



Stationary Engineers, Local 39

INTERNATIONAL UNION OF OPERATING ENGINEERS AFL-CIO

BART FLORENCE

BUSINESS MANAGER-RECORDING SECRETARY

June 7, 2022

Sent via certified mail: 7019 1120 0000 3322 1462

And via Email:

CTrew@saclibrary.org

Christopher Trew
Human Resources Manager
Sacramento Public Library
828 I Street
Sacramento, CA 95814

RE: Side Letter Agreement

Dear Mr. Trew:

Enclosed please find the Side Letter Agreement By and Between Sacramento Public Library Authority and Stationary Engineers, Local 39, Library Unit.

Please feel free to contact me if you have any questions.

Sincerely,

Payden Martin
Business Representative
Stationary Engineers, Local 39
(916) 928-0399

PM:cj:IUOE#39/afl-cio

**SIDE LETTER AGREEMENT
BY AND BETWEEN**

**SACRAMENTO PUBLIC LIBRARY AUTHORITY
AND
STATIONARY ENGINEERS, LOCAL 39, LIBRARY UNIT**

April 28, 2022

This will confirm the understanding reached between the Sacramento Public Library (SPL) and the International Union of Operating Engineers, Stationary Engineers, Local 39, AFL-CIO, representing employees in the Library Unit (Union).

Terms of Agreement:

Library Supervisor I & II Reclassification to “Branch Supervisor”

The parties agree, effective the first day of the first pay period following the Library Authority Board’s approval of this “Side Letter,” to reclassify the current Library Supervisor I & II positions to the agreed upon Branch Supervisor job description (Exhibit A), as follows:

<u>Current Classification</u>	<u>Current Office Branch/Department</u>	<u>New Classification</u>
Library Supervisor I	Collection Services Department	Branch Supervisor (Vacant)
Library Supervisor I	Collection Services Department	Branch Supervisor (Vacant)
Library Supervisor I	Community Engagement Services Department	Branch Supervisor (Vacant)
Library Supervisor I	Department of Public Services	Branch Supervisor (Vacant)
Library Supervisor I	Isleton / Walnut Grove Library	Branch Supervisor (Incumbent)
Library Supervisor I	McClatchy Library	Branch Supervisor (Incumbent)
Library Supervisor I	McKinley Library	Branch Supervisor (Incumbent)
Library Supervisor I	North Sacramento - Hagginwood Library	Branch Supervisor (Incumbent)
Library Supervisor I	Orangevale Library	Branch Supervisor (Incumbent)
Library Supervisor I	Rio Linda Library	Branch Supervisor (Incumbent)
Library Supervisor II	Arcade Library	Branch Supervisor (Legacy Incumbent)
Library Supervisor II	Colonial Heights Library	Branch Supervisor (Legacy Incumbent)
Library Supervisor II	Community Engagement Services Department	Branch Supervisor (Legacy Incumbent)
Library Supervisor II	Del Paso Heights Library	Branch Supervisor (Legacy Incumbent)
Library Supervisor II	Galt Library	Branch Supervisor (Legacy Incumbent)
Library Supervisor II	Martin Luther King, Jr. Library	Branch Supervisor (Legacy Incumbent)
Library Supervisor II	Pocket - Greenhaven Library	Branch Supervisor (Legacy Incumbent)
Library Supervisor II	South Natomas Library	Branch Supervisor (Legacy Incumbent)
<i>Library Supervisor II*</i>	<i>Collection Services Department</i>	<i>Cataloging & Processing Supervisor</i>
<i>Library Supervisor II*</i>	<i>Collection Services Department</i>	<i>Materials Management Supervisor</i>

*** As noted in a separate Side Letter Agreement between SPL and the Union, dated April 20, 2022, the Library Supervisor II positions in the Collection Services Department were previously reclassified as shown above.**

Branch Supervisor Job Description – Education and Experience Requirements

From the effective date of this Side Letter Agreement through July 1, 2022, the parties agree to the following Education and Experience requirements for *internal* candidates for the Branch Supervisor position:

Internal Candidates for Branch Supervisor (Prior to 7.1.2022)

Education and Experience

1. Bachelor’s Degree and two years of customer service experience in providing programs, information and customer service in a library or related setting; Master’s degree in Library and Information Science from an ALA accredited college or university, preferred.
2. Two years of college and three years of increasingly responsible customer service experience in a library or related setting.

Beginning on the effective date of this Side Letter Agreement, the parties agree to the Education and Experience requirements below for *external* candidates for the Branch Supervisor position. Beginning July 1, 2022, the Education and Experience requirements below will also apply to *internal* candidates for the Branch Supervisor position:

External Candidates (effective upon approval of this side letter) and Internal Candidates (beginning 7.1.2022)

Education and Experience

1. Bachelor’s Degree and two years of customer service experience in providing programs, information and customer service in a library or related setting; Master’s degree in Library and Information Science from an ALA accredited college or university, preferred.
2. ~~Two years of college and three years of increasingly responsible customer service experience in a library or related setting.~~

All incumbents hired prior to the change in specifications shall be deemed to meet the classification requirements. This includes eligibility for reinstatement after voluntary resignation as stated in section 12.5 of the Library Unit MOU.

Library Unit Salary Schedule Placement

Except for the employees in positions noted above as “Legacy Incumbents,” current Library Supervisor I and II (reclassified as Branch Supervisors) will be moved to Grade 8 in the salary schedule and will retain current step and advancement dates. Current employees in the Library Supervisor II position who are in Grade 9 as of the date of this Side Letter Agreement will remain in Grade 9. Once the positions identified as “Legacy Incumbents” are permanently vacated for any reason, employees hired into those positions will be in Grade 8. Legacy incumbents will retain legacy status throughout the transfer process. To reflect the reclassification detailed above, the parties agree to revise Library Unit Salary Schedule (Exhibit B), as follows:

Grade	Classification Title	Hourly Rate						
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
7	Library Supervisor I	30.52	32.06	33.66	35.34	37.10	38.96	40.90
8	Branch Supervisor	33.61	35.29	37.06	38.91	40.85	42.90	45.04
9	Branch Supervisor (Legacy**) Collection Services Supervisor Library Supervisor II Materials Management Supervisor <i>**"Legacy" refers to the employees employed as Library Supervisor II and paid at Grade 9 prior to March 17, 2022</i>	36.83	38.67	40.61	42.64	44.77	47.02	49.36

Contract raises shall not be impacted by movement in grades or legacy status.

Branch Supervisor Allocation

The parties agree that, due to the realignment, the number of positions will be modified, as follows:

Current Number of Positions		Modified Number of Positions	
Library Supervisor I (LI) =	10	Branch Supervisor (reclassified LI & LII) =	18
Library Supervisor II (LII) =	10	Branch Supervisor (added) =	8
Current Total:	20	Branch Supervisor (vacant Librarian reclass) =	4
		New Total:	30

On a future date designated by SPL, the Branch Supervisor positions under the Public Services Department will report directly to a Library Supervisor. Allocation of all Branch Supervisor positions will be as follows:

Public Services Department

Arcade Library	Franklin Library	Pocket - Greenhaven Library
Arden-Dimick Library	Galt Library	Rancho Cordova Library
Belle Coolege Library	Isleton / Walnut Grove Library	Rio Linda Library
Carmichael Library	Martin Luther King, Jr. Library	South Natomas Library
Central Library	McClatchy Library	Southgate Library
Colonial Heights Library	McKinley Library	Sylvan Oaks Library
Courtland Library	North Highlands Library	Valley Hi - North Laguna Library
Del Paso Heights Library	North Natomas Library	
Elk Grove Library	North Sacramento Library	
Fair Oaks Library	Orangevale Library	

For Branch Supervisor positions under other Departments, supervision will not change:

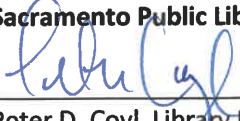
Other Departments

- Collection Services Department (x2)
- Community Engagement Services Department (x1)


Attachments:

- Exhibit A – Branch Supervisor Job Description
- Exhibit B – Salary Schedule Library Unit

Sacramento Public Library Authority



Peter D. Coyl, Library Director & CEO
Date: 9 May 2022



Christopher Trew, HR Manager
Date: 5.9.22


Stationary Engineers, Local #39



Bart Florence, Business Manager
Date:



Charlie Solt, Director of Public Employees
Date: 5/23/22



Payden Martin, Business Representative
Date: 5/16/22

**Job Description****BRANCH SUPERVISOR**

Approved:	
Revision:	
Department:	Branches, Mobile Library, Library Units
Unit:	Represented
Grade:	8 (Legacy Grade 9)
FLSA Status:	Non-Exempt

BASIC FUNCTION

Plans, organizes, and supervises the operations of a branch library, mobile library or library unit; ensures the library provides community-focused services through outreach and partnerships; organizes and conducts programs for a broad range of library users; provides supervision and leadership to branch library or library unit staff; and performs other related duties as assigned.

MAJOR DUTIES AND RESPONSIBILITIES

(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Manages the day to day operations of a branch, mobile library or library unit; including information, circulation, outreach, and programming services;
- Understands, effectively interprets and communicates library policies, procedures, and rules to library staff and customers;
- Provide consistent and meaningful communication to branch, mobile library or library unit staff that includes recognition and praise, feedback, expectations, knowledge sharing, direction, and coaching through regular staff meetings and 1-on-1 meetings;
- Fosters a work culture that is based on a growth mindset, fosters equity and encourages engagement.
- Assigns, prioritizes, schedules, and reviews the work of library staff and volunteers assigned to the unit or branch; analyzes and determines scheduling and staffing needs; ensures ongoing staff training and information sharing as needed; assigns staff to projects and committees;
- Responsible for the ongoing development, evaluation, training, and involvement in disciplinary actions; responds to personnel issues or problems and works with supervisor/manager to resolve personnel issues;
- Manages budget and expenditures and recommends budget allocations to management;
- Develops and implements strategies to enhance the onsite user experience, including using statistics and metrics to tailor services to meet local community needs and drive circulation, attendance and expectations;
- Builds partnerships with Friends of the Library, local businesses, community organizations, elected officials and community leaders to further strengthen the branch's relationship with their diverse community;
- Ensures building, facility and/or mobile unit security by monitoring and reporting facility issues, coordinating repair and maintenance of equipment and facilities;
- Ensures necessary arrangements are made to secure buildings at closing;
- Maintains and updates the Library's collection profile, including merchandising the material and communicating collection needs to the Collection Development team
- Establishes procedures for effective branch library, mobile, or library unit operation; conducts staff meetings and recommends changes to improve system wide operations;
- Provides input for recruiting, interviewing, and recommendations for hire;
- Prepares branch library or library unit goals and objectives that align with SPL Strategic Plan, mission, vision and values;
- Supervises or prepares all required reports according to established policies and procedures;
- Attends, leads and participates in various meetings, committees, task forces and team activities;
- Stays current in public library matters through professional development, involvement in professional organizations, interlibrary organizations, and attending professional meetings, conferences or workshops;
- Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Principles, practices and procedures of assigned area of responsibility
2. Principles, practices and procedures of supervision, training and performance appraisal;
3. Effective customer service techniques in a wide variety of situations serving a diverse customer population;
4. Information resource, methods of research, and other resources;
5. Effective written and spoken communication standards;
6. Principles and practices of intellectual freedom and the Library Bill of Rights;
7. Use of equipment and software essential to the effective functioning of the library, including computers, integrated library systems and productivity software;
8. Understanding of basic budgeting procedures.

Ability to:

1. Learn, understand and interpret Sacramento Public library's policies and procedures, as well as principles, practices, and procedures in assigned area of responsibility;
2. Ensure a positive and successful customer experience by understanding the customer's needs, contributing to finding solutions, and delivering effective library service that is focused on the customer;
3. Respond to and resolve customer complaints and problems in a timely, accurate, courteous, respectful and friendly manner;
4. Plan, organize, and supervise the activities of assigned work unit including coaching, mentoring, disciplining staff; follow through effectively and efficiently;
5. Safely operate and drive a 2-4-ton mobile library unit vehicle;
6. Collect, compile, and analyze information and data;
7. Learn, effectively use, and train staff and others on the use of specialized library software applications;
8. Prioritize and multitask;
9. Take responsibility for personal learning and development in order to keep up with new and emerging technologies and service innovations;
10. Set, model and maintain a positive work environment, calm atmosphere, and effectively handle any difficult situations which may occur;
11. Lead through collaboration, team building, and consultation; mentoring and coaching; model this leadership style for others;
12. Perform simple repair and maintenance on computers and other equipment;
13. Communicate effectively, respectfully and courteously with other staff and members of the public;
14. Adapt to rapidly changing technologies and customer expectations.

EDUCATION AND EXPERIENCE

1. Bachelor's Degree and two years of customer service experience in providing programs, information and customer service in a library or related setting; Master's degree in Library and Information Science from an ALA accredited college or university, preferred.
2. INTERNAL CANDIDATES ONLY - Two years of college and three years of increasingly responsible customer service experience in a library or related setting. *(this qualification will sunset on 7.1.2022)*

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

A valid driver's license is required at the time of appointment and as a condition of continued employment; A valid Class C California Driver's license is required at the time of appointment and as a condition of continued employment for the mobile library unit position; A satisfactory DMV check and alcohol/drug screen will be required prior to appointment to the mobile library unit position.

OTHER REQUIREMENTS

All employees of Sacramento Public Library are evaluated on the following competencies; Accountability; Communication; Customer Service Focus; Respect for Others;

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position will primarily be an indoor office environment.

Physical/Mental Abilities:

1. Mobility - Constant sitting for long periods of time while operating a keyboard; occasional walking, bending, stooping, kneeling, reaching, pushing and pulling;
2. Lifting - Occasional lifting of 10 pounds or more;
3. Vision - Constant use of overall visual capabilities; frequent need for use of color perception, hand/eye coordination, reading and/or close-up work;
4. Dexterity - Frequent holding, grasping, typing, repetitive motion and writing;
5. Hearing/Talking - Constant hearing and talking of normal speech in person and on the telephone; occasionally speaking in front of large groups of people;
6. Special Requirements - May require occasional weekend or evening work;
7. Emotional/Psychological - Constant concentration, decision-making and public contact; occasional ability to exercise sound judgment, especially under stressful situations; and working alone; and
8. Environmental Conditions - Occasional exposure to noise.

Hazards:

Sitting and viewing a computer monitor for extended periods of time.

Employee Signature

Date



SACRAMENTO PUBLIC LIBRARY
LIBRARY UNIT
SALARY SCHEDULE (Branch Supervisor Reclass)

EXHIBIT B

Grade	Classification Title	Hourly Rate						
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	Custodian	17.80	18.68	19.62	20.61	21.64	22.71	23.85
	General Services Worker							
	Materials Handler							
2	Senior General Services Worker	19.54	20.51	21.53	22.62	23.74	24.93	26.18
	Library Assistant							
	Library Security Officer							
3	Building Maintenance Worker	21.48	22.55	23.68	24.86	26.10	27.40	28.78
4	Events Coordinator	23.55	24.72	25.96	27.26	28.62	30.05	31.55
5	Administrative Assistant, Represented	25.14	26.40	27.72	29.11	30.56	32.10	33.70
	Circulation Supervisor							
	Communications Associate							
	Library Associate							
	Visual Communications Specialist							
	Volunteer Coordinator							
6	Accounting Specialist	27.76	29.15	30.61	32.14	33.75	35.43	37.21
	Information Technology Technician							
	Library Galleria Coordinator							
	Library Program Specialist							
	Procurement-Contracts Coordinator							
7	Administrative Analyst, Represented	30.52	32.06	33.66	35.34	37.10	38.96	40.90
	Adult Learning & Literacy Supervisor							
	Communications Coordinator							
	Creative Project Coordinator							
	Early Literacy Specialist							
	K-12 Specialist							
	Librarian							
	Sr. Information Technology Technician							
8	Accountant/Finance Analyst	33.61	35.29	37.06	38.91	40.85	42.90	45.04
	Branch Supervisor							
	Information Technology Analyst							
9	Branch Supervisor (Legacy)	36.83	38.67	40.61	42.64	44.77	47.02	49.36
	Sr. Information Technology Analyst							

**SIDE LETTER AGREEMENT
BY AND BETWEEN**

**SACRAMENTO PUBLIC LIBRARY AUTHORITY
AND
STATIONARY ENGINEERS, LOCAL 39, LIBRARY UNIT
April 28, 2022**

This will confirm an understanding reached between the Sacramento Public Library (SPL) and the International Union of Operating Engineers, Stationary Engineers, Local 39, AFL-CIO, representing employees in the Library Unit (Union).

Branch Supervisor One-Time Transfer and Recruitment Process

The parties agree to the following one-time procedural changes being adopted in an effort to efficiently and reasonably address Branch Supervisor vacancies brought on by SPL's realignment of staff and services.

Terms of agreement:

A three-phase transfer and recruitment process will occur for the Branch Supervisor classification.

Phase 1 – Transfer Process for Branch Supervisors (Round 1):

- 1) A one-time transfer process will occur to establish interest for any Branch Supervisor vacancies among all employees who occupy a Branch Supervisor classification, including "Legacy" Branch Supervisors.
 - a) SPL will notify all employees who occupy a Branch Supervisor classification of the one-time transfer process for all current Branch Supervisor locations where a vacancy exists via email. The email notification will include schedules and locations, a current Branch Supervisor classification seniority list, and the methods for submitting interest in transfer.
 - b) Employees who wish to transfer, shall respond to the email notification within ten (10) calendar days of SPL's initial notice (excluding holidays).
 - c) Requests for transfer shall be awarded in classification seniority order.
 - d) Transfers awarded shall take effect on a single date as determined by SPL and follow the methodologies provided in Section 20.3 Branch Reassignment Notice/Schedule Changes, of the Library Unit MOU.

Phase 2 – Transfer Process for Branch Supervisors (Round 2):

- 1) Upon completion of Phase 1, SPL will conduct a second transfer process following the same steps outlined above in Phase 1.

Phase 3a – Internal Recruitment Process for Remaining Branch Supervisor Vacancies:

- 2) During phase 1, SPL management will initiate a one-time internal recruitment to interview and select internal candidates. This process will exclude transfer opportunities in an effort to fill remaining vacancies. Internal candidates will be considered at the conclusion of Phase 2. The one-time internal recruitment efforts shall be exhausted once all internal candidates are notified of their selection status.

Phase 3b – External Recruitment Process for Remaining Branch Supervisor Vacancies:

- 3) During phase 1, management will initiate a Branch Supervisor recruitment for external candidates. This process will exclude transfer opportunities in an effort to fill remaining vacancies. External candidates will be considered at the conclusion of Phase 3a. Phase 3 will conclude no later than sixty (60) days after the conclusion of Phase 2.

This side letter will expire upon the conclusion of Phase 3 and the SPL shall revert to the agreed upon methodologies provided in Section 20.2 – Selection for Vacancies, of the Library Unit MOU.

Classification seniority for the purpose of the onetime recruitment shall be defined as all-time combined in a library supervisor classification. In the event of a tie, all time with SPL will be the tie breaker (if a tie remains seniority will be determined by lottery).

Sacramento Public Library Authority



Peter D. Coyl, Library Director & CEO
Date: 9 May 2022



Christopher Trew, HR Manager
Date: 5.9.22


Stationary Engineers, Local #39



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