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DEL NORTE COUNTY

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HUMAN RESOURCES/
RISK MANAGEMENT

**Side Letter of Agreement
Between
County of Del Norte
and the
Del Norte County Employees Association/SEIU Local 1021
Miscellaneous and Professional Units**

The County and the Union agree to freeze pay ranges 24 and 25 at Step A only and to adjust the Miscellaneous & Professional Biweekly Salary Schedule accordingly as a result of this agreement for the following classifications, pursuant to the Memorandum of Understanding DNCO AGMT #2021-189 (MOU), Article IV, Section 4.3 Minimum Wage Adjustment, no employees shall make less than the state's minimum wage rate. The County and the Union also agree to amend MOU Section 4.6 Beginning Salary as noted below, and newly hired employees in pay ranges 24 and 25 shall be compensated at Step B upon hire and, by this agreement be considered Board approval to appoint at a Step higher than A also per Section 4.6 of the MOU. As such, employees hired at 24B or 25B shall follow the same probationary guidelines for step increases per Section 4.9 of the MOU.

Adjustments shall be provided for current employees presently at Range 24 Step A and Range 25 Step A to Step B of their current range on the effective date of this agreement due to the increase in State minimum wage and Section 4.3 of the MOU. For those employees adjusted to Step B as a result of this agreement, this range increase shall be considered as the probationary step increase per MOU Section 4.9 however it shall not indicate if an affected employee is off probation or passed their probationary period.

The salary range adjustments shall be effective the first full pay period following ratification of this Side Letter Agreement, but no later than the start of business January 1, 2023.

Job Title	Range	
Cook II	24	freeze Step A only
Custodian II	24	freeze Step A only
Eligibility Specialist I	25	freeze Step A only
Intake Worker I	24	freeze Step A only
Juvenile Correctional Technician I	24	freeze Step A only
Legal Clerk I	25	freeze Step A only
Legal Process Clerk I	24	freeze Step A only
Medical Records Clerk I	24	freeze Step A only
Office Assistant III	24	freeze Step A only
Vocational Assistant I	24	freeze Step A only

4.6 **Beginning Salary:** Newly hired employees shall be compensated at Step A of the appropriate salary schedule and range. Effective January 1, 2023, newly hired employees in a Classification with pay range 24 or 25 shall be compensated at Step B of the appropriate salary schedule. Where it is difficult to hire qualified personnel or where a person of unusually high qualifications is hired, the Appointing Authority may request the Board of Supervisors to appoint at a higher step, but in no event higher than Step C. The Board of Supervisors must approve appointment at a step higher then Step A.



County of Del Norte

 12-22-2022

DNCEA/SEIU 1021 Date