

**SIDE LETTER #1**

TO THE

**2019-2022 MOU**

BETWEEN

**CITY OF SANTA ANA**

AND

**FULL-TIME EMPLOYEES UNIT**

**SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 721**

Effective December 18, 2019, this Side Letter between the City of Santa Ana ("City") and the full-time employees represented by the Service Employees International Union Local 721 ("Union" or "SEIU") amends Section 17.8 – New Employee Orientations to read as follows:

The City shall notify the Union of all new employees entering the bargaining unit and provide the information listed in Section 17.7 on each new employee no later than thirty (30) days of hire or by the first pay period of the month following hire. For the purpose of this section, new employees shall be defined to include any employee whose classification is in the bargaining unit, including but not limited to employees entering the unit through new hire, accretion, promotion, or demotion.

Each new employee shall be scheduled to attend an orientation. The City shall provide the Union with no less than ten (10) calendar days' advance written notice of the date, time and location of the orientation. The City may provide shorter notice only in a specific instance where there is an urgent need critical to the City's operations that was not reasonably foreseeable. Such notice shall be sent to the Union via an email to [membership@seiu721.org](mailto:membership@seiu721.org), the designated SEIU Worksite Organizer, and the Chapter President. The notice shall also include the new employee's name, employee identification number (if assigned yet), and job title.

After receiving notice of each employee orientation, the Union will inform Human Resources as to whether an SEIU representative will or will not attend.

If an SEIU representative will not be able to attend the scheduled employee orientation, the Union may deliver union related documents contained within an envelope or welcome packet for each new employee for Human Resources staff to hand to the new employee at the orientation. The City will not discuss or answer questions related to these documents other than to inform the new employee that they are from the union that exclusively represents his/her classification. In addition, the employee will be informed that if he/she has any questions regarding the documents and/or union, he/she should contact his/her Union representative.


If the Union informs the City that an SEIU representative will attend the employee orientation, the City agrees to provide each new employee with up to thirty (30) minutes, while remaining on paid duty time, to meet with his/her union representative during the orientation. No management representative shall be present during the Union's presentation of the employee orientation. In the event the union representative providing the orientation is an employee of the City (i.e. Chapter President, union officer, worksite leader, or steward), he/she shall also be provided with up to thirty (30) minutes of paid release time in which to conduct the union's portion of the orientation. No more than one (1) City employee at a time shall be released to conduct the Union's presentation during the orientation.

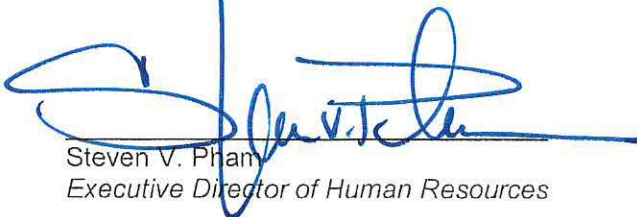
If the City begins to provide an online on-boarding process, the Union shall have the right to incorporate up to a thirty (30) minute video and/or PowerPoint presentation and a link to the SEIU Local 721 website into that online orientation. The Union would still reserve all other rights in this section, including but not limited to the scheduling of an in-person thirty (30) minute meeting with the new employee and his/her union representative while remaining on paid duty time.


FOR THE CITY

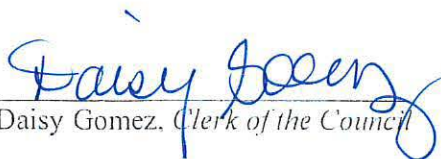
FOR SEIU LOCAL 721

  
\_\_\_\_\_  
Kristine Ridge  
City Manager

  
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Wendy Thomas  
SEIU Local 721 Chief Negotiator

  
\_\_\_\_\_  
Steven V. Phan  
Executive Director of Human Resources

APPROVED AS TO FORM:   
\_\_\_\_\_  
Peter J. Brown, Liebert Cassidy Whitmore  
LEGAL COUNSEL FOR CITY OF SANTA ANA

ATTEST:   
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Daisy Gomez, Clerk of the Council