

**SIDE LETTER
BETWEEN
CONTRA COSTA COUNTY
AND
Teamsters, Local 856**

This side letter is by and between Teamsters, Local 856 ("Union") and the County of Contra Costa ("County") (herein after "the Parties"). This Side Letter is effective upon the Board of Supervisors' approval of this Side Letter.

The Parties agree to amend Subsection 54.1 Attendant-LVN-Aide Unit, Attachment F – Special Pays for Per Diem Employees, and Subsection 49 – Temporary Employees of the Memorandum of Understanding (MOU) between the County and Teamsters, Local 856 (July 1, 2022 – June 30, 2026) as follows:

54.1 Attendant-LVN-Aide Unit.

[Sections 54.1.A through J remain unchanged.]

K. Contiguous Shifts. At the County's request, if an employee in this unit works on all or parts of two contiguous shifts (more than eight (8) continuous hours) which is outside the employees' regular work schedule and the first eight (8) hours fall on one day and the additional hours fall on the following day, the employee shall be paid a differential of one-half ($\frac{1}{2}$) the employees base salary rate in addition to the employees' base salary rate for the hours worked in excess of eight (8) hours. Employees in this unit working at the CCCRMC who, at the County's request work two contiguous shifts (sixteen (16) continuous hours) shall be provided a meal in the hospital cafeteria at no cost to the employee.

Employees in the Hospital Nursing Service and in the classifications of Sterile Processing and Distribution Techs (1ETB, ~~and~~ 1EWA, and 1EWB), who work a double shift ~~who work a double shift~~ shall receive twenty-five dollars (\$25.00) in addition to all other compensation for each double shift worked. Employees who work from the beginning of their regularly scheduled shift to the conclusion of the next scheduled shift will be considered to have worked a double shift. If the second shift is not completed, the premium will be prorated. If the total hours worked, excluding lunch breaks, exceed sixteen (16) hours, additional prorated premium will be paid.

L. Continuing Education. Each regular full-time Licensed Vocational Nurse and Psychiatric Technician with one or more years of County service shall be entitled to forty (40) hours leave with pay each year to attend accredited continuing education courses, institutions, workshops, or classes. Full-time Surgical Technicians will be entitled to fourteen (14) hours per year for the same purpose. Written requests for such leave must be submitted in advance and may be approved by the appropriate

supervisor only in the event such leave does not interfere with staffing. The leave is accumulated from year-to-year if; 1) it is applied for and denied, 2) it is applied for this year for a course next year, and 3) if it is applied for to anticipate taking a specific course of more than forty (40) hours duration. The maximum leave available in any fiscal year may not exceed twice what may be accrued in any one fiscal year. The leave hereinabove defined shall not apply to those courses or programs the nurse is required by the County to attend.

A Licensed Vocational Nurse or Psychiatric Technician assigned to the night shift who attends a continuing education course of eight (8) hours duration outside his/her scheduled work time, may receive educational leave pay for the actual course time and may be excused from the night shift immediately preceding or following the course attended.

An employee who attends a pre-approved course on a date for which he/she is not regularly scheduled to work or who completes a pre-approved home study course, will be granted CE time off for the number of hours equivalent of the CE units earned. Only Board of Registered Nurses Accredited Courses will be approved. Such time off must be scheduled in advance by mutual agreement between the employee and the supervisor.

Each full-time Registered Dental Assistant with one or more years of County service shall be entitled to four (4) days of paid continuing education leave every two (2) years.

Permanent part-time employees shall receive prorated CE leave in the same ratio of their position hours to full-time.

Each full-time Certified Nursing Assistant with one or more years of County service shall be entitled to forty-eight (48) hours of paid continuing education leave every two (2) years.

- M. Charge Pay. A fully certified Licensed Vocational Nurse ([VT7G](#), [VT7L](#), and [VT71](#)) or Psychiatric Technician who, at the County's' request, is placed in charge of a ward for an eight (8) hour shift shall receive an additional five dollars (\$5.00) per shift.
- N. Hospital Call-In Procedures. The following procedures shall apply to employees in the [classes](#) of Licensed Vocational Nurse ([VT7G](#), [VT7L](#), and [VT71](#)), Psychiatric Technician, and Hospital Attendant employed at CCCRMC who become ill prior to a scheduled work shift and supersedes Section 14.4 of this MOU.

- 1. Employees in the Hospital Nursing Service are required to notify the Nursing Office at least two (2) hours prior to the commencement of the evening or night shift or one (1) hour prior to the day shift if they are calling in sick or requesting unplanned time off. Employees in the Ambulatory Care Nursing Service are required to call in at least one (1) hour prior to their scheduled shift

and leave a message in voice mail. Notification shall include the reasons and possible duration of the absence.

2. Employees in the Hospital Nursing Service returning from sick leave or emergency leave of any kind must give two (2) hours prior notice unless it was clearly understood at the outset of the leave when the employee planned to return. In the Ambulatory Care Nursing Service, to the extent possible, employees should notify the Charge Nurse by 4:00 p.m. of the day preceding their anticipated return.

3. Employees in the Hospital Nursing Service calling in sick, asking for emergency time off or calling in to say they will be late, must call the Nursing Office directly and not their unit area to advise of their intentions.

4. Employees who do not give the required notice of their intent not to come to work as scheduled shall be coded as absent without pay for payroll purposes unless they provide a reason which is satisfactory to Nursing Administration. Infrequent absences with justification shall normally later be charged to sick leave.

Hospital Nursing Service or Ambulatory Care Nursing Service employees who are called in to work a shift for which they are not scheduled after that shift has begun shall receive payment for actual time worked plus one (1) hour and shall be paid a minimum of two (2) hours pay.

O. Appointment Salary. The County may hire new employees into classes in this bargaining unit at any step of the salary range for the particular class. Consideration shall be given to the qualifications of the appointee relative to current incumbents. The County shall advise the Union of any appointments made at a salary level higher than that of an incumbent with equal qualifications.

P. Low Census. Unanticipated declines in hospital patient census may result in the need to temporarily reduce staffing hours for periods of time not requiring formal layoff procedures. When this occurs, the Hospital Nursing Service shall use a variety of procedures to call off and reassign staff. Those procedures will generally emphasize the call off of volunteers first, and the retention of permanent employees.

Employees may voluntarily request accrued time off by calling the Staffing Office and asking to be placed on a standing Absent Day list to be used for voluntary call offs in future low census days.

The Staffing Office will seek voluntary call offs on a shift-to-shift basis.

Employees will be floated to available assignments in other units for which they are oriented or otherwise qualified.

If necessary, as assessed on a daily basis, employees will be required to take Involuntary Call Off days on an equitable rotation. Order of Involuntary Call Off will normally be Registry, [Per Diem](#), Temporary, Permanent-intermittent, Permanent Part Time and Permanent Full-time. The maximum number of Involuntary Call Off days per permanent employee will not exceed one shift per month or three (3) shifts per year. Permanent employees will be offered the option of using vacation or holiday accruals if the employee has the accruals available. Otherwise, the employee will be placed on AWOP.

LT, Overtime, [Per Diem](#), or Registry Nurses will not be assigned to work on units for which an employee who is on Involuntary Call Off day is qualified to work. Involuntary Call Offs will be reasonably distributed among the various nursing classifications consistent with the staffing patterns for patient census and acuity needs.

Employees will be notified a minimum of two hours in advance of each shift for which an Involuntary Call Off day is assigned. In the event such notice is not given, the affected employee will receive a minimum of two (2) hours work at the employee's regular rate. Should the hospital make such a documented attempt to notify the employee of a cancellation of shift, but be unsuccessful in doing so, this pay provision will not apply. It is the responsibility of the employee to maintain a current telephone number with the Staffing Office. Failure to do so relieves the Hospital of the notification and pay obligations.

The same procedures will be used in the event of reduced patient visits in the Ambulatory Care Nursing Service. They will be applicable at all Clinics and Health Centers.

These procedures will apply in the hospital when the patient census falls below 120. This provision shall remain in effect for the duration of this MOU.

[The remainder of Section 54.1 remains unchanged.]

Attachment F – Special Pays for Per Diem Employees

All Units

<u>Tye of Pay (Pay Code)</u>	<u>MOU Section</u>
County Overtime (OPT)	Section 7.1
FLSA Overtime (OTF)	None
Shift Differential Pay at 5% (SH2)	Section 10

Unit Specific

7. Attendant-LVN-Aide Unit (Section 54.1)

<u>Type of Pay (Pay Code)</u>	<u>MOU Section</u>	<u>Applicable Job Title(s)</u>	<u>Applicable Assigned Org (Org #)</u>
Charge Pay	54.1.M	<u>Licensed Vocational Nurse Per Diem (VT7L)</u>	Hospital Nursing Services, incl. Sterile Processing
5p.m. – 9p.m. Shift Pay 12% (SH3)	54.1.C.2	<ol style="list-style-type: none"> <u>1. Certified Medical Assistant Per Diem (VTWE).</u> <u>2. Certified Nursing Assistant Per Diem (VTWD).</u> <u>3. Licensed Vocational Nurse Per Diem (VT7L).</u> <u>4. Orthopedic Technician Per Diem (VT7K).</u> <u>5. Registered Dental Assistant Per Diem (V9WK).</u> <u>6. Sterile Processing and Distribution Tech Per Diem (1EWB).</u> <u>7. Surgical Technologist Per Diem (VT7J)</u> 	Hospital Nursing Services, incl. Sterile Processing
11p.m. – 8a.m. Shift Pay 15% (SH4)	54.1.C.2	<ol style="list-style-type: none"> <u>1. Certified Medical Assistant Per Diem (VTWE).</u> <u>2. Certified Nursing Assistant Per Diem (VTWD).</u> <u>3. Licensed Vocational Nurse Per Diem (VT7L).</u> <u>4. Orthopedic Technician Per Diem (VT7K).</u> <u>5. Registered Dental Assistant Per Diem (V9WK).</u> <u>6. Sterile Processing and Distribution Tech Per Diem (1EWB).</u> 	Hospital Nursing Services, incl. Sterile Processing

		7. Surgical Technologist Per Diem (VT7J)	
Double Shift Premium (SHC)	54.1.K	Sterile Processing and Distribution Tech Per Diem (1EWB)	
Hazard Pay (HZ2)	44	1. Certified Medical Assistant Per Diem (VTWE), 2. Certified Nursing Assistant Per Diem (VTWD), 3. Licensed Vocational Nurse Per Diem (VT7L), 4. Orthopedic Technician Per Diem (VT7K), 5. Registered Dental Assistant Per Diem (V9WK), 6. Sterile Processing and Distribution Tech Per Diem (1EWB), 7. Surgical Technologist Per Diem (VT7J)	1. Conservatorship (0451) 2. Inmate Library Services (2490) 3. Detention Transportation (2575) 4. County Parole Program (2577) 5. Martinez Detention (2578) 6. West County Detention (2580) 7. Marsh Creek Detention (2585) 8. AB109 Program (2588) 9. Martinez Detention Infirmary (5700) 10. West County Detention Infirmary (5701) 11. Juvenile Hall Nursing (5702) 12. Detention Mental Health Martinez (5710) 13. Detention Mental Health West County (5711) 14. Youth Mental Health (5951) 15. West County Adult Mental Health (5974) 16. Psychiatric Unit (6313) 17. Psychiatric Emergency (6381) 18. Emergency (6383) 19. Hospital Admission Martinez (6553) 20. Outpatient Registration (6570)

2. General Services and Maintenance Unit (Section 54.2)

<u>Type of Pay (Pay Code)</u>	<u>MOU Section</u>	<u>Applicable Job Title(s)</u>	<u>Applicable Assigned Org (Org #)</u>
Hazard Pay (HZ2)	44		<ol style="list-style-type: none"> 1. Conservatorship (0451) 2. Inmate Library Services (2490) 3. Detention Transportation (2575) 4. County Parole Program (2577) 5. Martinez Detention (2578) 6. West County Detention (2580) 7. Marsh Creek Detention (2585) 8. AB109 Program (2588) 9. Martinez Detention Infirmary (5700) 10. West County Detention Infirmary (5701) 11. Juvenile Hall Nursing (5702) 12. Detention Mental Health Martinez (5710) 13. Detention Mental Health West County (5711) 14. Youth Mental Health (5951) 15. West County Adult Mental Health (5974) 16. Psychiatric Unit (6313) 17. Psychiatric Emergency (6381) 18. Emergency (6383) 19. Hospital Admission Martinez (6553) 20. Outpatient Registration (6570)

3. Health Services Unit (Section 54.3)

<u>Type of Pay (Pay Code)</u>	<u>MOU Section</u>	<u>Applicable Job Title(s)</u>	<u>Assigned Org (Org #)</u>
Shift Differential Pay at 10% (SNS)	54.3.G.4	<ol style="list-style-type: none"> 1. Respiratory Care Practitioner – Per Diem (VIVB) 2. Lab Tech II – Per Diem (VJVC) 3. Substance Abuse Counselor – Per Diem (VHV3) 	
Cardio Pulmonary On Call (N17)	54.3.G.3	<ol style="list-style-type: none"> 1. Respiratory Care Practitioner (VIVB) 2. Cardiac Ultrasonographer (V8VH) 	
Clinical Lab Charge Pay (D43)	54.3.B	Clinical Lab Scientist II Per Diem (VJVB)	
On Call (N15)	9 54.3.H.1	<ol style="list-style-type: none"> 1. Diagnostic Imaging Technologist III-A (V8NA), III-B (V8NB) 2. Ultrasound Technologist II (V8TB) 	
Call Back (N35)	8 54.3.H.1	<ol style="list-style-type: none"> 1. Respiratory Care Practitioner (VIVB) 2. Cardiac Ultrasonographer (V8VH) 3. Ultrasound Technologist II (V8TB) 4. Diagnostic Imaging Technologist III-A (V8NA), III-B (V8NB) 	
Hazard Pay (HZ2)		<ol style="list-style-type: none"> 1. Substance Abuse Counselor Per Diem (VHVE) 2. Laboratory Tech II – Per Diem (VJVC) 3. Diagnostic Imaging Technologist III-A – Per Diem (V8NC), III-B – Per Diem (V8ND) 	<ol style="list-style-type: none"> 1. Conservatorship (0451) 2. Inmate Library Services (2490) 3. Detention Transportation (2575) 4. County Parole Program (2577) 5. Martinez Detention (2578) 6. West County Detention (2580) 7. Marsh Creek Detention (2585) 8. AB109 Program (2588) 9. Martinez Detention Infirmary (5700) 10. West County Detention Infirmary (5701) 11. Juvenile Hall Nursing (5702) 12. Detention Mental Health Martinez (5710) 13. Detention Mental Health West County (5711)

			14. Youth Mental Health (5951) 15. West County Adult Mental Health (5974) 16. Psychiatric Unit (6313) 17. Psychiatric Emergency (6381) 18. Emergency (6383) 19. Hospital Admission Martinez (6553) 20. Outpatient Registration (6570)
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SECTION 49 – TEMPORARY EMPLOYEES

[Subsections 49.1 – 49.3 remain unchanged.]

49.4 Paid Time Off.

- A. Temporary employees shall begin accumulating a record of straight time hours worked.
- B. ~~Based upon the accumulation of straight time hours recorded (paragraph 49.4.A above), effective the first of the month following completion of each 2080 straight time hours worked, the temporary employee shall be~~ Following ninety (90) days of employment, employees will be credited with forty (40) hours of “paid time off”. Forty (40) hours paid time off credit is the maximum amount an employee may have at any time. Thereafter, at the beginning of each calendar year (January 1), employees will be credited with forty hours of PTO to be used over the next twelve (12) months.
- C. Use. Paid time off (PTO) shall not be taken until “credited” (paragraph 49.4.B above) after ~~completion of 2080 straight time hours worked~~ the 90th day of employment. PTO shall be taken by an employee only with the approval of his/her supervisor.
- D. Paid off at Separation. If a temporary employee terminates his/her County employment (separates from County service), the employee shall be paid all currently “credited” PTO hours (paragraph 49.4.B above) and, in addition, shall be paid off for that portion of PTO hours earned but not yet credited on the basis of that portion of the 2080 straight time hours worked (STHW) cumulation. The formula for the earned but not credited payoff is: STHW divided by 2080 multiplied by 40 multiplied by the current hourly pay rate at separation.

[Subsections 49.5 – 49.6 remain unchanged.]

This Side Letter will remain in effect for the term of the current MOU between the Parties (July 1, 2022 – June 30, 2026). The terms of this Side Letter will be incorporated into the successor MOU unless otherwise negotiated by the Parties. All other terms and conditions of the current MOU between the Parties remain unchanged by this Side Letter.

Date: 5/12/2026

Contra Costa County:
(Signature/Printed Name)

Signed by:
Dora Regalado / Dora Regalado
462790CE4B524DD...

Signed by:
Harmandeep Madra / Harmandeep Madra
3EAB739EA26447...

DocuSigned by:
Rebecca Cox / Rebecca Cox
695AD9D188D6407...

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Teamsters, Local 856:
(Signature/Printed Name)

Signed by:
Mark Jones / Mark Jones
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