

SRCEA./MANAGEMENT Interest Based Negotiations (IBN) 2004
Session Three - February 20, 2004

NOTE: THIS IS AN INFORMATION DISSEMINATION TOOL ONLY. THERE IS NO MECHANISM TO RESPOND THROUGH THIS MAILBOX. SRCEA MEMBERS AND AFFECTED MANAGERS ARE ENCOURAGED TO REFER QUESTIONS AND COMMENTS TO THEIR RESPECTIVE IBN REPRESENTATIVES.

ATTENDANCE:

Lorrie Abbott, Tony Alvernaz, Shirley Braddy, Donna Crowley, Fran Elm, Colleen Ferguson, David Hanson, Bob Harder, Diane Lesko, Ricia Maxie, Sandy Mello, Bette Smith, and John Sorensen

CHECK IN - (an exercise that encourages participation by asking each meeting participant a series of questions)

LAYOFF PROCEDURES

The group discussed the proposed guidelines developed by an Executive Staff subcommittee. SRCEA representatives want to be able to give employees concerned about being laid off as much information as possible as soon as possible.

Current official layoff policy is stated in Rule 4, Section 3 of the City's Personnel Rules and Regulations, *The City Manager may lay off, without prejudice, any permanent employee because of lack of appropriate funds or curtailment or lack of work. Such layoff shall take effect fifteen (15) days after the receipt by the employee of a notice in writing of the proposed layoff action. Personnel shall be laid off in reverse order of seniority, except that the City Manager, with the recommendation of the department head, may do otherwise in order to maintain a balanced department or work unit.*

SRCEA also has language included in their *Relationship Compact* which is attached to the current MOU which states: *Should the City consider a layoff impacting an employee represented by SRCEA, the City and SRCEA shall engage in an interest based process to evaluate options before the City makes a final decision regarding such layoff.*

Thus, it was agreed that layoff options can be discussed in this forum, but the City Manager has the ultimate authority to decide who will be laid off.

Rule 4 of the Personnel Rules and Regulations does not include a precise definition of seniority. The Executive Staff subcommittee identified two types of seniority that could be considered for layoff procedures: classification seniority and City seniority. The IBN team discussed various options regarding how each type of seniority could impact employees. The group also discussed how using each type of seniority could effect the bumping rights of employees. The team will continue discussing the definition of

seniority and bumping rights at the March 5th meeting.

SRCEA generally agreed with management's expressed interests regarding layoff procedures. Those interests include fairness, consistency as well as flexibility, with disruption for employees and disruption of operations minimized as much as possible.

BUDGET CALENDAR

The departmental flat and 10% contingency budget proposals currently being shared with employees reflect the first draft of service and employee cuts. Those proposals are in the process of being analyzed by the departments and finance personnel in Administrative Services. The departmental budgets will subsequently be reviewed by the City Manager, the Council Budget Subcommittee, the full Council, and then be presented in budget hearings. Those budget proposals will be revised during that lengthy process which will not be complete until the third week in June.

Attached is a copy of the memorandum that City Manager Jeff Kolin sent to all employees on February 4th. He explained that the first budget proposals are very tentative and could very well change as they proceed through the review process.

Each department has been asked to prioritize the lists of proposed cuts for both the flat and the 10% contingency budgets. The outcome of the State bond election next week could very well determine how many of those cuts will need to be implemented.

SUPPLEMENTARY MILITARY PAY

Fran shared the attached draft policy for *Supplemental Military Pay*. The City would like to implement this policy for all employees who may be called up for mandatory military service. Under current policy, the City pays the salary for such an employee for 30 days and holds his/her job for five years. Under the proposed policy, the City will also pay the difference between military pay and City salary for that employee for an additional six months.

Please review the attached policy and provide input to your representative before our next meeting on Friday, February 27th.

CALENDAR OF CONTRACT ISSUES

The group set the initial schedule for the discussion of contract issues. Everyone agreed that the following schedule was very ambitious. The schedule also has to be coordinated with subject matter experts such as Kim Hammond of ICMA and Bruce McConnell, City Accounting Officer. The weekly communique will provide scheduling

SRCEA/MANAGEMENT IBN COMMUNIQUE
February 20, 2004

updates.

February 27, 2004

Probationary Employee Vacation Approval
Supplemental Military Pay
Language regarding Promotional Opportunities
Vacation and Comp Time Buy-back
Clean-up Language for Unit 7 Contract Sections 18.3.1 and 21.4 regarding Wastewater
Lunch Period
ICMA 457 Loan/Refinance
ICMA Retirement Health Savings Plan

March 5, 2004

ICMA 457 Loan/Refinance
ICMA Retirement Health Savings Plan
Refinance 3% at 60 Costs
Layoff Procedures
Review of Retirement Health Stipend

March 12, 2004

Layoff Procedures
Cost of Health Care
Maintenance of Benefits
COLA Formula
COLA Increase
Salary Studies
Parity with other units
Term of Agreement

March 19, 2004

9/80 Work Schedule
Time Savings Plan (TSP) Language
Additional Floating holiday/Cesar Chavez Holiday

March 26, 2004

Mandatory Time Off/Furloughs in Lieu of Layoffs
Part Time Opportunities/Job Sharing

SRCEA/MANAGEMENT IBN COMMUNIQUE
February 20, 2004

Contracting Out
Contract Retroactivity

April 2, 2004

Tuition Reimbursement

April 9-April 30, 2004

Continue discussing the above issues as needed

May 7, 2004

Incorporate Side Letters and Amendments
Develop Contract Language

NEXT AGENDA

The next IBN team meeting will be held on Friday, February 27th.

Check-in

Report Backs

Supplemental Military Pay

Probationary Employee Vacation Approval

Language regarding Promotional Opportunities

Vacation and Comp Time Buy-back

Clean-up Language for Unit 7 Contract Sections 18.3.1 and 21.4 regarding

Wastewater Lunch Period

ICMA 457 Loan/Refinance

ICMA Retirement Health Savings Plan

Communique

Check-out