

**SIDE LETTER  
BETWEEN  
CONTRA COSTA COUNTY AND PEU, LOCAL 1**

This Side Letter amends the Memorandum of Understanding between PEU, Local 1 ("Union" or "Local 1") and the County of Contra Costa ("County") to modify Section 2.9 – Written Statement for New Employees of the MOU as follows:

**2.9 Written Statement for New Employees.**

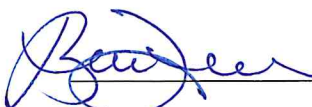
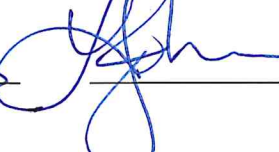
- A. The County will provide a written statement to each new employee hired into a classification in any of the bargaining units represented by the Union, that the employee's classification is represented by the Union and the name of a representative of the Union. The County will provide the employee with a packet of information that has been supplied by the Union.
- B. The County will provide written notice to the Union of all new employee orientations at least ten (10) calendar days prior to the event. The County may provide less than ten (10) calendar days' notice to the Union in instances where there is an urgent need critical to the County's operations that was not reasonably foreseeable. In the event that the County provides less than ten (10) calendar days' notice and the Union is unable to attend the orientation because of the short notice, the Union will be provided with the opportunity to meet with new employees within five (5) working days before or after the orientation for up to thirty (30) minutes during County time.
- C. The new employee orientation notice provided to the Union will include the date, time, and location of the orientation.
- D. A bargaining unit member attending orientation as a Union representative shall be given paid release time sufficient to cover the Union's presentation and travel time. The Union will provide the names of any employees who they wish to be released at least 48 hours in advance to the Labor Relations Manager.
- E. Representatives of the Union will be permitted to make a presentation of up to thirty (30) minutes, and may provide written materials to new employees during a portion of the orientation for which attendance is mandatory.

The terms of this Side Letter are effective after it is approved by the Board of Supervisors and will be incorporated into the successor MOU between the County and Local 1 dated July 1, 2016 – June 30, 2019 remain unchanged by this Side Letter.

Date: 1/16/18

**Contra Costa County:**  
(Signature / Printed Name)

**Union Name:**  
(Signature / Printed Name)

 / BRIE LEWIS  / LAKEESHA JOHNSON