

SIDE LETTER AGREEMENT
BETWEEN CONTRA COSTA COUNTY &
PEU AFSCME, LOCAL ONE

This Side Letter is by and between Public Employees Union AFSCME, Local One, on behalf of its Community Services Bureau Unit and Community Services Bureau Site Supervisor Unit, and Contra Costa County (County) and is effective immediately following approval of the Board of Supervisors. The Parties agree to the following terms for the listed eligible Unit classifications regarding an incentive plan which includes hiring and retention incentive payments as defined below:

A. Eligible Employee Classifications: The hiring incentive and retention incentive payments provided in this Side Letter apply only to project or temporary employees in the following classifications:

- I. Associate Teacher-Project (CJW1)
- II. Infant Toddler Master Teacher-Project (CJT2)
- III. Infant Toddler Associate Teacher-Project (CJW2)
- IV. Infant Toddler Teacher-Project (CJN2)
- V. Master Teacher-Project (CJT1)
- VI. Teacher-Project (CJN1)
- VII. Site Supervisor I – Project (CJH2)
- VIII. Site Supervisor II – Project (CJG1)
- IX. Site Supervisor III – Project (CJF1)
- X. Teacher-Project Substitute (CJN3)
- XI. Associate Teacher-Project Substitute (CJW3)
- XII. Teacher Assistant Trainee-Project (CJK1)

B. Hiring Incentive:

1. Eligible employees will receive a one-time lump sum payment in the amount of three thousand dollars (\$3,000) to be paid in the month following the employee's hire date and an additional three thousand dollars (\$3,000) to be paid in the month following the successful completion of four (4) months of continued employment in an eligible County classification. The hiring incentive payments will be subject to any required taxes, deductions, and/or withholdings.
2. Eligible employee for purposes of the hiring incentive means an employee newly hired into the County in one of the eligible classifications on or after October 1, 2023, through June 30, 2024. An eligible employee may not have worked previously in one of the eligible classifications for at least 6 months prior to being rehired.

3. Eligible employees who receive a hiring incentive payment are not also eligible for a retention incentive payment. No employee will receive more than six thousand dollars (\$6,000) in total hiring incentives.

C. Retention Incentives:

1. Subject to Section (D) below, eligible employees hired on or before September 30, 2023, will receive a one-time lump sum payment in the amount of six thousand dollars (\$6,000), to be paid on the November 10, 2023, pay warrant. In order to be eligible for this payment, employees must be employed by the County as of September 30, 2023, and must have performed work or used accruals during the month of September 2023. The employee's lump sum retention incentive payment will be subject to any required taxes, deductions, and/or withholdings.
2. Subject to Section (D) below, employees who maintain County employment in an eligible classification for the entire period of September 30, 2023, through June 30, 2024, will receive a one-time lump sum payment in the amount of six thousand dollars (\$6,000), to be paid on the July 10, 2024, pay warrant, contingent on the continuation of the federal Head Start program through June 30, 2024. For employees in classifications listed in Section A.I through A.IX only, in order to be eligible for this payment, employees must be employed by the County and have worked no less than 895 hours, or a prorated portion thereof for part-time employees, between the time period of September 30, 2023, through June 30, 2024. The employee's lump sum retention incentive payment will be subject to any required taxes, deductions, and/or withholdings.


D. Proration:

1. For employees in the classifications of Teacher-Project Substitutes (CJN3), Associate Teacher-Project Substitutes (CJW3), and Teacher Assistant Trainees-Project (CJK1), the payment in Section (C)(1) will be prorated based on actual hours worked in relation to 504 hours for the periods of July 1, 2023, through September 30, 2023. For example, a substitute who worked 252 hours during this time period will receive a retention incentive of \$3,000.
2. For employees in the classifications of Teacher-Project Substitutes (CJN3), Associate Teacher-Project Substitutes (CJW3), and Teacher Assistant Trainees-Project (CJK1), the payment in Section (C)(2) will be prorated based on actual hours worked in relation to 1,488 hours for the period of September 30, 2023, through June 30, 2024. For example, a substitute who worked 744 hours during this time period will receive a retention incentive of \$3,000.

This Side Letter Agreement will expire following the last payment set forth in this Side Letter.

Date: 9/28/2023

Contra Costa County:
(Signature/Printed Name)


 / David Sanford

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Local One:
(Signature/Printed Name)

 / Jeff Apkarian

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