

**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 range 24 at Step A only and to adjust the Miscellaneous and Professional Biweekly Salary Schedule accordingly as a result of this Agreement for the following classifications, pursuant to the Memorandum of Understanding DNCO AGMNT#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 range 24 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 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 to Step B on the effective date of this agreement due to the increase in the 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.

It is understood that this agreement is not binding on the parties until the Del Norte County Board of Supervisors act, by majority vote to approve and adopt this agreement. The salary range adjustments shall be effective at 12:01 am on January 1, 2024.

| Job Title | Range | Adjustment |
|-------------------------|--------------|--------------------|
| Cook II | 24 | freeze Step A only |
| Custodian II | 24 | freeze Step A only |
| Intake Worker I | 24 | 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, 2024, newly hired employees in a Classification with pay range 24 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 than Step A.

 12/19/23
County of Del Norte

 12/19/2023
DNCEA/SEIU 1021