

## SIDE LETTER AGREEMENT

Between

Central Contra Costa County Sanitary District

And

Management Support/Confidential Group

February 22, 2024

Central Contra Costa County Sanitary District (District) and the Management Support/Confidential Group (MS/CG) met and conferred on several occasions between August 2023 and January 2024 with the purpose of creating a Limited Duration Position Program (LDPP). The intent of this program is to create positions that augment regular District staff to accomplish work but only that of a limited and specific nature.

The following parameters were agreed upon by the District and the Union:

- These positions will be represented by MS/CG and will be subject to all provisions of the MS/CG Memorandum of Understanding (MOU) with the exception of Article V-Retiree Benefits and Article VI-Lateral Transfers.
- The positions will have the same title as current District classifications with the designation of "Limited Duration". The positions will be reflected in this manner of the District's organizational chart.
- In the case of a layoff, these positions would be first in the order of layoffs.
- The District will articulate, in writing, the anticipated timeframe and scope of the work for every position to the bargaining unit.
- Once an incumbent has completed one limited duration position, they will be required to serve a 90-day cooling off period before they are eligible to be considered for another limited duration position.
- No position shall exceed a five-year term.
- The number of positions at any given time will be capped at no more than 5% of the District's full-time equivalent (FTE) count ***and*** no more than 10% of MS/CG's membership count.
- Vacant permanent positions in the same classification as the requested limited duration position within a workgroup must be filled by a regular, permanent employee before the addition of a limited duration position will be approved.

- Incumbents in these positions may provide direction and assign work to employees if it relates to their area of responsibility. However, they will not be the supervisor of record for permanent staff and will not conduct performance evaluations or be responsible for any disciplinary action.
- Regular, permanent staff may compete for a limited duration position via the District's recruitment process. If offered the position, the employee shall return to their previously held regular, permanent position upon the completion of the limited duration position with the same terms and conditions. If an MS/CG represented employee fills an MS/CG designated limited duration position, all provisions of the MS/CG MOU shall apply and seniority shall remain intact. All others shall receive the benefits outlined in this side letter.

For the District:

*Teji O'Malley*

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Teji O'Malley  
Human Resources and  
Organization Development Manager

For MS/CG:

*Chris Carpenter*

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Chris Carpenter  
Union President