

Human Resources Memorandum

SUBJECT: Side Letter Agreements	NUMBER: HR 12-015
	DATE ISSUED: July 25, 2012
DISTRIBUTION: All Managers and Supervisors	EXPIRES: NA

This memorandum provides Department of Fish and Game supervisors and managers with general information regarding Side Letter Agreements reached with the unions during the Personal Leave Program negotiations.

ALL BARGAINING UNITS

Personal Service Contracts

Continue to upload copies of all personal service contracts to the DFG Document Library, "HR Personal Service Contracts Documents" database on the Intranet.

SEIU LOCAL 1000 – BU 1, 4, 11, 14, and 15

Dispute Resolution Process

Should management receive a grievance arising from topics covered in Human Resources Memorandum HR 12-013 (i.e. PLP 2012), immediately send it to the DFG's Labor Relations Office at 1416 9th Street, Room 1217, Sacramento, CA 95814. LR will follow the procedures specified by the California Department of Human Resources.

CAPS – BU 10

Telework

Requests to telework shall be submitted in writing to the appointing power (manager/ supervisor), and shall result in a written response within 30 calendar days. Managers who receive a telework request should work with their Classification and Pay Analyst before responding to the employee.

IUOE – BU 12

Overtime

Before requiring employees to work overtime, management must make every effort to seek volunteers to work.

QUESTIONS

If you have questions, please contact David Shary, Labor Relations Analyst at (916) 654-8494.