

SRCEA./MANAGEMENT Interest Based Negotiations (IBN) 2004  
Session Nine – April 16, 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, 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 PROCEDURE DRAFT**

The team continued to review a draft of layoff policy and procedures. Clarifying language was discussed, and a revised draft will be reviewed at the next meeting.

**REINSTATEMENT OF BENEFITS WHEN RE-EMPLOYED AFTER LAYOFF**

The group reached a tentative agreement to add a reference to the *Personnel Rules and Regulations* in Article 15, Sick Leave, of SRCEA's *Memorandum of Understanding*. The reference would be to language included in Rule 4, Section 1 of the *Rules and Regulations* which reads as follows:

*All rights acquired by a permanent employee who has been separated shall be restored upon reinstatement, except for such accrued vacation or sick leave time for which the employee has already been paid.*

*The 12 month reinstatement period may be extended by the City Manager for employees whose separations were the result of layoff or military leave*

A tentative agreement was also reached to include the following language in the *Layoff Policy and Procedures*:

*Upon reinstatement, an employee who was laid off shall have sick leave time reinstated in the amount accumulated on the date the layoff occurred.*

**EMPLOYEES TIME SAVINGS PLAN (TSP) LANGUAGE**

The group agreed that more information is needed before the discussion regarding TSP language can continue.

### **INCREASE MAXIMUM VACATION ACCUMULATION**

The group discussed increasing the maximum vacation accumulation for employees represented by SRCEA from two times the accrued number of hours to three times the hours earned annually. Fran agreed to loop out to her constituents and report back with their feedback at the next meeting.

### **INDUSTRIAL LEAVE AND SICK LEAVE LANGUAGE**

A tentative agreement was reached to change the language regarding sick leave in Article 14, *Industrial Injury or Illness Leave* in SRCEA's MOU. The current language in Article 14.3.2 reads: *The employee shall be charged sick leave at the rate of one-half (1/2) hour for each hour of absence.*

The proposal was to change the program so that employees earning \$30 per hour or less are charged one fourth (1/4) of a day of sick leave to receive full pay when off work for an industrial injury.

The proposed language would change Article 14.3.2 to read: *This plan provides for full salary continuation with employees sick leave accrual being charged at the rate of one half (1/2) for each day of absence for employees making over \$30.00 per hour and one fourth (1/4) for each day of absence for employees earning \$30.00 per hour or less.*

### **PART TIME EMPLOYEE BENEFITS BASED UPON ACTUAL HOURS WORKED**

SRCEA presented an interest that permanent part-time employees working hours in excess of their allocated full time equivalency (FTE) be allowed to earn benefits based upon the actual hours worked. Fran agreed to discuss this interest with Executive Staff on April 29<sup>th</sup> and report back at the next IBN meeting.

### **NEXT AGENDA**

The next IBN team meeting will be held on Friday, April 30, 2004. The proposed agenda includes the following:

- Check-in
- Layoff Policy and Procedures
- One Time Selection of Vision & Dental Insurance for Permanent Part-Time Employees
- Time Savings Plan (TSP) Language
- Increase maximum vacation accumulation
- Part time employees benefits based upon actual hours worked

Benefits when underfilling management positions  
SRCEA Cost Proposal  
9/80 Work Schedule  
Additional Floating holiday/Cesar Chavez Holiday  
Check-Out  
Communique

### **CALENDAR OF FUTURE CONTRACT ISSUES**

The updated calendar is as follows:

#### **May 7, 2004**

Contracting Out  
Retiree Health Care Stipend

#### **May 14, 2004**

Maintenance of Benefits  
COLA Formula  
COLA Increase  
Salary Studies  
Parity with other units  
Term of Agreement  
Vacation Buyback  
Mandatory Time Off/Furloughs in Lieu of Layoffs  
Contract Retroactivity

#### **May 21, 2004**

Incorporate Side Letters and Amendments  
Develop Contract Language