

County of Santa Clara

Employee Services Agency

Agency Administration

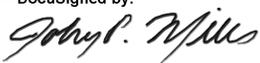
County Government Center, East Wing 70
West Hedding Street, 8th Floor
San Jose, California 95110



DATE: November 16, 2020

TO: Supervisor S. Joseph Simitian, Chairperson
Supervisor Susan Ellenberg, Vice Chairperson
Health & Hospital Committee

FROM: John P. Mills, Director, Employee Services Agency

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SUBJECT: Case Investigation and Contact Tracing and Discussions with SEIU

At the November 4, 2020 meeting of the Health and Hospital Committee (Agenda Item No. 9), Supervisor Ellenberg requested that Administration provide an off-agenda report regarding discussions with SEIU related to Disaster Service Workers (DSWs) in active status for COVID-19 Case Investigation and Contact Tracing (CICT). This memorandum provides the requested information.

In determining which contact tracers would remain in active versus reserve status, the Public Health Department (PHD) sought to optimize bilingual capacity, minimize schedule changes for those remaining in active status, maintain team balance (i.e., not having to reassign active DSWs to new team leads), put into reserve status anyone currently on probation after hire or transfer so that their home department could observe them in their hired role, and maintain equity across departments that have provided DSWs to support CICT by putting roughly half of DSWs from each department into reserve status. *(Please note that, due to swiftly rising COVID case rates, DSWs in CICT reserve status are now being called back to full-time work.)*

If an employee was previously certified in a language, and the bilingual differential for that language was discontinued by the employee's home department when the employee was reassigned as a DSW, the PHD's human resources unit at the Departmental Operations Center (DOC) requested that the home department submit a request to restart the bilingual differential, since the bilingual pay is charged to the home department's budget. Employees should have received bilingual pay starting on 10/9, for Pay Period 9/21-10/04. In addition, the PHD notified each of the employee's home departments to process a request for backpay. Once processed, these employees were to receive backpay effective the first pay period in August (8/10-8/23).

Regarding Veterans' Day, CICT staff were provided the opportunity to request to work that day and receive compensation according to their union MOU, or to request that holiday off. Up to 30 staff could have the holiday off, and less than 30 requests for that holiday off were received. Everyone requesting to work that day was scheduled to work as requested. Regarding the Thanksgiving holiday, DSWs usually scheduled to work on Thursdays and/or Fridays will work their normal schedule on Thursday, November 26 and Friday, November 27. Any staff not scheduled for Friday can volunteer to work that day and receive holiday pay based on their union MOU, as well as overtime, if applicable. DSWs normally scheduled to work the Saturday or

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County Executive: Jeffrey V. Smith

Sunday after the holiday will still work those days. For Thanksgiving Day, PHD may release staff as early as 1:00 p.m., depending on case count. Labor Relations and PHD have been in discussions with SEIU regarding holiday time off for CICT staff for coverage for December 25 and January 1.

cc: Honorable Members of the Board of Supervisors
Jeffrey V. Smith, County Executive
Miguel Marquez, Chief Operating Officer
James R. Williams, County Counsel
Megan Doyle, Clerk of the Board of Supervisors