

**Side Letter of Agreement**  
**Regarding New Employee Orientation**  
**between**  
**The City of El Cerrito**  
**and**  
**SEIU Local 1021**

July 2, 2018

**4.8 Union Security - Agency Shop**

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**E. Implementation for New Hires**

- The City will provide the SEIU Steward with 10 days advance notice of any new employee orientation, as defined in AB 119.
- The City will provide the Union with an electronic notification in malleable electronic format, the new employee(s) name, job title, department, work location, work number, home number, cellular number(s); personal email address and home address of any new employee on file with the employer within 30 days of hire or the first pay period of the month following hire.
- The City shall provide SEIU access to employees who are newly hired to the City in the following manner:
  - An SEIU Steward shall be provided 15 minutes of paid release time to meet with new City employees hired into the bargaining unit represented by SEIU during the new employees' orientation meeting with the Human Resources Department.
  - The Human Resources Department shall select the date for the new employees' orientation meeting with the Human Resources Department and give the designated SEIU Steward as much notice as possible. The Human Resources Department's selected date shall not be modified except due to the availability of the new employee(s) or Human Resources staff.

- If the City does not conduct a new employee orientation meeting, the SEIU Steward shall be provided access to a new employee in the following manner:
  - The City will provide the SEIU Steward with up to 30 minutes of paid release time to meet with the new employee.
  - The new employee will be provided up to 30 minutes of paid time to meet with the SEIU Steward. SEIU shall have the right to access and use the employer's facilities to meet with the new employee in accordance with Section 4.5 of the MOU.

If the foregoing is in accordance with your understanding, please indicate your acceptance and approval in the space provided below.

Approved and Accepted:

Date: 7/31/2018

For The City of El Cerrito

Glenn Beckheimer  
[Signature]

For S.E.I.U. Local 1021

Jul Couel 7/26/18  
[Signature]  
[Signature]