

Letter of Understanding

**BETWEEN THE COUNTY OF SACRAMENTO
AND
THE UNITED PUBLIC EMPLOYEES, LOCAL 792
REPRESENTING EMPLOYEES IN THE INFORMATION TECHNOLOGY & SYSTEM
PROFESSIONALS UNIT (UNIT 028)**

INFORMATION TECHNOLOGY SERVICES CONTRACTS


The County of Sacramento and UPEC agree to the following terms resulting in the contracting out of Information Technology services:

- New Request To Hire forms that the Chief Information Officer has decided will be approved will be provided to UPEC with an offer to discuss the request. This discussion offer is not intended to unreasonably delay the contracting out process and will be expedited as follows:
 1. The Request To Hire form and any associated documentation in support of the request shall be emailed to a Chief Steward designated by UPEC with a cc to UPEC staff assigned to represent the 028 Unit.
 2. UPEC will be given five (5) business days to respond and either decline or accept the offer to discuss. The deadline to respond will be specified in the email to UPEC.
 3. If UPEC does not respond by the deadline no discussion is required.
 4. If UPEC does respond within the deadline to request a discussion, the discussion will occur within the next five (5) business days unless extended by mutual agreement.
 5. The discussion will consist of at least one face-to-face meeting between UPEC representatives and designated Department representatives. Up to three (3) County employees will be released on County time to participate in the discussion meeting.
- The Department of Technology will provide a report in January and July of every year to UPEC which will include the following:
 - o List of all non-supervisory contractors (name) and associated vendor performing 028 Unit work
 - o Position equivalent for each contractor
 - o User department
 - o Date of Hire
 - o Duration (anticipated number of months, hours, etc.)
 - o Current Assignment (explanation for using a contractor)
 - o Division
 - o Project (Project or Augment)
 - o Hourly Rate of Pay to Vendor
- The Department of Technology will review each contract that exceeds two years. The review will include, but not be limited to, the consideration of the anticipated completion date of project, whether the contractor can be replaced by permanent staff, and whether the contractor can transition functions to permanent staff. Each such circumstance will be discussed at the next Joint labor management committee meeting.
- The Department of Technology generally will not pay for training for contracted staff. Any exceptions to this general understanding must be submitted in writing to the Chief Information Officer for approval and a copy of such request forwarded to UPEC.

- The parties agree to form a joint labor management committee to meet every other month to discuss concerns related to the IT contracts. It is intended this will be scheduled as a "standing meeting".

This Letter of Understanding sunsets when the IT contracts approved by the BOS (on October 16, 2018) expire.

Date 11-5-18



RYAN HERON
UPEC, Local 792



VANESSA DE LEON
County of Sacramento