

SIDE LETTER of AGREEMENT  
Between  
Santa Clara Valley Water District (SCVWD) and  
the Employees Association (EA) - AFSCME, Local 101,  
the Engineers Society (ES) - IFPTE, Local 21 and  
the Professional Managers Association (PMA) - IFPTE, Local 21  
Regarding  
**Modification to Limited-Term Appointment Policy (Ad 2.2.107)**

---

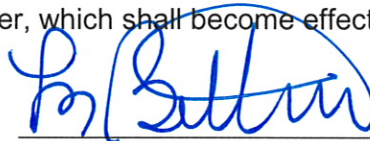
In order to perform the District's responsibility, the Chief Executive Officer is altering the procedures in AD 2.2.107 as follows:

1. For the 18 limited-term positions needed to work in the identified units on specific capital projects, as well as water conservation and drought response work, accelerating recycled water program and implementation of audit recommendations, recruitment will be both internal and internal/external, pursuant to the attached process (Attachment A).
2. Development of job postings for the 18 positions will be expedited. Limited term job postings should be clearly marked as such and should be very specific about the assignment so interested candidates have a clear picture of what the assignment entails and the type of experience required. The affected union will be allowed to review the job posting prior to release.
3. These limited-term positions will be for the time-period of the project as designated at the time of hire and such time period may be adjusted as needed by District management. Appointees to these limited term positions, if released from the position prior to the end of the project or at the end of the project, will be subject to the District's reassignment process or appropriate Memorandum of Understanding (MOU) layoff provisions.
4. All of these limited-term positions will be covered by the appropriate MOU and eligible for all pay and benefits described in these MOUs.
5. Employees hired to fill a limited-term position will be precluded from applying for other positions at the District prior to completion of their probation and shall be required to sign a written acknowledgement of limited-term employment (Attachment B).
6. If a limited-term position covered by this agreement is vacated prior to the end of the designated project, that vacant limited-term position may be filled for the duration of the project, at the District's discretion.
7. The 18 designated limited-term positions covered by this side letter will not exceed five (5) years in duration.
8. There will be an annual report provided to the Chiefs on the status of this program and copies will be provided to all unions. In addition, any other formal written communication to the Chiefs reporting on the status of the program will be provided to the unions.

9. The original 13 positions identified for capital projects (Attachment C) are attached as part of this agreement. The additional five (5) positions will be determined in the future, prior to recruitment, and will be reviewed with the unions.
10. Should an internal candidate for one of these limited-term positions not be granted an interview, they may request a review by the Chief Administrative Officer (CAO). The CAO's decision will be final.
11. This agreement will expire on January 31, 2020.

The parties hereto have executed this side letter, which shall become effective upon signing.

**Authorized Union Representative:**



**Date:** 12-10-14

Liz Bettencourt  
President  
Employees Association,  
AFSCME Local 101

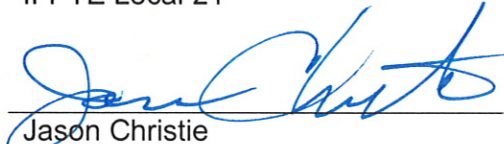
**Authorized Union Representative:**



**Date:** 12-10-14

Metra Ulloa  
President  
Engineers Society,  
IFPTE Local 21

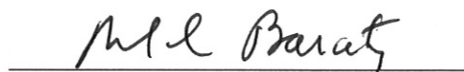
**Authorized Union Representative:**



**Date:** Dec. 1, 2014

Jason Christie  
President  
Professional Managers  
Association,  
IFPTE Local 21

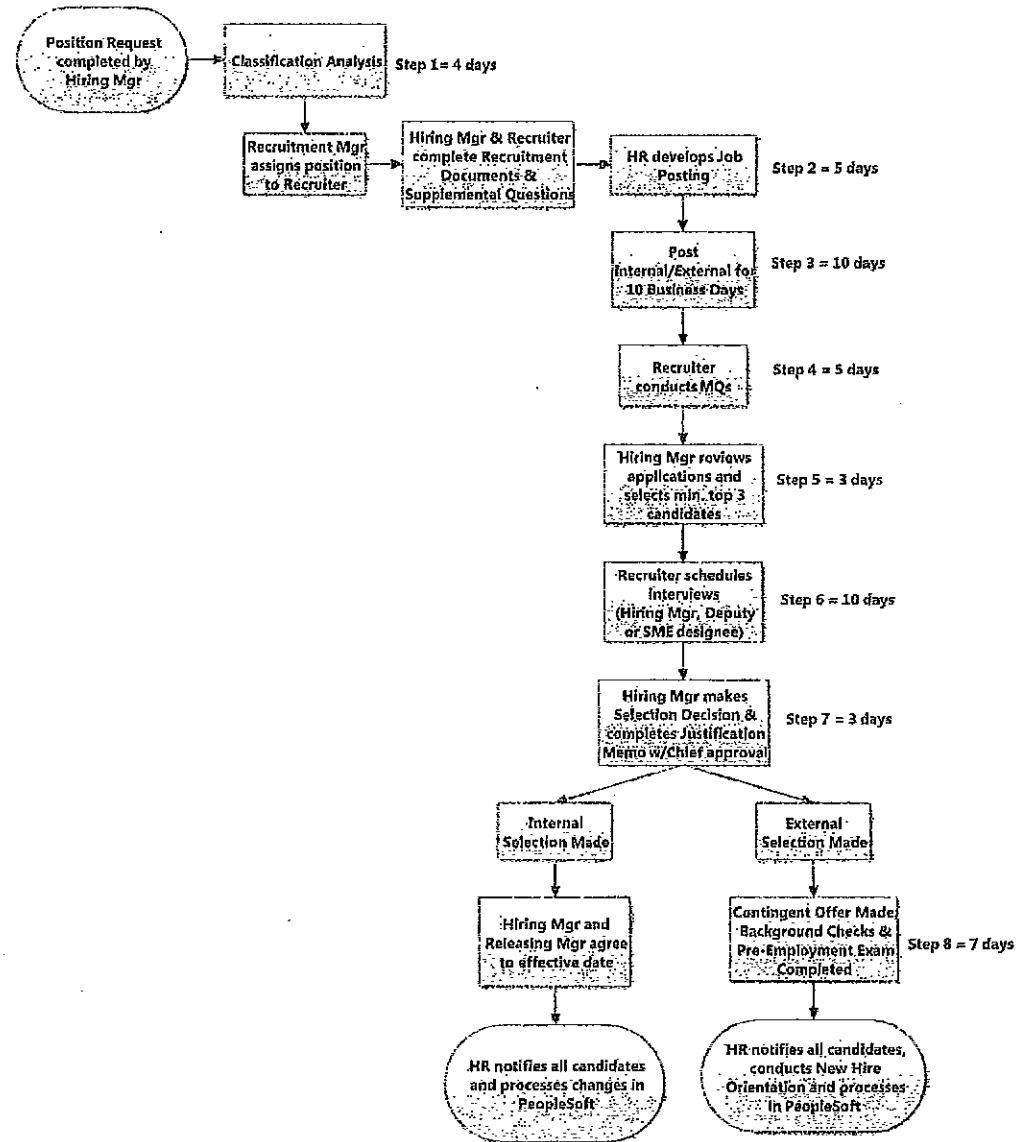
**Authorized District Representative:**



**Date:** 12-10-14

Michael Baratz  
Labor Relations Officer  
Santa Clara Valley Water District

Proposed Pilot Limited-Term Internal/External Hiring Process  
September 2014



**POSITIONS (10 Total)**

1. Assistant Engineer (Civil) I - 6 positions
2. Staff Analyst
3. Real Estate Agent I
4. Management Analyst II (Recruitment)
5. Associate Geotechnical Engineer

**CHANGES FROM HIRING PROCESS**

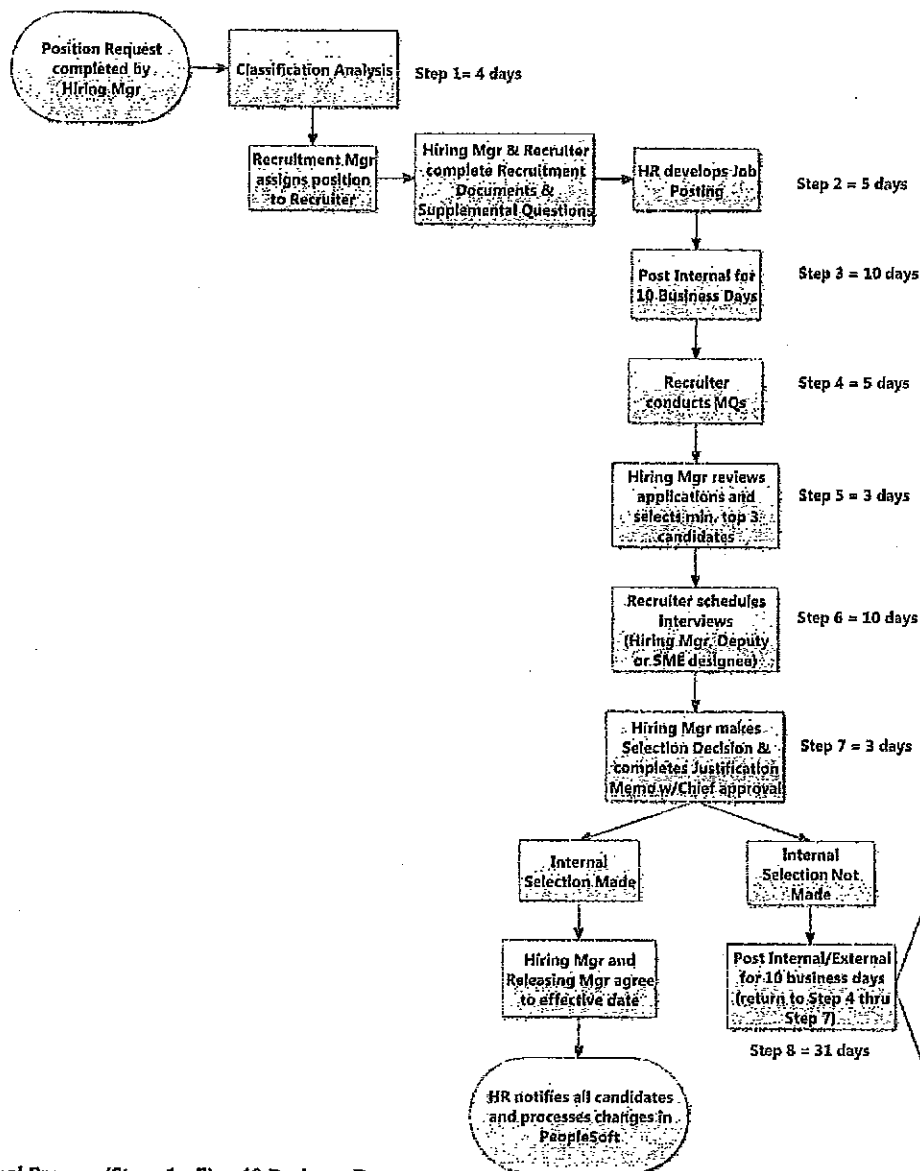
1. If classification matches the LT classification, Deputy and Chief approval not required. Proceeds directly to Recruitment Mgr to start recruitment.
2. Job Analysis form not required by the Hiring Mgr. Duties are captured in the PR Form.
3. Recruitment Blue Folder removed.
4. Position is posted Internal/External from the start with Supplemental Questions.
5. Internal applicants will complete Supplemental Questions.
6. Supplemental Questions will be used for review of qualifications without points.
7. MQ Challenge period removed. SQ responses will provide the recruiter sufficient information on the candidate's qualifications.
8. Hiring Mgr reviews applications and makes interview selections.
9. EO role is removed since these are temporary assignment positions.
10. Relevant Labor Workforce Diversity representation removed from interview panel.
11. Interview panel will comprise of Hiring Mgr and Deputy or SME Designee.

**OTHER POSSIBLE OPTIONS**

1. Use recent Eligible Lists rather than post Internal/External.

Time to Fill Internal/External Process = 47 Business Days

**Proposed Pilot Limited-Term Internal First Hiring Process  
September 2014**



Time to Fill Internal Process (Steps 1 - 7) = 40 Business Days  
 Time to Fill Internal/External Process (Steps 1 - 9) = 78 Business Days

**POSITIONS (Total 3)**

1. Associate Engineer
2. Sr. Office Specialist
3. Senior Management Analyst (Contracts/Procurement)

**CHANGES FROM HIRING PROCESS**

1. If classification matches the LT classification, Deputy and Chief approval not required. Proceeds directly to Recruitment Mgr to start recruitment.
2. Job Analysis form not required by the Hiring Mgr. Duties are captured in the PR Form.
3. Recruitment Blue Folder removed.
4. Internal Postings will require Supplemental Questions.
5. Supplemental Questions will be used for review of qualifications without points.
6. MQ Challenge period removed. SQ responses will provide the recruiter sufficient information on the candidate's qualifications.
7. Hiring Mgr reviews applications and makes interview selections.
8. If less than 3 candidates are qualified with functional experience, posting proceeds to Internal/External process. Internal candidates remain in the pool.
9. EO role is removed since these are temporary assignment positions.
10. Relevant Labor Workforce Diversity representation removed from interview panel.
11. Interview panel will comprise of Hiring Mgr and Deputy oSME Designee.

**OTHER POSSIBLE OPTIONS**

1. Use recent Eligible Lists rather than post Internal/External.

**ACKNOWLEDGMENT OF LIMITED TERM EMPLOYMENT  
(EXTERNAL CANDIDATE)**

I hereby acknowledge that the position of [ ] I have applied for and accepted is a position of limited duration which is currently scheduled to end on or before [date]. I acknowledge that District management may modify this end date as needed based upon the business needs of the District or the scheduled completion of the project(s) being supported by the limited-term position. I acknowledge that prior to or at the time of the aforementioned end date, I will be subject to the District Reassignment process or the appropriate Memorandum of Understanding layoff provisions. I further acknowledge that I shall not have the right to apply for other positions at the District prior to the successful completion of my probationary period for the limited-term position and that any such applications I submit in violation of this provision may be disregarded by the District.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Name

---

**ACKNOWLEDGMENT OF LIMITED TERM EMPLOYMENT  
(INTERNAL CANDIDATE)**

I hereby acknowledge that the position of [ ] I have applied for and accepted is a position of limited duration which is currently scheduled to end on or before [date]. I acknowledge that District management may modify this end date as needed based upon the business needs of the District or the scheduled completion of the project(s) being supported by the limited-term position. I acknowledge that prior to or at the time of the aforementioned end date, I will be returned to my prior classification, but not necessarily to my prior unit or to the responsibilities I held prior to my appointment to the limited term position.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Name

<b>Unit &amp; Manager</b>	<b>Positions</b>	<b>Project(s)</b>	<b>Duration</b>
376 Mike Munson	Associate Engineer	HQ Ops Building, Coyote PP Warehouse	3 years
385 Emmanuel Aryee	Assistant Engineer I (2 positions)	Dam Improvement and Seismic Retrofit Projects	5 years
385 Emmanuel Aryee	Sr. Office Specialist	All WUE Capital Projects	5 years
385 Emmanuel Aryee	Associate Geotechnical Engineer	Flood protection capital projects	3 years
333 Stephen Ferranti 334 Rechelle Blank 336 Roger Narsim	Assistant Engineer I (3 positions)	Lower Llagas, Lower Penitencia, Lake Cunningham, and Lower Berryessa Projects	5 years
331 Saeid Hosseini	Assistant Engineer I	Permanente Creek, San Francisquito Creek, and the Palo Alto Flood Basin Projects	3 years
336 Roger Narsim	Staff Analyst	Watershed Small Caps, Lower Silver Ck, Lower Berryessa Coyote Ck. Projects	5 years
369 Sue Turner	Real Estate Agent I	All Capital projects	3 years
820 Darryl Williams	Senior Management Analyst	Support Capital Projects	3 to 4 years
927 Angelica Cruz	Recruitment Analyst	Recruitment for Limited Term Positions	2 years