

Side Letter Agreement Between the
County of Orange and OCEA for Supervisory Management Unit
August 13, 2021

The County of Orange (County), the Orange County Sheriff-Coroner Department (The Department), and the Orange County Employees Association as the Exclusively Recognized Employee Organization for the Supervisory Management and County General Units have conferred and in good faith hereby agree to the following provisions specific to the employees in the County Supervisory Management Unit Senior Correctional Services Technician (Sr. CST) classification who voluntarily transition into the County General Unit classification of Sheriff's Correctional Services Assistant (CSA):

- 1) The salaries of Sr. CST employees who successfully complete the CSA Transition Course and transition into the integrated CSA classification, as approved by the Board of Supervisors on August 10, 2021, will receive a pay adjustment that places them at Step-12 of CSA salary grade A1-52.
- 2) The opportunity to transition from Sr. CST to CSA will remain open until March 20, 2022. After which time, those Sr. CSTs who elect not to transition to the class of CSA, will be reallocated to the class of CST and keep all salary and benefits associated with that classification until they leave or separate from the CST classification. Their salary placement upon reduction to CST will be governed pursuant to Article II, Section 6.D. of the Memorandum of Understanding for the County General Unit.
- 3) Sr. CST employees transitioning into the CSA classification shall have their educational minimum qualifications grandfathered in under the terms of this side letter agreement.
- 4) Sr. CST employees who enter the CSA Transition Program and do not successfully complete the program, will return to their prior class of Sr. CST for the purpose of being reallocated to the class of CST. The salary placement upon reduction to CST will be governed pursuant to Article II, Section 6.D. of the Memorandum of Understanding for the County General Unit.
- 5) CST employees are not limited to remaining in the CST classification and may apply to any recruitments for which they meet the minimum qualifications.
- 6) Sr. CST employees in the process of transitioning, and those who have successfully transitioned into an integrated CSA classification, will continue to be in separate vacation pools throughout the end of the 2021 calendar year. A merged vacation pool of the newly integrated CSA classification shall commence on January 1, 2022.
- 7) Sr. CST employees transitioning into the integrated CSA classification under the terms of this side letter agreement shall not undergo a promotional probation period.
- 8) Sr. CST employees who successfully transition into the CSA classification, under the terms of this agreement, shall retain their ability to cash out accrued vacation balances as outlined below:

Vacation Cash Out Where Employee Has No Annual Leave Balances

After annual leave has been exhausted, during each fiscal year, employees may request to be paid for accrued vacation in either two (2) separate increments of up to thirty five (35) hours each or one (1) increment of up to seventy (70) hours. Such payment shall be made upon request unless the agency/department determines it is not economically or operationally feasible. In such case, payment shall be made as soon as feasible. It is the intent of this provision that the current practice regarding payment for vacation remain unchanged.

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Vacation and Annual Leave Cash Out Where Employee Has Annual Leave

- 1). An employee with an annual leave balance may cash out vacation time if the employee's accrued vacation bank is such that she/he will reach the applicable cap (as set forth in Section 1.D. and 1.E, of the County General Unit MOU) some time during the fiscal year unless the employee is able to cash out vacation time.
 - 2). If an employee's vacation balance will reach the applicable cap some time during the fiscal year, an employee may cash out vacation or any combination of vacation leave and annual leave, to an aggregate total of one hundred twenty (120) hours each fiscal year.
- 9) Sr. CST employees who successfully transition into the CSA classification, under the terms of this agreement, shall retain their ability to cash out accrued annual leave balances as outlined below:
- During each fiscal year, an employee with Annual Leave balances may cash out Annual Leave as follows:
- a) An employee who has less than 600 hours of Annual Leave shall be allowed to cash out 60 hours of Annual Leave; an additional 60 hours may be requested, with its payout at the discretion of the Department/Agency Head.
- 10) An employee who has 600 or more hours of Annual Leave shall be allowed to cash out up to 120 hours of Annual Leave upon his/her request until such time as his/her accumulation is less than 600 hours, at which point cash out procedures will be governed by Section 7.a. above. This Agreement represents a full and complete settlement of the matter involving the ability for Sr. CST employees to transition into the CSA classification. Employees shall waive claims related to the overlap of classifications or pay discrepancies if such employees are not able to meet the requirements of the CSA classification. The Parties agree that no further grievance, claim, dispute, unfair practice charge, litigation or appeal will be filed regarding these matters.
- 11) The Parties agree that this Agreement shall not serve as precedent for any other classification maintenance study, grievance, dispute, lawsuit or appeal, excepting the issues resolved by this Agreement.

All other terms and conditions contained in the 2021-2022 Supervisory Management Unit and County General Unit shall remain unchanged and unaffected by this Side Letter Agreement.

FOR OCEA

FOR THE COUNTY OF ORANGE:

 Charles Barfield Date
 General Manager

 Tom Hatch Date
 Chief Human Resources Officer

