

Side Letter Agreement for the Implementation of AB 119 between SEIU 1021 (Union) and the Napa County Superintendent of Schools (Employer), February 9, 2018

1. Employee Information

The Employer shall provide the Union with the name, job title, department, work location, phone numbers (work, home, personal cellular), personal email address and the home address for all newly hired Union members (if on file with the employer). This information will be provided within 30 days of hire or by the first pay period of the month after hire. The Union may request this information on a more frequent basis, and the Employer shall make a good faith effort to provide the information in a timely manner as requested.

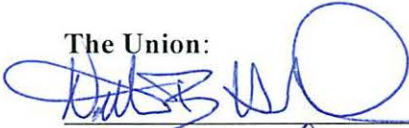




In addition, the Union may request the same information for all Union members. The Employer shall supply the information within no more than 120 days of the date of the request, but the Employer shall make a good faith effort to provide the information in a timelier manner.

2. New Employee Onboarding and Orientation

The Employer holds onboarding orientations for new hires on an as needed basis throughout the year, either one-on-one or in small groups. The onboarding process occurs on the new hire's first day of employment, and includes orientation on policies and procedures, a benefit orientation, and mandatory trainings.

The Employer shall notify the Union of scheduled onboarding sessions at least 10 days in advance, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable. The Employer shall provide the Union one half-hour, from 4:00 to 4:30 p.m., to meet with new hires as part of the onboarding process. During this time, no Employer representative shall be present. New hires shall have the option to opt out of this portion of the onboarding process. If the designated time frame is during the regular work hours of the Union representative meeting with the new hire, the Employer shall grant the Union representative up to one-hour of release time to conduct the meeting.

If requested by the Union, the Employer will schedule a monthly optional orientation session for the Union to meet with new hires with whom the Union did not meet as part of the regular onboarding process. These sessions shall be held from 4:00 to 4:30 p.m. If the designated time frame is during the regular work hours of the Union representative meeting with the new hires, the Employer shall grant the Union representative up to one-hour of release time to conduct the meeting. If the designated time frame is during the regular work hours of the new hires choosing to attend the orientation, the Employer shall grant the new hires up to one-hour of release time to conduct the meeting.

The Union:






The Employer: