

DRAFT
**SIDELETTER OF AGREEMENT
BETWEEN
THE COUNTY OF SAN BENITO
AND
INSTITUTIONS ASSOCIATION**

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 Institutions Association ("IA"), 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 IA (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:

8.1 GENERAL SALARY INCREASES:

Effective the first full pay period following July 1, 2016 ~~October 1, 2016~~, all bargaining unit employees shall receive a two percent (2%) salary increase.

8.9 PERSONNEL TRANSACTIONS/TIMESHEETS/PAYOLL

Unless otherwise stated in this 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.

Sideletter of Agreement – IA

2% Cola effective date and electronic timesheets/direct deposit

Page 2 of 2

8.9 PERSONNEL TRANSACTIONS/TIMESHEETS/PAYOLL

Unless otherwise stated in this 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 weekly 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:

Robert Rivas
Board of Supervisors

Date:

Ray Espinosa
County Administrative Officer

Date:

For IA:

Larry Katz 7/10/16
Larry Katz
Union Representative

Date:

Michelle Espinosa
President

Date: 7/20/16