

**LETTER OF AGREEMENT BETWEEN  
SEIU Local 1000 AND THE STATE OF CALIFORNIA  
CONCERNING THE OAKLAND AND SAN JOSE OFFICE CONSOLIDATION TO  
THE FREMONT LOCATION**

The state and SEIU Local 1000 agree to the following:

**1. PAID ADMINISTRATIVE TIME OFF**

The state shall grant paid administrative time off to employees for the following reasons:

Within the first ten (10) days of reporting to the new office, the state shall grant up to eight (8) hours of paid administrative time off (by agreement) for the purposes including, but not limited to, adjustment of child care, enrollment in school, elder care, medical care, transportation, etc. ATO may be used in thirty (30) minute increments.

**2. ALTERNATE WORK WEEK SCHEDULE**

To further mitigate the relocation, impacted employees may request an alternate work week schedule under the departments existing policy.

**3. PARKING**

The state shall provide adequate parking facilities for disabled employees' and ensure that all parking spaces meet code specifications.

**4. RESPONSIBILITIES DURING THE MOVE**

Employees shall be responsible for packing their case files and their work related materials for transfer. Packed boxes and office equipment will be transported by vendor to the new locations, where employees will be responsible for unpacking their materials. The state will provide up to two (2) boxes for the packing and transfer of personal items to the employees home. However, the employees alone will be responsible for the care and transfer of personal items.

**5. ERGONOMIC WORK STATION EVALUATION**

Upon employee request, within sixty (60) days of the permanent move, the state shall provide transferred employees with an ergonomic work station evaluation. The evaluator shall provide the evaluation to the state and the employee in a timely manner. The state shall implement any changes required by the evaluator within ninety (90) days of the evaluation. Existing documented accommodations will be honored pursuant to the current departmental policy.

