

Mark Salvo & Melvin Parker

PDA

Dear Mark & Melvin:

This letter shall confirm certain understandings reached in negotiations for a Memorandum of Understanding covering the period of May 22, 2016 through May 19, 2019.

1. Vacation Requests. Any vacation request for 2 weeks or longer will be responded to not later than one month after the written request. Any request for time off for less than two (2) weeks will be responded to as quickly as possible, but not later than two (2) weeks after the written request.
2. Holdover Overtime. In making "holdover" overtime assignments, seniority among employees possessing the skills and abilities required for the specific overtime assignment will be the determining factor.
3. Late Evaluations. The Probation Department agrees that, should salary step increases be delayed due to late evaluations, the step increase will be granted retroactively to the date the salary increase was due.
4. Direct Deposit – Direct Deposit of pay checks shall be mandatory for all employees hired on or after October 31, 1999.
5. Overtime in Juvenile Hall. The Probation Department agrees that overtime assignments in the Juvenile Hall will be offered to permanent Group Supervisors prior to offering overtime assignments (paid at the one and one-half rate) to Extra Help. This does not include situations where Extra Help can work additional shifts without being paid at the overtime rate. The Probation Department will offer such assignments to staff at the appropriate classification (i.e., if a GS I is required to fill a shift and no Extra Help GS I's can fill the shift at the straight time rate, permanent GS I's will be offered the shift before offering it to Extra Help GS I's).
6. The Probation Department agrees that supervision and investigation caseloads shall be a factor in determining the necessity of overtime work. Issues that arise will be proactively handled by management and the union on a case-by-case basis. The Department will work with PDA to discuss workload standards for the Pre-Trial Services Unit.
7. The parties agree that payroll deductions for the Legal Defense Fund will be implemented for PDA in the same manner as such deductions are made for the Deputy Sheriff's Association. These deductions will be implemented as soon as is practicable following ratification and adoption of the MOU.
8. The Probation Department and PDA in an effort to address issues regarding the recruitment and retention of bilingual Probation Officers as well as the transfer policy for bilingual staff agree to establish a Labor-Management Committee. The committee will convene as soon as is practicable following ratification and adoption of the MOU. The committee will be equally represented by Probation management and PDA. Both parties shall select their committee members. The parties shall meet at such times and locations as mutually agreed to by the parties.