

**SIDE LETTER
BETWEEN
CONTRA COSTA COUNTY AND IFPTE, Local 21**

This Side Letter is by and between the Professional and Technical Engineers, IFPTE, Local 21 ("Local 21") and the County of Contra Costa ("County") and is effective following approval of the Board of Supervisors.

This side letter amends the Memorandum of Understanding ("MOU") between the County and Local 21 (July 1, 2016- June 30, 2019) to add the following new paragraphs J., K., and L. to Section 5.13 of the MOU:

- J. For higher pay assignments in vacant positions, a request for examination to fill the position must be submitted at the time of the higher pay assignment request. After a request for examination is submitted, the County will not unreasonably delay in any subsequent steps, including but not limited to promulgating a list and filling the vacation position(s).

- K. An employee will receive 5 additional points towards his/her examination score, if the employee takes an examination for a classification in which the employee received higher class pay for a combined 12 months or more in the prior three years from the date of the examination.

- L. The COUNTY will provide to Local 21 a monthly electronic list of all employees who are being paid for work in a higher classification (temporary upgrade). The list will include the following information:
 - i. Employee's full name;
 - ii. Permanent classification;
 - iii. Date of hire;
 - iv. Permanent department;
 - v. Union of permanent classification;
 - vi. Start date and end date of temporary upgrade;
 - vii. Temporary upgrade classification and department;
 - viii. Union representing temporary upgrade classification, and
 - ix. Rate of pay received in the temporary upgrade.

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