



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 24-018

Board Meeting Date: 1/9/2024

Special Notice / Hearing: None

Vote Required: Majority

To: Honorable Board of Supervisors

From: Rocio Kiryczun, Human Resources Director
Michelle Kuka, Deputy Director, Human Resources

Subject: Amendment to Section 14 of the Memorandum of Understanding with the Extra-Help units of American Federation of State, County and Municipal Employees (AFSCME) and Service Employees International Union (SEIU)

RECOMMENDATION:

Adopt a resolution authorizing approval of an amendment to Section 14 of the current Memorandum of Understanding (MOU) with the Extra-Help units of American Federation of State, County and Municipal Employees (AFSCME) and Service Employees International Union (SEIU) for the term of January 23, 2022, through October 5, 2024.

BACKGROUND:

The current MOU, which is valid until October 5, 2024, included language about the amount of sick leave that would be provided to extra-help employees. On January 1, 2024, a new state law (SB616) will become effective, which would increase the sick leave provided to extra-help employees. The County is moving to align with the provisions of this new state law. The County and AFSCME and SEIU have met and conferred in good faith and agreed to the terms to amend Section 14 as described in the Tentative Agreement.

DISCUSSION:

Extra-Help employees covered by the Extra-Help MOU with AFSCME and SEIU are already provided thirty-six (36) hours of sick leave annually in the first full pay period in July or by their 90th day of employment. Extra-Help employees can utilize those sick leave hours throughout the fiscal year. At the end of the fiscal year, any unused sick leave expires, and the employees receive a new, annual allocation of thirty-six (36) hours of sick leave.

The following is a high-level summary of the major changes but is not a substitute for the attached agreement and the detailed terms contained therein.

1. Extra-help employees were already provided thirty-six (36) hours of sick leave in the first full

- pay period in July (the beginning of the fiscal year).
2. Effective the first full pay period in January 2024, extra-help employees will be provided with an additional twenty-four (24) hours of sick leave.
 3. New extra-help employees hired on or after the first full pay period in January 2024 will receive sixty (60) hours of sick leave when they start employment with the County, but they are not allowed to use it until their 30th day of employment. The sixty (60) hours of sick leave will appear in the new extra-help employee's wage statement on the first pay period after their 30th day of employment.
 4. Moving forward, regardless of their start date, in the first full pay period in July of each year any unused sick leave expires and extra-help employees will receive a new, annual allocation of sixty (60) hours of sick leave.
 5. No extra-help employee is allowed to use or have a balance of more than sixty (60) sick leave hours at any time during the fiscal year.
 6. This provision does not apply to limited term extra-help employees, retired annuitants, or to local agency executives.

County Attorney has reviewed and approved the resolution as to form.

FISCAL IMPACT:

The cost of these changes depends on the number of employees in this unit who need to use sick leave hours, as that may result in additional costs. The County cannot predict how many employees may need to use additional sick leave hours, but the number is expected to be low. Costs will be absorbed by the Departments where the employees work.