SIDELETTER OF AGREEMENT BETWEEN THE COUNTY OF SAN BENITO AND DEPUTY SHERIFFS ASSOCIATION (DSA)

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 Deputy Sheriffs Association ("DSA"), 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 DSA (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:

ARTICLE V. COMPENSATION

A. Effective the first full pay period following July 1, 2016 October 1, 2016, employees in this unit will receive a 2% salary increase.

Sideletter of Agreement – **DSA**2% Cola effective date and electronic timesheets/direct deposit

Page 2 of 2

ARTICLE XIV. PAYROLL

A. <u>Paydays</u>: The County shall provide for distribution of employee paychecks pursuant to the new bi-weekly pay schedule. It is mutually understood that the County may decline to issue paychecks to employees who do not have accrued paid time off but are absent from work immediately prior to the last working day of the month; until the amount of the check can be recalculated.

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.

- B. 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.
- C. Effective as soon as administratively possible, employees shall complete weekly timesheets electronically.

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 :	Anno M. Berlout
Robert Rivas	Jim Bickert
Board of Supervisors	DSA Representative
Date:	Date: 7-27-16
Ray Espinosa	Brian Penny, President
County Administrative Officer	
Date	Date: 7-27-16