

SRCEA./MANAGEMENT Interest Based Negotiations (IBN) 2004
Session Four - February 27, 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, Pam Edwards, 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)

PROBATIONARY EMPLOYEE VACATION APPROVAL

Section 17.3 in the current SRCEA contract states, *Employees shall be employed by the City for six (6) complete months prior to using any vacation. However, in unusual circumstances the City Manager's Office may approve use of vacation prior to the employee completing six (6) complete months with the City.*

SRCEA requested that the approval process specified in Section 17.4 be applied to probationary employees instead. That language states, *Vacation scheduling shall be approved by the City prior to being taken with due regard for the employee's needs and the City's need to provide services.*

Fran Elm, Employee Relations Manager, discussed the request with Executive Staff who agreed that Section 17.3 could be eliminated from the contract.

The IBN team reached a tentative agreement to change the contract language as specified above.

SUPPLEMENTARY MILITARY PAY

SRCEA representatives reported that they did not receive any opposition from SRCEA employees regarding the City's proposal to provide supplementary military pay 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.

The IBN team reached a tentative agreement to approve the proposed policy as it

applies to SRCEA employees.

LANGUAGE REGARDING PROMOTIONAL OPPORTUNITIES

The groups reached a tentative agreement to add language to the SRCEA *Relationship Compact* which is included as an appendix to the MOU. The language discussed during the previous contract negotiations specifies that SRCEA representatives, Human Resources staff, and department management will work together to create opportunities for promotions and training. Additionally, a discussion regarding promotional opportunities will be added to the agenda for the quarterly SRCEA/Management meetings and also at a future quarterly management meeting.

CLEAN-UP LANGUAGE FOR UNIT 7 CONTRACT SECTIONS 18.3.1 AND 21.4 REGARDING WASTEWATER LUNCH PERIOD

Wastewater Operators currently report to work 15 minutes before their shift begins to coordinate with those working the previous shift. To compensate, the City pays for 15 minutes of their 30 minute lunch break. Therefore, the current language in Sections 18.3.1 and 21.4 should not apply to Wastewater Operators. The group agreed in concept to delete the first phrase in each section which reads, *Except for employees employed in the Wastewater Operator Series*. Bob Harder will discuss the proposed change with Utilities management and report back at the next meeting.

VACATION BUY-BACK AND MAXIMUM ACCUMULATION

SRCEA representatives presented their interest in allowing employees to accumulate more than twice their accrued vacation and also to buyback unused vacation. Pam Edwards agreed to look into the cost to the City and find out how many SRCEA employees lose vacation time because they have accumulated more than the maximum. The group agreed to postpone further discussion of this item until March 12th when the other cost items will be discussed.

ICMA 457 LOAN/REFINANCE AND ICMA RETIREMENT HEALTH SAVINGS PLAN

Kim Hammond from ICMA will attend the March 5th meeting to discuss these plans. The loan/refinance plan would allow employees to obtain a new loan or refinance an existing loan using their deferred compensation funds. The Retirement Health Savings Plan is a pre-tax employee savings plan to pay retiree health care costs. Though both plans would utilize employee funds, there would be an administrative cost to the City.

TUITION REIMBURSEMENT

Fran reported that the 10% contingency budget for Human Resources includes cutting funding for the City's Tuition Reimbursement plan. The department proposes to cut this \$46,600 program as well as the service awards dinner to avoid cutting employee positions. If this proposal makes the final budget cut, tuition reimbursement funding would end on June 30, 2004.

PART TIME OPPORTUNITIES/JOB SHARING

SRCEA representatives expressed an interest in providing opportunities for full time employees to work part time or share jobs to assist during a layoff process. The group agreed to discuss these options during the meet and confer process over layoffs. At that time, members of a targeted job classification could be polled to find out if any of them are interested in reducing their work hours.

CALENDAR OF CONTRACT ISSUES

SRCEA requested that Retiree Health Plan Open Enrollment and One Time Selection of Vision and Dental Insurance for Permanent Part-Time Employees be added to the calendar.

The updated calendar is as follows:

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
Increase maximum vacation accumulation
Vacation Buyback.

SRCEA/MANAGEMENT IBN COMMUNIQUE
February 27, 2004

March 19, 2004

9/80 Work Schedule
Time Savings Plan (TSP) Language
Additional Floating holiday/Cesar Chavez Holiday
Retiree Health Plan Open Enrollment
One Time Selection of Vision and Dental Insurance for Permanent Part-Time Employees

March 26, 2004

Mandatory Time Off/Furloughs in Lieu of Layoffs
Contracting Out
Contract Retroactivity

April 2-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, March 5, 2004.

Check-in
Report Backs
ICMA 457 Loan/Refinance
ICMA Retirement Health Savings Plan
Refinance 3% at 60 Costs
Layoff Procedures
Review of Retirement Health Stipend
Communique
Check-out