

## **Side Letter**

### **SIDE LETTER RE: VACATION SCHEDULING IN DENTAL DEPARTMENT**

This side letter agreement between County of San Mateo (hereinafter referred to as the "County") and the Union of American Physicians and Dentists (hereinafter referred to as the "Union") (hereinafter collectively referred to as the "parties") shall confirm agree to the following reached in negotiations for a Memorandum of Understanding.

By October 1<sup>st</sup> during each year of the contract, the parties agree to meet to review vacation scheduling for dentists around the winter recess period in December, specifically December 23<sup>rd</sup> through January 1<sup>st</sup>. The parties understand and agree that the Dental Department supports optimizing time off for dentists so long as patient care and operational efficiency is maintained. The parties will consider relevant data in this review, including but not limited to:

- Historical patient census during winter recess
- Scheduled patients during winter recess as of the date of the meeting
- Available dentists
- Available care teams members
- Ability to maintain clinic hours at all locations

During the term of the agreement, the parties agree to include Continuing Education time off requests as a standing item for quarterly labor management meetings, when and if requested by UAPD.

FOR THE COUNTY:



Date: May 12, 2025

FOR THE UNION:



Date: May 13, 2025

Ms. Patricia Hernandez

Union of American Physicians and Dentists

This letter shall confirm certain understandings reached in negotiations for a Memorandum of Understanding covering the period of October 14, 2012 through May 9, 2015.

1. Direct Deposit shall be mandatory for all employees hired after August 19, 2000.
2. Should the Federal waiver on Drug Enforcement Agency (DEA) certification fees be terminated, and DEA certification is required in order to perform the duties assigned to the position, the County and the Union shall meet and confer regarding reimbursement of these fees.
3. Request for Part Time, Patient Care Scheduled Work Hour Analysis: Salary is established based on scheduled work hours, up to a full time schedule. Given the nature of primary care work, there may be occasions where physicians are required to stay beyond their scheduled hours in order to address patient needs and related responsibilities.

Within ninety (90) days following ratification and approval, part time, primary care physicians will meet with their supervisors to discuss “assigned work hours,” which shall be subject to management approval.

In the event a regular, part time primary care employee believes their scheduled work hours are inaccurate on a regular basis over a period of at least ninety (90) days following ratification and approval and the establishment of “assigned work hours,” the employee may request a scheduled work hours analysis to be performed by an individual designated by management.

An employee shall initially submit the request for a work hours analysis to the Union for review. The Union may submit requests to the County. The County shall not perform more than two work hours analyses at any given time.

The analysis will be based on information derived from employee and management input, and direct observation, and will evaluate the employee’s workload compared with applicable productivity and quality standards within the organization. The results of the analysis shall be submitted to the Medical Director of Primary Care Services. Based on the results of the analysis, if it is advised that the scheduled hours are inadequate to cover the assigned workload, the Medical Director of Primary Care Services will decide to (1) implement changes in the efficiency of the work area, (2) adjust the employee’s workload, (3) adjust the employee’s scheduled hours, retroactive to the date of the employee’s request, or (4) a combination of the above. The Schedule Work Hours Analysis will be completed within sixty (60) days of the Union’s submission of the request to the County. This time limit may be extended by mutual agreement. Requests to extend time limits will not be unreasonably denied.

The results of the analysis are not subject to the grievance procedure. In the event the employee is not satisfied with the results of the work hours analysis, the employee may appeal the results of the analysis within ten (10) working days to the CEO or designee. The decision of the CEO or designee shall be final and binding. An employee may only request a work hours analysis once per year.

4. Hours of Work Policy: By December 31, 2013, the County will prepare a draft "Hours of Work" policy, subject to meet and confer as required by law. The intent of the policy is to provide consistent guidelines and definitions for hours of work, and to prevent utilization of exempt status as an opportunity to increase workloads.

If the foregoing is in accordance with your understanding, please indicate your acceptance and approval in the space provided below.

Dated: 10/24/19

**APPROVED AND ACCEPTED:**

**UAPD**

By 

**County of San Mateo**

By 



## SAN MATEO COUNTY HEALTH SYSTEM

February 3, 2011

Patricia Hernandez, Representative  
Union of American Physicians & Dentists  
1330 Broadway, Suite 730  
Oakland, CA 94612

### **RE: Construction and Year-end Holiday Closures**

Dear Ms. Hernandez,

The Union and the San Mateo Medical Center shall continue to work collaboratively with regards to staffing for short-term closures either for year-end holidays and/or due to construction needs.

The process will consist of the following:

- Advanced notification will be provided to staff regarding year-end holiday closure (i.e. December 24-January 1) and how employees may code their timecards.
- Should a work site need to be closed due to construction, each department will determine how many (if any) employees will be requested/authorized to work.
- The manager will notify those employees if there is other work that could be performed, and if the employee(s) could work at an alternate location.
- Employees may use accrued vacation, holiday, or comp time to cover time off for holiday or construction closures. There is also the possibility of signing up for VTO (Voluntary Time Off) and employees may discuss this option in advance with their manager.
- Flex time arrangements are on a case-by-case basis and should be discussed with the manager. Normally, the County does not allow employees to take Leave without Pay if they have time accrued. An employee must be in a full pay status for the regularly scheduled shift the day before and the day after a holiday in order to earn that holiday.



San Mateo Medical Center  
*A County System of Healthcare*

Board of Supervisors: Rose Jacobs Gibson • Carole Groom • Don Horsley • Adrienne Tissier  
Health System Chief: Jean S. Fraser • San Mateo Medical Center CEO: Susan Ehrlich, MD, MPP  
222 W. 39<sup>th</sup> Avenue • San Mateo, CA 94403 • PHONE 650.573.2222 • CA RELAY 711 • FAX 650.573.2030  
[www.sanmateomedicalcenter.org](http://www.sanmateomedicalcenter.org)

I look forward to working with you to enhance the work environment for the employees at the San Mateo Medical Center.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a horizontal line extending to the right.

Susan Ehrlich MD  
Chief Executive Officer

cc: Chester J. Kunnappilly MD, Chief Medical Officer  
Linda Franco, Deputy Director of Ambulatory Services  
Nicole McKay, Employee Relations Manager  
Liz Caserza, Employee Relations Analyst