

**SIDE LETTER BETWEEN COUNTY OF SAN MATEO AND SERVICE
EMPLOYEES INTERNATIONAL UNION**

This side letter agreement between County of San Mateo (hereinafter referred to as the "County") and the Service Employees International Union (SEIU) (hereinafter referred to as the "Union") (hereinafter collectively referred to as the "parties") shall confirm certain understandings reached in negotiations for a Memorandum of Understanding covering the period of October 12, 2014 – October 6, 2018.

Amend Exhibit D of the Memorandum of Understanding as follows:

5. Additional Hours - Permanent part-time workers who desire to work hours outside their current schedule, either at their home branch/department or at other branches/departments that they are trained to work in, are responsible for recording their availability to work in the online scheduling system, and communicating desired locations to their supervisor, who will enter the information into the online scheduling system. The Branch Manager/Circulation Supervisor, or designee, will offer and notify permanent part-time workers of open shifts. Permanent part-time staff will be given 48 hours to accept the shift in the online scheduling system. If the shift remains vacant after the 48 hours has elapsed, extra-help will then be offered the shift.

Once an offer has been made and not accepted, permanent part-time workers cannot "bump" extra-help from those hours and days. If the shift needed to be filled is within one week, this process will be bypassed and the shift will be offered to all available staff.

FOR THE COUNTY



Michelle Kuka
Interim Employee and Labor Relations Manager

Date: 11/17/16

FOR THE UNION



Aileen Vlahakos
SEIU Internal Organizer

Date: 11/17/16