

AGREEMENT
Between City College of San Francisco
And Service Employees International Union, Local 1021

The parties agree that the COVID Leave Bank accrual shall cease effective September 17, 2021.

The parties further agree to cash out as much of the COVID Leave bank liability as possible. The COVID Leave bank liability is \$7,489,956.81 as of September 17, 2021. The parties agree to cash out \$3,600,000 as follows:

1. Retirement Incentive, for individuals who are retirement eligible:
 - Full cash out of the retiree's COVID Leave bank hours, up to a maximum of 2,500 COVID leave bank hours per retiree.
 - Retire, on a date certain, but no later than December 17, 2021.
 - Eligible employees must submit their intent to retire by October 11, 2021.
 - Intent to retire cannot be rescinded after October 11, 2021.
2. All COVID Leave bank leave balances less than or equal to 1,000 hours will be paid out in full.
3. After payments under steps 1 and 2 above, the remaining funds shall be used to pay out an equal percentage of the COVID Leave bank hours of those individuals who have over 1,000 hours.
4. The parties agree that COVID Leave bank balances that remain on the books shall not be lost. Individual departments working with their employees shall create a calendar for COVID Leave bank balances. Employee COVID Leave bank balances that remain on the books after the implementation of steps 1, 2 and 3 above shall be scheduled between the employee and their supervisor and utilized by the employee per District vacation policy within twenty-four (24) months for those with 1200 hours or less, and thirty (30) months for those with greater than 1200 following this agreement. Should an employee request to burn down COVID Leave bank hours be denied by the employee's supervisor, the employee can seek assistance from SEIU and/or Employee Relations to facilitate the scheduling of COVID Leave bank hours. On a quarterly basis the parties will meet to review the progress towards the scheduling and use of the COVID Leave bank balances. An employee's vacation scheduling shall not be negatively impacted by this agreement.
5. If the District receives any additional CARES or HEERF funding, the District shall notify SEIU. The parties agree to meet to discuss the use of the funding, based on guidelines associated with the funding, and if an additional buy out is feasible, to close out the remaining COVID Leave bank hours.

For SEIU Local 1021

Ms. Athena Lynn Steff
Ms. Athena Lynn Steff (Sep 24, 2021 20:03 EDT)

Athena L. Steff
President

For City College of San Francisco

Clara Starr
Clara Starr (Sep 27, 2021 09:37 PDT)

Clara Starr
AVC, Human Resources









Covid Leave Bank Agreement

Final Audit Report

2021-09-27

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