

**SIDELETTER OF AGREEMENT  
BETWEEN  
THE COUNTY OF SAN BENITO  
AND  
MANAGEMENT EMPLOYEES GROUP (MEG)**

**RECITALS**

This Sideletter of Agreement has been jointly prepared by the designated representatives of the County of San Benito (County) a public agency within the meaning of section 3501(c) of the Government Code of the State of California, and the designated representatives of the Management Employees Group ("MEG"), after meeting and conferring in good faith under section 3505 of the Government Code of the State of California to modify the current Memorandum of Understanding between the County and MEG (the "MOU") as follows;

WHEREAS, the County will move the employees' October 2016 2% salary increase to the effective date of July 3, 2016 in recognition and appreciation of the employees' commitment to the County;

WHEREAS, the County continues to implement the new Human Resources, Timekeeping and Payroll System;

WHEREAS, the implementation of this new system modifies the County's manual process of payroll to a more systemic process;

WHEREAS, the County has identified the need to implement a consistent system of tracking employee's timesheets electronically and provide direct deposit or preloaded bank cards for employee paychecks;

NOW THEREFORE, the following sections of the MOU shall be amended in part as stated below:

**2.1.2 GENERAL SALARY INCREASES:**

Retroactive and effective the first full pay period following July 1, 2016 ~~October 1, 2016~~, employees in this unit will receive a 2% salary increase.

ARTICLE 6: PAYROLL SYSTEM/PERSONNEL TRANSACTIONS

The parties agree to reopen this MOU solely for the purposes to meet and confer over the impacts within the scope of representation related to the implementation of the County's new payroll system. Discussions may include, but are not limited to the following: direct deposits, W2 processing, and time entry process.

Unless otherwise stated in the MOU, all new payroll/personnel transactions that affect compensation and benefit payments, including but not limited to step increases, promotions, demotions, and transfers will be effective on the first day of the pay period following the effective date of the relevant transaction

Effective as soon as administratively possible, employees shall complete timesheets electronically.

Effective as soon as administratively possible, all employees in the County will receive payroll checks through an electronic direct deposit system or will receive payroll checks on a preloaded bank card.

NOW THEREFORE, the parties further agree, during the term of the MOU, to continue to meet and confer over the impacts within the scope of representation related to the implementation of the electronic timesheets, direct deposit and preloaded bank cards. The County will provide employees with a tutorial on the new timesheet electronic submission prior to its implementation.

IN WITNESS WHEREOF, this Letter of Agreement is effective as soon as administratively feasible.

For the **County**:

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Robert Rivas  
Board of Supervisors

Date:

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Ray Espinosa  
County Administrative Officer

Date:

For **MEG**:

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Ellen Bell Campos Amy J. Walls  
Union Representative

APPROVED AS TO LEGAL FORM  
SAN BENITO COUNTY COUNSEL

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Barbara Thompson  
DEPUTY COUNTY COUNSEL DATE