

**SIDE LETTER AGREEMENT**  
**Real Property Agent Advanced Certificate Differential**

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

For recruitment and retention purposes, this Side Letter amends Section 42.21 of the MOU to increase the current differentials from 5% to 10%, as follows:

42.21 Real Property Agent Advanced Certificate Differential: Employees in the management classes of Principal Real Property Agent (DYDA) and Supervising Real Property Agent (DYNA) are entitled to receive a monthly differential in the amount of **ten percent (10%)** of base monthly salary for possession of a valid Senior Member Certificate issued by the International Executive Committee of the International Right of Way Association or a valid certificate for a Real Property Administrator designation or a Facilities Management Administrator issued by the Building Owners & Managers International. Verification of eligibility will be by the Department Head or his/her designee. Eligibility for receipt of the differential begins on the first day of the month following the month in which eligibility is verified by the Department Head.



Employees in the Public Works Department in the classifications of Senior Real Property Agent, (DYTB), Associate Real Property Agent (DYTA), Assistant Real Property Agent (DYVA), Junior Real Property Agent (DYWA), and Junior Real Property Agent-Project (DYW1), are entitled to a salary differential of **ten percent (10%)** of base pay for possessing and maintaining a valid certification issued by one or both of the following: The International Right of Way Association (IRWA) Senior Membership Designation; Building Owners and Managers Institute (BOMI); Real Property Administrator (RPA) designation; or Facilities Management Administrator (FMA) designation.

All employees who qualify for the Senior Member certificate must recertify every five (5) years with the International Right of Way Association in order to retain the Senior Member designation and continue to receive the differential. In order to recertify, a Senior Member must accumulate seventy-five (75) hours of approved education which may include successfully completing courses, attending educational seminars or teaching approved courses.



This Side Letter will remain in effect for the term of the current Memorandum of Understanding ("MOU") between the County and Local 21 (July 1, 2016 – June 30, 2019). The terms of the Side Letter will be incorporated into the successor MOU unless otherwise negotiated by the parties. All other terms and conditions of the current MOU between Contra Costa County and Local 21 remain unchanged by this Side Letter.

Date: April 25, 2018

CONTRA COSTA COUNTY:  
(Signature / Printed Name)

 / BRIAN M. GALBAS  
 / Carrie Ricci  
Shanna Edwards / Shanna Edwards  
\_\_\_\_\_/\_\_\_\_\_

IFPTE LOCAL 21:  
(Signature / Printed Name)

 / JUSTIN DECKER  
 / KAREN LAWS  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_