

July 30, 2024

Jeremiah Miller, Business Representative
American Federation of State, County
and Municipal Employees District
Council 57, Local 146, AFL-CIO
2295 Gateway Oaks Drive, Suite 140
Sacramento, California 95833

Re: Letter of Understanding on the Amended Anniversary Recognition Program

Dear Jeremiah:

This is to confirm the agreement of the Sacramento Employment and Training Agency (SETA) and the American Federation of State, County and Municipal Employees District Council 57, Local 146, AFL-CIO (AFSCME) to a letter of understanding regarding the amended Anniversary Recognition Program for all SETA employees.

Specifically, it is agreed that effective Pay Period 20 (pay period dates of 9/1/2024 through 9/14/2024), the Agency will implement the Program as follows:

- A. Effective on the first pay period after the five (5) year anniversary of Agency service and every five (5) years after that, employees shall receive Anniversary Leave in an amount that coincides with their years of service. This will not be applied retroactively.
- B. Employees shall receive Anniversary Recognition leave as follows:
4 hours at 5 years; 8 hours at 10 years; 12 hours at 15 years;
16 hours at 20 years; 20 hours at 25 years; 24 hours at 30 years;
28 hours at 35 years; and 32 hours at 40 years
- C. The following terms apply to the use of Anniversary Recognition Leave:
 1. Anniversary Leave requests shall be submitted to the supervisor and

GOVERNING BOARD

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EXECUTIVE DIRECTOR

approved prior to use of the time.

2. Anniversary Leave time may be used in increments of less than a full day.
3. The employee shall have one year from the date of receipt to utilize the Anniversary Leave.
4. Anniversary Leave time which is not used within a year may not be cashed out.
5. If the employee was unable to use such leave due to unforeseen circumstances such as, but not limited to, leave of absence, prolonged illness or injury, and/or scheduling problems created by business needs, the leave balance may be carried over for a defined period with the approval of the Executive Director (or Approving Authority).
6. Employees who reach twenty (20) years of service, and every five (5) years thereafter, will have the option for recognition by the Governing Board during its monthly meeting. Employees who reach these milestones will be notified at the start of the month of their anniversary and will be given the option to be acknowledged by the Governing Board at the next scheduled meeting. This acknowledgement may be postponed in the event in-person Governing Board meetings are discontinued for any reason.
7. Employees who reach one (1) year of service, and five (5) years, and every five (5) years thereafter will also receive a "Years of Service" lapel pin to recognize their achievement.
8. Employees who leave Agency employment and later return to Agency employment shall have their Anniversary Leave eligibility based on their rehire date.

If this is your understanding of the agreement reached, please sign and date as indicated below and return one copy to my office. I have enclosed an additional original for your files.

Sincerely,

Dee Contreras
Labor Relations Consultant

AGREED TO:

DATE:

7-30-24


7/30/24

Jeremiah Miller
Business Representative, AFSCME



Gaylon Ndiaye
Union President