



# TOWN OF FAIRFAX

## STAFF REPORT

### March 7, 2018

**TO:** Mayor and Town Council

**FROM:** Garrett Toy, HR Manager/Town Manager <sup>GT</sup>

**SUBJECT:** Approve Amendment to Memorandum of Understanding (MOU) with SEIU Local 1021 (Fairfax non-management employees) regarding new employee orientations in compliance with AB 119

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#### RECOMMENDATION

Approve the amendment to the MOU with SEIU Local 1021.

#### DISCUSSION

In 2015, the Town Council, in response to the Grand Jury report on labor negotiations, stated the following: "The Town of Fairfax will, consistent with the example of adopting ordinances after an initial and second reading, place final tentative employee agreements on two successive Town Council agendas - the first for discussion of the agreement, the second for Council vote (R2.5). We will begin implementation commencing in Fiscal Year 2016/2017."

This item represents the second notice of revisions to the MOU with SEIU. The first notice was given on February 7, 2018. Specifically, the MOU revisions are in compliance with AB (Assembly Bill) 119. The revisions provide the following information to SEIU:

1. Provides 10 days' advance notice of any new employee orientation to SEIU;
2. Provides the name, job title, department, work location, work, home, personal cellular telephone number, personal email address, and home address of any new employee within 30 days of hire or by the first pay period of the month following hire; and
3. Provides the information in #2 every 120 days for all SEIU employees.

AB 119 also has a requirement that, *upon request*, the parties bargain over the structure, time, and manner of access of the union to a new employee orientation. Attached are the agreed upon revisions.

#### FISCAL IMPACT

n/a

#### ATTACHMENT

MOU side letter

**SUBJECT: Side Letter to Memorandum of Understanding**

**Quarterly Bargaining Unit Report:**

The Employer shall provide the Union a Bargaining Unit Report in electronic malleable format on a quarterly basis and upon request by the Union of all current employees covered by this Agreement, which shall include each employee's:

- Full Name
- Job Title
- Department
- Membership Status (member, fee payer)
- Work Location
- Work phone number
- Personal phone number
- Personal email address (if collected)
- Home address


**New Employee Orientation:**

- A. The Employer agrees that each newly hired employee shall participate in a thirty (30) minute in-person on-boarding meeting, as small as one individual within the first thirty (30) calendar days from the date of hire during regular working hours and onsite without loss in compensation.
- B. The Employer shall grant the Union designee(s) release time without loss in compensation to conduct these meetings.
- C. The Employer representative(s) shall be absent from the room during any sessions, meeting or trainings conducted by the Union, with newly hired Employees.
- D. The Employer shall provide the Union with at least ten (10) days' notice of any new employee orientation, where practical, and send an electronic list of expected participant(s) at least forty-eight (48) hours in advance of the on-boarding meeting.

**For Town of Fairfax**

**For SEIU Local 1021**

By: \_\_\_\_\_

By:  \_\_\_\_\_

Date: \_\_\_\_\_

Date: 1/24/2018