

**SIDE LETTER AGREEMENT
BY AND BETWEEN**

**SACRAMENTO PUBLIC LIBRARY AUTHORITY
AND
STATIONARY ENGINEERS, LOCAL 39, SUPERVISORY UNIT**

April 28, 2022

This will confirm an understanding reached between the Sacramento Public Library (SPL) and the International Union of Operating Engineers, Stationary Engineers, Local 39, AFL-CIO, representing employees in the Supervisory Unit (Union).

Terms of Agreement:

Library Supervisor III Reclassification

The parties agree, effective immediately following the Library Authority Board's approval of this "Side Letter," to reclassify the current Library Supervisor III position to the agreed upon System Supervisor job description (Exhibit A).

System Supervisor Allocation

The parties agree the following branches will no longer be staffed by Library Supervisor IIIs:

- | | | |
|---------------------------|---------------------------|----------------------------------|
| - Arden-Dimick Library | - Fair Oaks Library | - Southgate Library |
| - Belle Cooleedge Library | - Franklin Library | - Sylvan Oaks Library |
| - Carmichael Library | - North Highlands Library | - Valley Hi-North Laguna Library |
| - Central Library | - North Natomas Library | |
| - Elk Grove Library | - Rancho Cordova Library | |

The parties also agree that, on a future date designated by SPL, Branch Supervisors will report to the reclassified System Supervisors. Reclassified System Supervisor positions will be allocated as follows:

Library Supervisor Role

Regional Leader

Regional Leader

Regional Leader

Regional Leader

Regional Leader

Regional Leader

Collection Management Leader

Engagement Services Leader

Equity, Diversity & Inclusion Leader

Program & Assessment Leader

Staff Development Leader

Realigned Functions or Regions

Central, Belle Cooleedge, McClatchy, McKinley Libraries

Fair Oaks, North Highlands, Orangevale, Sylvan Oaks Libraries

Colonial Heights, Martin Luther King Jr., Pocket-Greenhaven, Southgate Libraries

Del Paso Heights, North Natomas, North Sacramento-Hagginwood, Rio Linda, South Natomas Libraries

Arcade, Arden-Dimick, Carmichael, Rancho Cordova Libraries

Courtland, Elk Grove, Franklin, Galt, Isleton, Valley Hi-North Laguna, Walnut Grove Libraries

System Wide Function; Central Library

System Wide Function; Central Library

System Wide Function; Central Library

System Wide Function; Central Library

System Wide Function; Central Library

Two (2) System Supervisors positions will be maintained as a vacant and not filled until further notice is provided to the Union.

Should a current Library Supervisor III choose to voluntarily demote, the employee shall have rights to the Branch Supervisor, Legacy classification at Grade 9, for 1-year from the start of their reclassification and if a Branch Supervisor position vacancy exists. Demotions to a Branch Supervisor position that occur 1-year after the reclassification date will result in a Grade 8 compensation. Should the Library reduce the number of System Supervisor positions in the future, should one of those positions be occupied by a current Library Supervisor III, that employee shall have rights to the Branch Supervisor, Legacy classification at Grade 9.

The parties agree the Library may reallocate or modify the structure of Regions and System Wide Functions identified above to maintain or improve the efficiency and effectiveness of the Authority's operations, as permitted in Article 3, Rights of Management of the Supervisory MOU. The Library and Union will meet and confer over aspects of the change that impact matters within the scope of representation.

Reimbursement and Allowance

The parties agree, effective at the beginning of the first pay period following the Library Authority Board's approval of this "Side Letter," to replace section 13.7 (Technology Allowance), Section 14.1 (Monthly Transportation Reimbursement), and Section 14.2 (Reimbursement for Use of Privately-Owned Vehicles) as follows:

13.7 Technology Allowance

- a. The Authority shall provide one (1) work laptop and one (1) work cell phone upon request at no cost to the employee.
- b. The Authority's policies regarding use of technology will be adhered to by both employer and employee.

14.1 Monthly Transportation Reimbursement

Employees who work at the Central Library and drive to work shall be reimbursed for full parking costs. The employee is not eligible for this allowance if the employee has elected the Authority-Paid Monthly Public Transit Pass benefit, is purchasing a monthly parking space in the county garage, or is not incurring parking expenses.

14.2 Reimbursement for Use of Privately-Owned Vehicles.

- a. Employees required to utilize their private vehicles for official Authority business shall be reimbursed for such use at the Internal Revenue Service (IRS) business mileage deduction rate and in compliance with the Authority's Travel Policy and Procedures.
- b. The Authority will provide employees with a monthly vehicle allowance of \$300 and Authority-provided parking. This allowance is compensation for the use of privately-owned vehicles on Authority business. The monthly vehicle allowance shall be in lieu of the payment of all mileage, except for out-of-county travel on Authority business.

- c. This benefit shall be pro-rated in the event that the employee has been unable to report to duty for medical or non-medical reasons, in a paid or unpaid status, for a continuous 30-day period.
- d. Any privately-owned vehicles operated on Authority business by any employees shall be insured, at the employee's expense, against liability to persons and property, including wrongful death, in an amount no less than the minimum State of California required automobile coverage for bodily injury and property damage.

Attachments:

Exhibit A – System Supervisor Job Description

Sacramento Public Library Authority



Peter D. Coy, Library Director & CEO

Date: 5/9/22



Christopher Trew, HR Manager

Date: 5.9.22

Stationary Engineers, Local #39




Bart Florence, Business Manager

Date:



Charlie Solt, Director of Public Employees

Date:



Scherita V. Adams, Business Representative

Date: 5/14/22

| | |
|--------------|--|
| Approved: | |
| Revision: | |
| Department: | Branches, Central, Collection Management |
| Unit: | Represented |
| Grade: | 10 |
| FLSA Status: | Non-Exempt |

Job Description **SYSTEM SUPERVISOR**

BASIC FUNCTION

Plans, organizes, and supervises the operations of a Central or regional library division, or a major system function, such as collection management, programming, and staff development; ensures that the library provides community-focused services through outreach and partnerships; provides supervision and leadership to unit or branch staff; and performs others related duties as assigned.

MAJOR DUTIES AND RESPONSIBILITIES

(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plans, organizes, and supervises all operations of a Central or regional library division, or a system wide function, including planning services, recommending budget allocations, monitoring expenditures, and developing and recommending programming;
- Establishes procedures for effective branch, division or work unit operation and recommends changes to improve branch, division, work unit or system wide operations;
- Coordinates the development and maintenance of adequate and up-to-date branch or Central collections through the selection and discarding process; coordinates reference services and readers' advisory services; performs reference and readers' advisory services in person, by telephone, and by correspondence and electronic communication;
- Coordinates and provides cataloging and classification, subject analysis, bibliographic database maintenance, processing, and distribution of library materials;
- Assures that library customer service needs are met through analysis, community studies, customer request and feedback;
- Identifies problems in the delivery of library services and recommends solutions;
- Interviews, recommends for hire, trains and evaluates the work of assigned personnel; assigns staff to projects, committees and tasks; analyzes and determines scheduling and staffing needs; ensures ongoing staff training and information sharing, as needed; handles disciplinary actions; responds to personnel issues or problems and works with managers to resolve personnel issues;
- Prepares and/or implements branch, division, or work unit goals and objectives; recommends and develops process and procedures for branch, division or work unit; participates in the development of policies and procedures for the library system;
- Interprets procedures, policies, and administrative rules and regulations to library staff and library customers;
- Interacts with the public, responding to and resolving complex and difficult customer problems and complaints;
- Promotes the library within community; meets with and speaks to leaders and groups in the community and work with the branch Friends of the Library;
- Develops relationships and partnerships within community;
- Works with a variety of equipment and automated systems, including the integrated library system, PCs, printers, and electronic databases; performs simple repair and maintenance on computers and other equipment, arranges for repair and maintenance of equipment and facilities; follows up on work orders;
- Prepares, maintains, and provides statistics and reports based on a variety of files, lists, and databases;
- Possesses attention to detail and follows through on tasks effectively and efficiently;
- May train or assist in training staff assigned to work area;
- Conducts periodic performance valuations, according to established guidelines and procedures;

JOB DESCRIPTION - SYSTEM SUPERVISOR

- Takes responsibility for own continuous learning in order to keep up with new and emerging technologies and service innovations;
- Monitors equipment and facility problems; makes budget request for facility maintenance and enhancements and new and replacement equipment;
- Reviews, evaluates and recommends books and other materials for purchase or discard for assigned branch and/or for assigned genre or subject area;
- Acts as a representative of Sacramento Public Library to the public;
- Fills in for any subordinate positions, as needed;
- Maintains positive relationships with other staff and members of the public;
- Requires regular and punctual employee presence;
- Leads and participates in system wide meetings and committees, task forces, training and
- Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Sacramento Public Library's policies and procedures;
2. The principles, practices and procedures of assigned area of responsibility;
3. English usage, spelling, grammar, and punctuation and basic mathematical principles;
4. Reference materials, electronic database resources and use of the Internet as a resource, and methods of bibliographic research;
5. Principles and practices of cataloging, classification, and technical service operations and functions;
6. The principles and procedures of supervision, training, and performance evaluation;
7. Customer service techniques in a wide variety of situations including those necessary to provide service to a diverse customer population;
8. The principles and practices of intellectual freedom and the Library Bill of Rights;
9. Budgeting procedures and techniques;
10. Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing and spreadsheet software;

Ability to:

1. Understand the customer's needs and deliver service by focusing on the customer;
2. Take initiative to ensure a positive and successful customer experience by contributing to finding solutions, regardless of assigned responsibility;
3. Respond to customers and address customer complaints/problems in a timely, accurate, courteous, respectful and friendly manner;
4. Demonstrate a commitment to and take ownership for solving problems, regardless of assigned responsibility;
5. Plan, organize, and supervise the activities of assigned work unit;
6. Collect, compile, and analyze information and data;
7. Master all procedures related to assigned work area;
8. Learn and use specialized library serials, acquisitions, cataloging, and circulation software;
9. Prioritize and multitask;
10. Maintain a calm atmosphere and effectively handle crisis situations which may occur;
11. Lead through collaboration, team building, and consultation; mentoring and coaching; model this leadership style for others;
12. Set, model and maintain a positive work environment;
13. Communicate effectively and courteously with other staff and members of the public;
14. Keep all relevant parties informed of all major issues and to recommend changes where appropriate.

JOB DESCRIPTION - SYSTEM SUPERVISOR

EDUCATION AND EXPERIENCE

1. Master's degree in Library Science from an ALA accredited university; and
2. Three years experience as a professional librarian, preferably in area of specialization or assignment, including two years in supervisory capacity.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

A valid driver's license may be required for some positions at the time of appointment.

OTHER REQUIREMENTS

Keyboarding, word processing, or entering data at a speed and accuracy level necessary for successful job performance;

WORKING CONDITIONS

Environment:

- The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Work occurs in a normal office with acceptable lighting, temperature, and air conditions. Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, libraries, meeting and training rooms, e.g., use of safe work place policies and procedures with office equipment, avoidance of trips and falls and observance of fire and building safety regulations. Positions may require some travel throughout the library service area. May require working irregular hours, including evening and weekend shifts and working at various locations during the course of the workday or workweek. Interaction with library staff, library customers, other libraries, agencies and organization, or vendors will be necessary to provide and receive information, present programs, or resolve situations or problems. There may be some exposure to angry or hostile individuals.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Normally seated, standing or walking at will;
- Most positions may require the ability to lift bins and boxes of library materials weighing up to 50 pounds;
- Push or pull book carts weighing up to 200 pounds;
- Stand for long periods of time;
- Stoop, bend and reach;
- Positions typically require frequent verbal communication, talking, hearing, sitting, reaching, keyboarding and repetitive motion of hands/wrists, and handling;
- Specific vision abilities for this job include close vision and the ability to adjust focus;

Employee Signature

Date