL WORKERS PROGRAM)**

Add new Section to Article IX as follows:

9.8 County Employees as Volunteer Poll Workers Program

Employees in the unit shall be eligible to participate in the County's Volunteer Poll Workers Program as specified in Personnel Ordinance Section 2.78.777.

**COUNTY OF SACRAMENTO COUNTER PROPOSAL
TO
SACRAMENTO COUNTY ADMINISTRATIVE PROFESSIONALS
ASSOCIATION PROPOSAL (CATASTROPHIC ILLNESS)**

**9.9 ASSIGNMENT OF LEAVE FOR CATASTROPHIC ILLNESS AND OTHER
PURPOSES**

Regular employees shall be eligible to participate in the County's program of assignment of leave for catastrophic illness and other purposes.

**COUNTY OF SACRAMENTO PROPOSAL #1
TO
SACRAMENTO COUNTY ADMINISTRATIVE PROFESSIONALS ASSOCIATION
(Administrative Unit)**

Health and Welfare

Add new Section 10.11

The parties recognize that during the term of this Agreement, it may be necessary for the County to reopen this Article of the contract for the exclusive purpose of negotiating health benefit changes. Where the County finds it necessary to make such changes, the County shall notify Sacramento County Administrative Professionals Association (SCAPA) in writing of any request to meet and confer over any proposed change. The parties agree to meet and confer in good faith pursuant to G.C. 3500 et seq. It is the intent of the parties to utilize this process to maintain to the extent permissible the health care benefits and coverage currently provided. Both SCAPA and County agree no changes shall be proposed for the fiscal year 2013-2014.

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**COUNTY OF SACRAMENTO PROPOSAL #3
TO
SACRAMENTO COUNTY ADMINISTRATIVE PROFESSIONALS
ASSOCIATION
(Administrative Unit)**

Retirement Plan

Add new Section 11.6

- 11.6 Unless eligible to participate in another tier by PEPRA or the County Employee Retirement Law of 1937, employees hired on or after January 1, 2013 shall be subject to the California Public Employee's Pension Reform Act of 2013 (PEPRA). Such miscellaneous employees will be placed into Miscellaneous Tier 5 or 2% at 62.