

Side Letter Agreement
Between the County of Solano and SEIU Local 1021, Unit #8
General Services Supervisors

This will confirm an understanding reached between the County of Solano, hereinafter referred to as "the County," and the Service Employees International Union, Local 1021, hereinafter referred to as "the Union," representing unit #8, General Services Supervisors, collectively referred to as "the parties."

The parties agree that employees in the classification of Information Technology Coordinator, assigned to Unit #8, shall receive 80 hours of administrative leave beginning effective December 31, 2017.

This is in lieu of any payment or compensatory time off for work performed in excess of 40 hours per week. Any employee incumbent in an eligible position for less than a full fiscal year shall be eligible for a pro-rata lump sum number of administrative leave hours at a rate of 3.0769 hours times the number of full pay periods remaining in the fiscal year. Employees working in a regular position on a less than full-time basis shall accrue administrative leave on a pro-rata basis, proportional to the number of authorized hours employed.

Use of administrative leave is subject to approval of the Department Head. Administrative leave may be taken in increments of not less than one (1) hour. In the event it is the Department Head's determination that an employee covered by this provision had worked an extraordinary number of hours over the forty (40) hours workweek, the Department Head may approve additional administrative leave for that employee.

No eligible employee shall carry over administrative leave from one fiscal year to another.

Subject to advanced approval by the Department Head, administrative leave may be taken at any time during the fiscal year, but must be taken within the fiscal year in which it is given. Administrative leave may be used as sick leave, but only after all accrued sick leave has been exhausted.

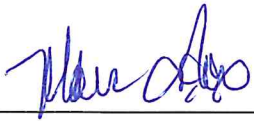
No person shall be permitted to work for compensation for the County in any capacity while on paid administrative leave.

No eligible employee shall carry over administrative leave from one fiscal year to another. Any eligible employee who separates from County employment shall not receive any compensation for any unused administrative leave.

A Department Head may require employees covered in this section to work beyond the official forty (40) hour workweek. Administrative leave will constitute full compensation for such overtime work.

Employees who promote into a covered classification and have accumulated compensatory time off are paid off for all accrued CTO hours.

County Representative




Marc A. Fox

Director of Human Resources

Date: 5/2/18

Union Representative



Timothy Gonzales

Field Director

Date: 5/2/18