

**SIDELETTER OF AGREEMENT
BY AND BETWEEN THE
THE COUNTY OF MADERA
AND THE
MADERA COUNTY PROBATION ADMINISTRATOR’S ASSOCIATION
(Probation Administrator’s Unit)**

The County of Madera and the Probation Administrator’s Unit have met and conferred and agree to amend as set forth herein, and incorporate the following into, Article 5.8 (A) of the Memorandum of Understanding dated July 1, 2021 – June 30, 2024:

1. **Article 5.8 (A) – Vacation Accrual:** The Employer agrees to maintain the current vacation accrual as ~~set forth in Madera County Code Section 2.60.580~~ follows:

Years of Service	Accrual Rate
0 - 1	6.67 hours per month
1 - 2 ½	8 hours per month
2 ½ - 5 ½	10 hours per month
5 ½ -10	12 hours per month
10+	14 hours per month

Accruals are credited at the end of the month in which they are earned, and the hours are available for the employee’s use in the following month subject to departmental procedures for requesting time off.

2. Effective the month the Board of Supervisors approves this sideletter, new employees to the County service who are in the bargaining unit shall accrue 6.67 hours of vacation per month until completion of one (1) year of service. Current employees in the bargaining unit who are on probation and have been employed by the County for twelve (12) months or less shall be retroactively credited 6.67 hours of vacation for each month the employee has been employed with the County up to the month before the Board of Supervisors approves this sideletter, and thereafter shall accrue 6.67 hours of vacation per month until completion of one (1) year of service. Consistent with current and past practice, part-time employees shall be credited and/or accrue vacation hours pursuant to this subsection on a pro rata basis.

The vacation hours credited pursuant to this sideletter will be in lieu of employees receiving ten (10) working days’ credit for vacation following the completion of twelve (12) calendar months of continuous full-time service as outlined in Madera County Code Section 2.60.580.

3. Employees in the bargaining unit who leave County employment shall be paid out all accrued unused vacation hours based on the accrual rates provided in this Article 5.8(A).
4. All provisions of the Memorandum of Understanding not modified by this agreement shall remain in effect.

Agreed this 29th day of November, 2022.

COUNTY OF MADERA:

Susan Carter

Susan Carter, Chief Negotiator

Roman Noriega

Roman Noriega (Nov 29, 2022 16:54 PST)

Roman Noriega, Co-Negotiator

MADERA COUNTY PROBATION
ADMINISTRATORS' ASSOCIATION:

Paul DeOran

Paul DeOran (Nov 29, 2022 15:32 PST)

Paul DeOran, President



BOARD OF SUPERVISORS COUNTY OF MADERA

MADERA COUNTY GOVERNMENT CENTER
200 WEST 4TH STREET / MADERA, CALIFORNIA 93637
(559) 675-7700 / FAX (559) 673-3302 / TDD (559) 675-8970
Agendas available: www.MaderaCounty.com

Members of the Board
Brett Frazier, District 1
David Rogers, District 2
Robert L. Poythress, District 3
Leticia Gonzalez, District 4
Tom Wheeler, District 5

The Board of Supervisors

December 20, 2022
Chairman Tom Wheeler

DEPARTMENT Human Resources Department	DEPARTMENT CONTACT Susan Carter 559-675-7705	AGENDA ITEM 6.g DISCUSSION ITEMS								
SUBJECT: Adopt Vacation Accrual Article Sideletters – Various Units	REQUIRED VOTE: 3/5 Vote Required	DOC. ID NUMBER 22-1048								
STRATEGIC FOCUS AREA(S): Employees										
For Clerk of the Board's Office Use Only										
<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">RESULT:</td> <td>APPROVED [UNANIMOUS]</td> </tr> <tr> <td>MOVER:</td> <td>Brett Frazier, Chairman Pro Tem</td> </tr> <tr> <td>SECONDER:</td> <td>David Rogers, Supervisor – District No. 2</td> </tr> <tr> <td>AYES:</td> <td>Frazier, Rogers, Poythress, Gonzalez, Wheeler</td> </tr> </table>			RESULT:	APPROVED [UNANIMOUS]	MOVER:	Brett Frazier, Chairman Pro Tem	SECONDER:	David Rogers, Supervisor – District No. 2	AYES:	Frazier, Rogers, Poythress, Gonzalez, Wheeler
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MOVER:	Brett Frazier, Chairman Pro Tem									
SECONDER:	David Rogers, Supervisor – District No. 2									
AYES:	Frazier, Rogers, Poythress, Gonzalez, Wheeler									
Is this item Budgeted? No Will this item require additional personnel? No Previous Relevant Board Actions: N/A PowerPoint Presentation? No Supporting Documents: N/A	DOCUMENT NO(S).									

RECOMMENDED ACTIONS:

Sideletters of Agreement.

1. Discussion and consideration to ratify the Sideletters of Agreement with the Communications Dispatcher, Correctional Officer, Peace Officer, and Probation Administrator Units regarding an amendment to the Vacation Accrual Article in their respective Memorandum of Understanding.

2. Discussion and consideration to extend the terms of the Sideletters of Agreement in Recommended Action No. 1 above to current, eligible unrepresented employees, including Department Heads (excluding Elected Officials).



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DISCUSSION / FISCAL IMPACT / STRATEGIC FOCUS:

DISCUSSION:

The Vacation Accrual Article in each bargaining unit's Memorandum of Understanding (MOU) states that the County "agrees to maintain the current vacation accrual as set forth in County Code Section 2.60.580". County Code Section 2.60.580 indicates that newly hired employees shall be granted ten (10) working days' credit for vacation following the completion of twelve (12) calendar months of continuous full-time services. Additionally, this section outlines the number of vacation hours credited to a permanent County employee's vacation leave on a monthly basis based on the number of months the employee has been employed.

During successor contract negotiations, the Board of Supervisors (Board) gave authority to Human Resources (HR) to propose to amend the existing vacation accrual article language in each of the Memoranda of Understanding (MOUs) and also extend the same provisions to Unrepresented employees and Department Heads. The proposed amendment consisted of allowing newly hired employees, who are on probation, to accrue 6.67 hours of vacation per month. There were no changes made to the current accrual rates outlined in this section for permanent employees with one (1) year of service or more.

At that time the authority was given, the units negotiating a successor MOU were presented with the proposal and their successor MOUs were ratified by your Board with the amended language.

As five (5) of the County's bargaining units (Communications Dispatcher, Correctional Officer, Peace Officer, Peace Officer Management, and Probation Administrators) had already concluded negotiations for their successor contracts at the time authority was given; HR presented the proposed amendment to these units separately.

The sideletters of agreement attached represent the remaining five (5) bargaining units' agreement with the County's proposal, and this language, upon Board ratification, shall be incorporated into their respective MOUs through the sideletter of agreement.

Additionally, upon ratification, a newly hired bargaining unit employee, unrepresented employee and/or Department head shall begin accruing 6.67 hours of vacation per each month employed.

HR intends to work with County Counsel to update County Code Section 2.60.580 to reflect these amendments and an ordinance change will be brought back to your Board for consideration as soon as possible.



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FISCAL IMPACT:

The fiscal impacts associated with the recommended actions above have been addressed by the Board of Supervisors and County Administration.

ATTACHMENTS

1. Communications Dispatcher Unit – Sideletter-Vacation Accrual Article
2. Correctional Officer Unit – Sideletter-Vacation Accrual Article
3. Peace Officer Unit – Sideletter-Vacation Accrual Article
4. Peace Officer Management Unit – Sideletter-Vacation Accrual Article
5. Probation Administrators Unit – Sideletter-Vacation Accrual Article