



## County of Del Norte Board of Supervisors

### Board Report

**AGENDA DATE:** December 29, 2022

**TO:** Del Norte County Board of Supervisors

**FROM:** Neal Lopez, County Administrative Officer  
Administration  
981 H Street, Suite 210. Crescent City, CA 95531

**SUBJECT:** Approve the Side Letter of Agreement, to freeze Step A of Pay Ranges 24 and 25, between the County of Del Norte and the DNCEA/SEIU Local 1021 and to amend the language of Section 4.6 of the MOU for Beginning Salary, as requested by the County Administrative Officer.\*\*

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#### **RECOMMENDATION FOR BOARD ACTION:**

Approve the Side Letter of Agreement, to freeze Step A of Pay Ranges 24 and 25, between the County of Del Norte and the DNCEA/SEIU Local 1021 and to amend the language of Section 4.6 of the MOU for Beginning Salary, as requested by the County Administrative Officer.\*\*

#### **DISCUSSION/SUMMARY:**

On January 1, 2023 the California minimum wage will increase to \$15.50 per hour. Under the currently adopted salary schedules the salary ranges and steps that will fall under this threshold on January 1, 2023 will be Step A of Ranges 24 and 25 of the DNCEA/SEIU bargaining group. The County Negotiation Team, led by the CAO, has met and discussed how best to approach this issue with the Union on several occasions and it has been mutually agreed to freeze Step A of Ranges 24 and 25 and to request that the Board authorize new hires in these ranges to be placed at Step B and for current employees to be advanced to Step B upon ratification of this agreement by the Board but in no case later than January 1, 2023.

Under the current MOU (Sec. 4.3), the County has already agreed that no employee will be paid less than minimum wage. This new Side Letter of Agreement spells out the mutually agreed upon manner in which employees will be paid an amount equal to or greater than the minimum wage now that it will be increasing. Specifically, this agreement stipulates that all new hires in classifications subject to this compensation shall be hired at Step B and that all current employees in affected classifications will be advanced to Step B. For those employees being advanced to Step B due to this increase in minimum wage, this advancement shall be considered the advancement to Step B that they would otherwise be entitled to upon satisfactory completion of their new-hire probation however it does not reflect completion of

their probation.

If approved by the Board, this Side Letter of Agreement will amend the language of Section 4.6, Beginning Salary, of the MOU to specifically direct that new hires in classifications compensated at Range 24 or 25 will be automatically hired at Step B. Further, the language of the Side Letter of Agreement provides that the intent of the SLA is also that current employees in Step A of Range 24 or 25 shall also be advanced to Step B, and that this advancement shall constitute the advancement the employee would be entitled to as if they had passed their probationary period "however it shall not indicate if an affected employee is off probation or passed their probationary period."

**ALTERNATIVES:**

Reject the proposed Side Letter of Agreement, or provide alternative direction.

**FINANCING:**

The Auditor has analyzed the affected changes and has found that the County budget is sufficient to absorb these increased salaries.

**OTHER AGENCY INVOLVMENT:**

DNCEA/SEIU Local 1021.

**CHILDREN'S IMPACT STATEMENT:**

**This section meets the following outcome measures for children in Del Norte County:**

- No impact to Children as a result of this action.

**ATTACHMENTS:**

1. 1341\_001

**APPROVALS:**

Neal Lopez, County Administrative Officer  
Kylie Goughnour , Clerk of the Board

Approved - 12/27/2022  
Final Approval - 12/27/2022