

Side Letter Agreement Between the Santa Cruz Metropolitan Transit District and SEIU Local 521

Santa Cruz Metropolitan Transit District ("METRO") and SEIU Local 521 (the "Union") enter into this Side Letter Agreement to clarify the procedure for conducting classification and compensation studies, including in the event of reclassification. METRO and the Union mutually agree that the following provisions will be in effect as of June 1, 2024:

8.2.3 Classification and Compensation Study

Every December and June annually, Human Resources agrees to conduct two (2) studies on standalone classifications not listed in Article 8.5.1 or one (1) job series defined as the class specifications used to determine a career ladder grouping as listed in Article 8.5.1. The Union will present the list to the Human Resources Department. The study results shall be completed within six (6) months and reviewed by the Union. The CEO/General Manager's decision shall be made within thirty (30) days of receipt and be final. If a salary change is recommended, it is then submitted to the Board. The Union may not recommend the same classification or series for 2 years unless the position is being reclassified.

8.2.4 Reclassification

A reclassification occurs when job duties, responsibilities, and/or required qualifications of a position are outside of the scope of the current job description. A full classification and compensation study will be initiated if it's determined that all or part of this definition is met.

If it is confirmed that an employee's job duties have changed to a higher level and are working outside of their job description, they may qualify for a reclass. During the months of December and June the first 3 employees who submit their request form for reclassification to the Union will be evaluated by the Human Resources Department to determine if the above criteria is met.

A completed request form for reclassification must be submitted and, include all of the new permanent duties performed outside of the current job description in detail, and when possible, provide examples of the new duties with your form.

The Human Resources Department will acknowledge receipt of the request within ten (10) working days. If it is agreed that the employee is performing duties outside of the current job description on a permanent basis, the Human Resources Department may have a full classification and compensation study conducted and the results shall be completed and will be reviewed by the Union within six (6) months. The employee or the Union may not resubmit a second request for a reclassification more than once within a two (2) year period after being studied.

This provision shall not prohibit Management from submitting their own request for their staff member. This will not count against the three (3) allowed during a given period.

Human Resources shall meet with the Union and provide a written notification on the requested reclassifications, including wage comparisons and recommendations. If a wage change is the result of the study, it shall become effective on the first day of the first pay period following approval by the Board of Directors.

The implementation of an upward wage increase may be delayed by the number of days beyond thirty (30) that it takes the employee to complete and submit the position information questionnaire form. Up to six (6) hours of the employee's work time will be provided for this task. Failure to complete the form within sixty (60) days will cancel the employee-requested study.

The parties mutually agree that the terms and conditions contained in this Side Letter Agreement will be incorporated into the parties' next subsequently negotiated Memorandum of Understanding.

METRO:

SEIU Local 521:

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Human Resources Director

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SEIU 521 Union Representative

Date: 03/25/2024

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Jordan Vascones (Mar 25, 2024 16:24 PM)
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Date: 03/22/2024