

SEIU Local 1021 Solano County  
Union Proposal (ALL UNITS) # 28  
Date:  
Time:

Language Added

**SIDE LETTER AGREEMENT**

To the Memorandum of Understanding  
Between the County of Solano and SEIU, Local 1021  
Unit #2 7 9  
Regarding Library Hours

This will confirm an understanding reached between the County of Solano, hereinafter referred to as the "County," and the Service Employees International Union (SEIU) Local 1021, Units #2, 7, 9 hereinafter referred to as the "Union."

This side letter of agreement will apply to all divisions of the Solano County Library. The County shall comply with the branch library hours as adopted by the Solano County Board of Supervisors. The branch libraries will be open within the following parameters:

- Mondays through Thursdays - 9:00 a.m. - 9:00 p.m.
- Fridays - 9:00 a.m. - 5:00 p.m.
- Saturdays - 9:00 a.m. - 5:00 p.m.
- Sundays - 12:00 noon - 6:00 p.m.

Workweek is the County standard, begins at 12:01 a.m. Sunday and ends at 12:00 midnight on Saturday.

Employees' regular work week shall be scheduled from Monday through Saturday. All hours worked on Sundays will be in addition to an employee's work schedule. Regular full-time employees will be paid overtime and regular part-time employees will be paid at the appropriate straight time rate on Sundays within the requirements of the Fair Labor Standards Act and the applicable provisions of the appropriate memorandum of understanding.

Full-time staff in the public service and ~~automation divisions~~ shall be scheduled in the following manner:

- Staff will work alternate monthly schedules. For one month at a time, a portion of the staff will work Monday through Friday and a portion of the staff will work Tuesday through Saturday. On the first Monday of each month, the staff will switch schedules so that those staff who were working Monday through Friday the previous month will work Tuesday through Saturday the following month and vice versa. In some divisions (e.g., branch) some employees may work two Monday through Friday schedules in a row and rotate into a Tuesday through Saturday schedule on the third month. For the months of December and January, staff will work the same schedule for those months in order to switch monthly schedules every year so holidays can be equitably distributed.
- Each employee's monthly work schedule will be determined before Sunday schedules are created to give staff an opportunity to plan the Sundays for which they would like to sign up.
- Because these alternate monthly work schedules are being developed in an attempt to provide staff with two days off in a row, there may be some days, such as Mondays, during which staff

may work non-traditional business hours (e.g., 10:00 a.m. - 7:00 p.m.) in order to provide adequate desk coverage.

- When staff is working a Tuesday through Saturday schedule they may be required to work two (2) split weekends within each eight week period.

- When a holiday falls on an employee's regular day off, the employee will be given 8 hours of holiday compensatory time off (CTO) in accordance with the Memorandum of Understanding (MOU). Use of CTO will follow guidelines set forth in the MOU.
- Part-time staff will work an equal number of Saturdays and Sundays as the full-time staff.
- These are the parameters within which the divisions will operate but there may be variations from division to division based on the needs of the Library.
- Employees may trade Saturday and Monday assignments with supervisory approval.

The following designated holiday hours will apply to all library divisions:

- Easter Sunday - always closed.
- When Christmas, New Year's or July 4<sup>th</sup> fall on Saturday, Sunday or Monday- closed on Sunday.
- When Veteran's Day or Lincoln's Birthday fall on Sunday- closed on Sunday.
- When Christmas Eve and New Year's Eve fall on Monday, Tuesday, Wednesday or Thursday, the libraries will be open 10:00 a.m. - 5:00 p.m. On Thanksgiving eve, libraries will be open 10:00 a.m. -5:00 p.m.
- When Lincoln's Birthday, July 4<sup>th</sup>, Veteran's Day, Christmas and New Year's days fall on Saturday - closed on Saturday.

Sunday hours will be staffed in the following manner:

- Adequate staff to meet the needs of the community will be assigned. The Library shall attempt to staff all libraries with one-half (1/2) regular staff and one-half (1/2) extra help. At least one regular employee from the branch will be assigned. No section will be staffed by a Departmental Aide alone.
- Extra-help employees will be recruited and assigned to work Sunday hours on a regular basis.
- A sign-up for Sunday hours will be circulated every four (4) months for employees to volunteer for specific Sunday hours. Employees will indicate branch preferences and may sign up to work at other than their regularly assigned branch with appropriate training and supervisory approval.
- Any Sunday staff hours that have not been either assigned to extra-help employees or voluntarily assigned will be assigned on a mandatory basis. The criteria for assigning mandatory Sunday hours are: operation needs of the Library, indicated employee preferences and employee experience in the class. The Director or his/her designee shall make all assignments and her/his decision shall be final and not subject to further appeal or the grievance procedure.
- Mandatory Sunday hours will be equitably distributed for all appropriate classes of Library staff within each cluster group of branch libraries over each year of operation.

- After the posting of the next four (4) months Sunday schedule, employees may trade Sunday assignments with supervisory approval.
- ~~Requests for religious exemptions from/accommodations for Sunday work will be considered within the guidelines provided by County Counsel in accordance with applicable laws.~~
- Building supervision will follow branch lines of authority.

Requests for religious exemptions from/accommodations will be considered within the guidelines provided by County Counsel in accordance with applicable laws

Employees will not be scheduled for split shifts except at the affected employee's request or as arranged with the employee. The Library will make every effort when operationally feasible to accommodate employee preference on days off.