

Side Letter Agreement  
Between  
County of Monterey and SEIU Local 521 Unit H  
Regarding Educational Leave

In full and final settlement of the grievance dated October 6, 2011 filed by SEIU Local 521, the County of Monterey and SEIU Local 521 Unit H, having met and conferred on the issue of Educational Pay, agree to the modification of the Unit H Memorandum of Understanding to modify the provision of Educational Leave as follows:

**SECTION 32 EDUCATIONAL LEAVE**

A. Unit employees shall be granted paid leave for educational purposes on a calendar year basis with administrative approval.

All bargaining unit employees shall be granted one (1) day of educational leave for every five (5) continuing education units (CEU's) or in-service hours required by their license and/or certification per year, up to a maximum of five (5) days. Where the licensing or certification board offers several options for pursuing license renewal, the employee will need to provide evidence that they are attending additional courses in lieu of other possible methods of renewal. The Appointing Authority must approve the method of renewal.

*Example:* If a classification requires 30 hours of CEUs for their license to be renewed and a license requires a renewal every 2 years, the employee will receive 3 days of Education Leave per year. (30 CEU's/2 years =15 CEU's per year, 15 CEU's/5 =3 days of Educational Leave per year.)

Employees hired or promoted into a unit job class shall, on the first pay period concurrent with or following their date of hire, be credited a pro rata amount, to the nearest full hour, of educational leave based on the number of pay periods remaining in the calendar year.

No less than eight (8) hours shall be credited.

Part-time employees shall accrue educational leave on a pro rata basis per hours paid in the ratio those hours bare to full time employment of eighty (80) hours.

Educational leave not used during any year may not be used during the following year.

Employees shall not be paid for unused educational leave.

NMC Only

Nursing Assistants who obtain and/or maintain a Certification issued by the California Board of Nursing will receive up to three days of education pay, in accordance with the formula above. In January of each year, an employee will be required to provide the NMC Human Resources Department a copy of their certification, which will be verified. Upon verification, the NMC Human Resources Department will approve up to 24 hours of education time to be added to their education bank. Nursing Assistants who do not possess a certificate or allow their certificate to lapse will not receive any education hours.

B. Educational Assistance

Employees shall be eligible for the Educational Assistance Program as provided in the Personnel Policies and Practices Resolution #98-394. Funding levels for this Countywide program shall be set by the Board of Supervisors by adoption of the County's annual budget.

C. Compensated Voluntary Training Program

Employees shall be eligible for the Compensated Voluntary Training Program as provided in the Personnel Policies and Practices Resolution #98-394.

This agreement is subject to the final approval by the Monterey County Board of Supervisors and SEIU governing board. This agreement shall be effective July 1, 2011 through June 30, 2013.

The terms described herein constitute the complete and entire agreement between the parties. The grievance (#67747) filed by SEIU Local 521 is hereby settled in full and the SEIU hereby releases the County of Monterey from any further claims, known or unknown, related to this grievance.

s/Janine Bouyea  
s/Brette Neal

March 27, 2012  
March 27, 2012

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County of Monterey

\_\_\_\_\_  
Date

s/Frank Garden  
s/Bryce Stoepfel

March 27, 2012  
March 27, 2012

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SEIU Local 521

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Date