LETTER OF AGREEMENT
BETWEEN
SEIU LOCAL 1000 AND THE STATE OF CALIFORNIA
Concerning the implementation of
CARB – El Monte Relocation to Riverside
Date: March 11, 2021

This agreement represents the full and complete understanding reached by State of California and Service Employees International Union (SEIU), Local 1000 relating to the impacts from the California Air Resources Board (CARB) relocation from El Monte to Riverside.

THE PARTIES AGREE AS FOLLOWS:

1. **Grace Period**
   a. Once all impacted employees return to the office and who have relocated to a new worksite shall be granted a report time grace period of 30 minutes for 30 days, and employees will follow established call-in expectations.

2. **Testing and interviews**
   a. CARB agrees to abide by the current and any successor collective bargaining agreement that is Article 8.10 – Release Time for State Civil Service Examinations.
   b. CARB shall allow access to computers with intranet usage to be utilized during the employee’s rest and/or meal periods.

3. **Responsibilities during the move**
   a. All impacted employees will be responsible for packing their workstation materials and personal belongings for the relocation. Packed boxes and office equipment will be transported to the new location where employees will be responsible for unpacking their materials. Impacted employees will be responsible for the care and transfer of personal items.

   It is understood if an employee who needs assistance with packing and/or unpacking shall contact his/her supervisor for assistance.

4. **Worksite Inspection**
   a. CARB agrees to provide Local 1000 a floor plan and seating chart with cubicle assignments of the new worksite in Riverside.
b. CARB agree to meet with union representatives for a walk through of the worksite at least 2 weeks before the final move for any potential Health and Safety issues.

5. Scheduled leave
   a. CARB shall honor any pre-approved sick leave, family-medical leave, vacation/annual and PLP 2020 requests.
   
   b. Subject to operational needs, pre-approved leave shall be taken by the employee and shall not be unreasonably denied. Pre-approved can only be canceled when unanticipated operational needs require it. Upon request, cancellation of pre-approved leave shall be in writing stating the reason for cancellation.

6. Resolution of disputes
   a. Any grievances regarding the interpretation and/or application of this agreement shall be resolved through article 6, Grievance and Arbitration Procedures, of the current Memorandum of Understanding between the state of California and SEIU Local 1000.

THE PARTIES FURTHER AGREE:

This agreement may be signed by facsimile and in parts, which, when all necessary signatures are obtained, shall have the same force and effect as though all signatures were executed on one document.

UNION

STATE

Jennifer Edmond
Cynthia Ness