



April 21, 2004

## CEMA Members Ratify Contract Extension

CEMA members voted to ratify the two year contract extension by a vote of 378 to 21. The agreement was ratified by the Board of Supervisors on April 6<sup>th</sup>. Under the terms of the agreement CEMA members will receive no across-the-board pay increase in 2004. There will, however, be an opportunity to negotiate realignments for certain classifications equal to 1% of the gross salary for the entire unit (**for more on the realignment process, see the story and survey inside**). In the second year of the agreement CEMA members will receive a 3% across-the-board

salary adjustment.

The contract extension also provides for a two year service credit for eligible employees who retire between April 7, 2004, and July 5, 2004. Employees are eligible for this incentive if they are at least 50 years of age and have at least 5 years of County Service. Another feature of the extension agreement is that the County will not attempt to shift costs of employee benefits during the term of the agreement.

## Professional Development Luncheon May 12<sup>th</sup>

The next Professional Development luncheon is scheduled for May 12, 2004 at the Hayes Mansion Ballroom on 200 Edenvale Ave. The luncheon is scheduled from 11:30 am to 2:00 pm with the program beginning at 12:30 pm. **Ric Giardina**, founder and president of the Spirit Employed Company will speak on the topic, "If I Could Juggle That

Much, I'd Join a Circus!"

If you are interested in becoming a ticket seller or if you know of an interesting topic or speaker for our future Professional Development luncheon, please contact Richard Rapacchietta by phone at 918-7028 or email at [richard.rapacchietta@isd.sccgov.org](mailto:richard.rapacchietta@isd.sccgov.org).

### CEMA Membership Meetings to Set Realignment Priorities

CEMA membership meetings have been scheduled for the following days, times and locations:

Date	Time	Place
Tuesday, May 4 <sup>th</sup>	Noon – 1:30	Sheriff's Auditorium, 55 W. Younger Street
Tuesday, May 4 <sup>th</sup>	5:30 pm – 7:00	Sheriff's Auditorium, 55 W. Younger Street
Thursday, May 6 <sup>th</sup>	Noon – 1:30	Berger Dr. Auditorium, 1555 Berger Dr., Bldg B
Friday, May 7 <sup>th</sup>	Noon – 1:30	Luther Burbank Center, 2400 Clove Drive

The primary agenda of these meetings is to set priorities for the realignment process.

# The Realignment Process

The current contract extension provides for realignment of specified CEMA classes with a total salary adjustment equal to 1% of gross salary for all CEMA represented employees. This is not intended to be an across-the-board wage adjustment and, therefore, will only apply to those classes where justification can be demonstrated for a realignment and to which the County agrees. So, the question arises, “How do I get my class realigned?”

## The Process

The process is as follows. If you feel that your classification deserves a realignment, please fill out the “Realignment Survey” included in this issue of the CEMAGRAM. On the same page as the survey is an explanation of the generally successful criteria for realignment. Following that, the survey asks for contact information (name, work phone, email). Then the survey asks about your class that you are proposing to be realigned (class title, position code, department, realignment %). Please fill out the contact and class information clearly and completely as it will be important later in the process. Next, the survey asks you for a justification and lists the three most common justifications plus ‘other’. Please check any that apply to your class. The survey then asks for an explanation of your justification. We do not expect a detailed analysis or market research at this point. In general terms, tell us why your class should be realigned; how does the criteria apply to your class and, if you checked ‘other’, what is the basis for your realignment request. **Please return your survey by 5:00 pm on May 3<sup>rd</sup>**. You can mail it, fax it or drop it by the CEMA office in

person (the address and fax number are at the bottom of the form).

## Membership Meetings

From May 4<sup>th</sup> through May 7<sup>th</sup> CEMA will hold a series of membership meetings (see announcement elsewhere in this CEMAGRAM). At these meetings we will ask for your input and advice on what priorities should we apply in putting together the CEMA realignment proposal. Should we focus on the classes that have the worst realignment problem? Should we focus on classes that were not realigned in the two previous realignments (’99 and ’02)? Should we seek realignment of the broadest number of classes possible even if it means that we will not completely address the alignment problems of some classes? Priorities set in these meetings could affect which classes we propose for alignment and how much we propose that they be adjusted. Please be sure to attend one of the meetings.

## Workshops

Prior to finalizing our proposal, we will invite everyone who has submitted a realignment survey to a workshop in mid-May on how to hone your argument and how to best document your proposal. CEMA staff will outline what realignment proposals the County has accepted in the past. They will also explain what is acceptable documentation and where to find it. In addition, the CEMA staff will work with individuals and groups to develop a strategy to put together the best argument and documentation for each class.

# Realignment Survey

CEMA needs your input into the realignment process. Historically the criteria for realignment have been:

- **Compaction** – Has the percentage difference between your class and the next lower subordinate class gotten smaller? In particular, has it shrunk to less than 8 percent?
- **Internal Historical Relationships** – Is there a class(es) that historically had the same salary as your classification and which now is paid at a different rate? (Such historical relationship must have existed over an extended period of time and persisted despite several changes in salary – also, it would be helpful if there is any documentation stating that there was intention by the County that the two classes be paid the same.)

**External Market Data** – Do other employers, either public or private, pay a higher salary for the same work. (You should be prepared to identify at least three employers with identical or very similar classifications and salary comparisons should be made top step to top step.)

There may be other arguments for realignment in particular cases. If so, please include an explanation in the space provided below and/or on a separate sheet of paper.

P l e a s e   P r i n t

Name \_\_\_\_\_ work phone # \_\_\_\_\_

Email address \_\_\_\_\_ Class title \_\_\_\_\_

Position Code \_\_\_\_\_

Department \_\_\_\_\_ Realignment % proposed \_\_\_\_\_

Justification    Compaction       Internal Relationship       External Data  
 Other

Explain justification (generally, we will have a workshop to discuss detail needed later in May.)

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Please return your survey to CEMA by fax (289-1128) or US mail (1654 The Alameda, San Jose 95126) no later than 5 pm, Monday, May 3<sup>rd</sup>