

Addendum to CEA Memorandum of Understanding of October 1, 2016 – June 30, 2019

NEW SECTION 2.1.4: ACCESS TO NEW EMPLOYEES

The Employer shall provide CEA written notice of, and access to, new employee orientation as set forth below.

- A. Notice: The Employer shall provide at least 10 days' written notice by email, to addresses that CEA shall provide, of any new employee orientation for positions in a CEA-represented classification, where information regarding employment status, rights, benefits, duties, responsibilities, or any other employment-related matter is provided. Less than ten (10) days' written notice may be provided where there is an urgent need critical to the City's operations that was not reasonably foreseeable.

- B. Access: CEA shall notify the new employee and labor relations of a proposed thirty minute time slot, during normal working hours, for a maximum of two representatives, which may be either CEA members or IFPTE Local 21 affiliate representatives, to meet privately with the new employee. The purpose of the meeting shall be to provide information and communicate to its member the rights and obligations created by the contract and the role of the representative, and to answer questions, without management personnel or any other persons present. One representative may be a bargaining unit member, and any such bargaining unit member shall be on without-loss-of-pay status provided the member gives his/her supervisor sufficient advance notice.
 - 1. For reasons of operational necessity only, the Employer may notify CEA that the proposed time is unworkable and that CEA must propose an alternate time.

- C. Information Exchange: Within thirty (30) days of hiring a new employee, or by the first pay period of the month following hire, the employer will provide IFPTE Local 21 with the below listed information in a digital or other usable data format:
 - 1) Name
 - 2) Job Title
 - 3) Department
 - 4) Work Location
 - 5) Telephone number(s) [work, home and personal cellular]
 - 6) Personal email address on file with employer
 - 7) Home address of the new hire

Similarly, the City of Cupertino will also provide CEA with the above detailed information for all employees within the bargaining unit at least every ninety (90) calendar days in a digital or other usable data format.

The above information shall not be provided to CEA if the new hire or current employee within the bargaining unit makes a written request to opt out of such disclosure. Upon written request of the employee, the City will not disclose the employee's home address, home telephone number, personal cellular telephone number, or personal email address to CEA, in accordance with Cal. Gov. Code Section 6254.3(c).

- D. The ability to have a CEA representative present as part of orientation/onboarding shall not result in a delay of an employee's start date.
- E. Resolution of the above language satisfies the City's bargaining obligations under AB 119, Government Code Section 3555-3559.



For City of Cupertino

~~December 6, 2017~~

12/18/2017



For Cupertino Employees Association

~~December 6, 2017~~

12-18-17