

SIDE LETTER AGREEMENT  
BETWEEN STANISLAUS COUNTY SHERIFF'S DEPARTMENT  
AND  
SERVICE EMPLOYEES INTERNATIONAL UNION SEIU LOCAL 521

RE: COMMUNITY SERVICE OFFICERS (CSO) SENIORITY FOR SHIFT BIDDING,  
VACATION REQUESTS, & ASSIGNMENT LENGTHS

Seniority Calculation:

1. This agreement applies to the calculation of Community Services Officer (CSO) seniority for the purposes of vacation and shift bidding only. The vacation and shift bidding seniority calculation included in this policy does not apply to any other policy, such as the reduction-in-force policy (RIF). For information on calculating RIF seniority, please refer to the current Memorandum of Understanding between the County and SEIU 521.
2. Calculating seniority for shift and vacation bidding is defined as full-time employment in the classification of Community Service Officer (CSO) and shall begin the first day the employee actually begins working as a CSO. Extra-help and part-time employment as a CSO will not be counted. Any break in full-time employment as a CSO (excluding paid leave of absences) shall be considered a break in service for the purposes of calculating CSO seniority. Time spent in an un-paid leave of absence will also be deducted (# of days needs further discussion). Employees with a break in CSO service that is less than one (1) year, who return to the classification of CSO, will be given credit for prior CSO employment time for the purpose of calculating CSO seniority not including the time the employee left County service to the time the employee returned to County service.
3. Where two or more employees have equal CSO seniority, then the Department will use the ranking from the employment eligibility list (assuming the individuals ranked off of the same eligibility list). If the two employees are tied on the eligibility list, or were not hired off of the same eligibility list, the employee's seniority order will be determined by lottery.
4. The CSO seniority list shall be maintained and stored by Sheriff Department Administration and a SEIU Local 521 designee.

Shift Bidding:

1. The shifts shall be approximately six months in duration with shift rotations to occur bi-annually, usually in the months of February and August of each calendar year.

2. Assignments such as Contract cities, Sub Stations, SDEA, AWP, Adult detention, Armory and Equipment, Missing persons, Property & Evidence, and Registration desk will only participate in the rotation annually, usually during the August shift bid. The Sheriff may elect to rotate individuals out of these assignments during other time of the year in order to meet the needs of the department.
3. CSO's who have not yet been released from field training shall not be entitled to shift preference rights outlined in this agreement.

### Vacation Bidding:

#### 1. Seniority Requests

Seniority requests may only be exercised for one continuous block of time per calendar year.

All seniority vacation requests shall be submitted during the month of January and returned to the CSO as soon as possible, but no later than February 15th.

The Sheriff's Department shall make a good faith effort to approve seniority vacation requests.

Employees can provide one priority and two alternate seniority requests listed in order of priority on the request form. This form is the vacation request form that is used to request all vacations. The employee must specify that the request is a seniority vacation request on the form.

#### 2. Standard Requests

All standard requests will be processed on a first come, first served basis, not seniority based.

#### 3. Approved Vacations

After any vacation request is approved it will remain approved except in unforeseen circumstances or in an emergency at which time those vacations scheduled during that period may be recalled.

Assignment Lengths:

1. In general, CSO assignments are approximately three to five years in duration. The list below indicates examples of expected assignment durations.

<b>Assignment Type</b>	<b>Length</b>
Adult Detention	3yrs
Armory & Equipment	3yrs
AWP	3yrs
Contract Cities	3yrs
Missing Persons	3yrs
Sub-Stations*	3yrs
SDEA*	5yrs
Other Assignments**	3 yrs
Property & Evidence	5yrs
Registration Desk	5yrs
*Currently vacant due to RIF's	
**New assignments created by the department.	

1. The Sheriff's Department may extend each assignment for one (1) additional year upon mutual agreement with the Sheriff's Department and employee. Example: Missing Persons is a three (3) year assignment. Upon mutual agreement, it may be extended for one (1) additional year with a total time assigned to that assignment of 4 years. If there is a temporary break in assignment (i.e.; due to staffing levels or unforeseen circumstances) employees may continue their remaining time in that assignment once the Department is able to do so.
2. A CSO may request to be voluntarily removed from an assignment at any time.
3. If an employee is forced into an assignment, that assignment length will be a maximum of one year.
4. CSO's shall not involuntarily have their shifts or assignments changed without fourteen days prior notice, except in the case of unforeseen circumstances.

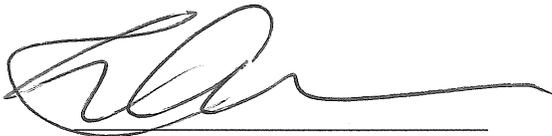
\*\*Unforeseen Circumstance is defined as an unexpected event such as a natural disaster (major flooding or earthquake), request for mutual aid or in the event civil unrest such as a riot. The term does not include unexpected staffing shortages.

5. The shift assignment provisions of this agreement are intended to provide guidelines for the Sheriff's Department and CSO employees on the usual and customary procedures for shift assignments and duration. Nothing in this agreement shall limit or restrict the Sheriff's ability to assign or reassign CSO's to any assignment or shift in the department at any time at the sole discretion of the Sheriff.

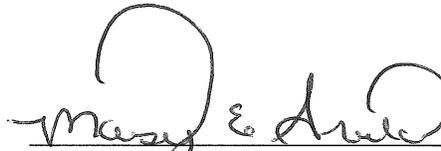
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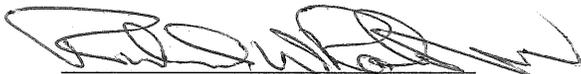
Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2010



Adam Christianson  
Sheriff-Coroner  
Stanislaus County



Maisy Avila  
Internal Organizer  
SEIU Local 521



Richard W. Robinson  
County Chief Executive Officer  
Stanislaus County

Approved as to form:



Edward Burroughs  
Assistant County Counsel  
Stanislaus County