

**Meeting Date:** 5/24/2016

**Report Type:** Consent

**Report ID:** 2016-00453

**Title: (City Council/Housing Authority) Approval of Revised Employer-Employee Relations Policy for Employees of the Sacramento Housing and Redevelopment Agency**

**Location:** Citywide

**Recommendation:** 1) Pass a City Council Resolution a) approving the revised Sacramento Housing and Redevelopment Agency (SHRA) Employer-Employee Relations Policy (EERP); and b) making related findings; and 2) pass a Housing Authority Resolution a) approving the revised SHRA EERP; and b) making related findings.

**Contact:** Jim Shields, Director of Administration, (916) 440-1319, Sacramento Housing and Redevelopment Agency

**Presenter:** None

**Department:** Sacramento Housing & Redevelopment Agency

**Division:**

**Dept ID:**

**Attachments:**

- 1-Description/Analysis
- 2-Council Resolution
- 3-Housing Authority Resolution
- 4-Exhibit A - EERP - 2016
- 5-Exhibit B - EERP - 1982

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**City Attorney Review**

Approved as to Form  
Sheryl Patterson  
5/13/2016 4:06:30 PM

**SHRA Counsel Review**

Approved as to Form  
David Levin  
5/10/2016 9:08:40 AM

**Approvals/Acknowledgements**

Department Director or Designee: La Shelle Dozier - 5/10/2016 9:08:40 AM

## Description/Analysis

**Issue:** This report recommends that the City Council and Housing Authority of the City of Sacramento approve a revised Employer-Employee Relations Policy (EERP) for employees of SHRA. The current EERP, adopted in 1982, needs updating. The more significant changes proposed in the revised document include updates to: 1) Procedures for Modification of Established Units (page 3), 2) Impasse Procedure (page 7), 3) Fact-Finding Process (page 9), and 4) Designation of Represented Units and Unrepresented Classifications (page 13).

Staff has drafted SHRA's revised EERP to align with both the City and the County of Sacramento's EERPs. The revisions to the document ensure that SHRA is consistent with current law and labor relations practice. SHRA participated in a meet and confer process with the Sacramento Housing and Redevelopment Employee Association and American Federation of State, County and Municipal Employees (AFSCME), Local 146. SHRA incorporated the feedback from both bargaining units into the revised EERP. The proposed amendment will be effective May 24, 2016, and is provided as Exhibit A. SHRA's current EERP is provided as Exhibit B.

**Policy Considerations:** The recommended actions in this report are consistent with SHRA policy and labor relations practices.

**Economic Impacts:** None.

### **Environmental Considerations:**

**California Environmental Quality Act (CEQA):** This report concerns administrative activities that do not constitute a "project" as defined by the CEQA Guidelines Section 15378(b)(2) so they are not subject to environmental review.

**National Environmental Policy Act (NEPA):** The proposed administrative and management activity is an exempt activity under the NEPA, 24 CFR 58.34(a) (3).

**Rationale for Recommendation:** SHRA's EERP was last updated in 1982. This revised EERP incorporates updates that align with current law and labor relations practice.

**Financial Considerations:** Not applicable.

**LBE/M/WBE, First Source and Section 3 Considerations:** Not applicable to this report.

# **RESOLUTION NO. 2016 –**

**Adopted by the Sacramento City Council**

on date of

## **APPROVAL OF REVISED EMPLOYER-EMPLOYEE RELATIONS POLICY (EERP) FOR EMPLOYEES OF THE SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY (SHRA)**

### **BACKGROUND**

- A. The proposed revisions to the SHRA EERP ensure that the document is consistent with current law and labor relations practice.
- B. The proposed action consists of administrative activities which do not constitute a “project” under the California Environmental Quality Act Guidelines Section 15378(b)(2). The proposed administrative and management activity is an exempt activity under the National Environmental Policy Act, 24 CFR 58.34(a)(3) .

### **BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. All evidence presented having been duly considered, the findings, including the environmental findings regarding this action as stated above are found to be true and correct and are hereby adopted.
- Section 2. The revised SHRA EERP, provided as Exhibit A, is approved effective May 24, 2016.

### **Table of Contents:**

Exhibit A – Revised SHRA EERP

# **RESOLUTION NO. 2016 –**

**Adopted by the Housing Authority of the City of Sacramento**

on date of

## **APPROVAL OF REVISED EMPLOYER - EMPLOYEE RELATIONS POLICY (EERP) FOR EMPLOYEES OF THE SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY (SHRA)**

### **BACKGROUND**

- A. The proposed revisions to the SHRA EERP ensure that the document is consistent with current law and labor relations practice.
- B. The recommended action consists of administrative activities which do not constitute a “project” under the California Environmental Quality Act Guidelines Section 15378(b)(2). The proposed administrative and management activity is an exempt activity under the National Environmental Policy Act, 24 CFR 58.34(a)(3).

### **BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE HOUSING AUTHORITY RESOLVES AS FOLLOWS:**

- Section 1. All evidence presented having been duly considered, the findings, including the environmental findings regarding this action as stated above are found to be true and correct and are hereby adopted.
- Section 2. The revised SHRA EERP, provided as Exhibit A, is approved effective May 24, 2016.

### **TABLE OF CONTENTS:**

Exhibit A – Revised SHRA EERP

# Employer-Employee Relations Policy



**Scope: AGENCY WIDE**

Policy Contact  
James Shields, Director of Administration (916) 440-1308,  
jshields@shra.org

**Table of Contents**

- 01-Policy
- 02-Definitions
- Appendix A – Designation of Representation Units and Unrepresented Classifications

**Regulatory References**

California Government Code Sections 3500

**Supersedes**

SHRA Employer-Employee Relations Policy Dated July 27, 1982

Effective: May 24, 2016

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY (SHRA)  
Employer-Employee Relations Policy

POLICY STATEMENT

This policy is enacted pursuant to California Government Code Sections 3500 et seq., to establish orderly procedures to promote full communication between SHRA and its employees by providing a reasonable method of resolving disputes regarding wages, hours, and other terms and conditions of employment between SHRA and its employee organizations.

Nothing contained herein shall be deemed to supersede the provisions of existing Federal law, State law, ordinances, resolutions, regulations and rules which govern the operations of SHRA, or which provide for other methods of administering employer-employee relations. This Policy is intended, instead, to strengthen employer-employee relations through the establishment of uniform and orderly methods of communications between employees and SHRA.

To the extent that any subject is covered in both this policy and a properly approved Memorandum of Understanding (MOU) between SHRA and the exclusive representative for any of the Agency's representation units, the MOU language shall supersede any conflicting language in this policy.

PURPOSE

It is the purpose of this policy to promote the improvement of personnel management and employer-employee relations within SHRA by providing a uniform basis for recognizing the right of its employees to join organizations of their own choice and be represented by such organizations in their employment relationship with SHRA.

POLICY

**1. Authority of Executive Director**

The City and the County of Sacramento hereby declares, as a matter of policy, that the City Council, Board of Supervisors, Housing Authority of the City and the Housing Authority of the County and its members will deal with employee organizations and their representatives solely through the Executive Director or designee except when otherwise expressly provided for by the terms of this Policy.

**2. Representation Units**

The units set forth in Appendix (A) attached hereto are the appropriate units for potential representation by recognized employee organizations.

**3. Recognized Employee Organizations**

An employee organization that wishes to be certified as the recognized employee organization for a designated representation unit for which unit no employee organization has been certified shall file a recognition petition with the Employee Relations Officer.

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A. Petition – The petition shall be signed by the organization’s duly authorized officers, and shall contain the following information and documentation:

- 1) The name and mailing address of the organization.
- 2) The names and titles of its officers.
- 3) Designation of those persons, not exceeding three in number, and their addresses, to whom notice sent by regular mail will be deemed sufficient notice on the organization for any purpose.
- 4) A statement that the organization does not discriminate or restrict membership or participation based on race, color, creed, national origin, or sex.
- 5) A statement that the employee organization has, as one of its primary purposes, representing employees in their employment relations with SHRA.
- 6) A statement that the employee organization agrees to comply with the provisions of this Resolution.
- 7) A copy of its constitution and bylaws, if any.
- 8) Identification of the representation unit for which petitioner seeks certification as the recognized employee organization.
- 9) Proof of employee approval of thirty percent (30%) or more of the employees within such representation unit.
- 10) The Employee Relations Officer shall give written notice of such petition to the petitioner, to the employees involved and to any employee organization that has filed a written request for receipt of such notice to him. Within thirty (30) days of the date of such notice, other employee organizations may file a challenging petition seeking to become the recognized employee organization within such representation unit.

B. Election

- 1) Calling of Election – The Employee Relations Officer shall, whether or not a challenging petition is filed, request the State Conciliation Service to call and conduct a secret ballot election in accordance with its own procedures and regulations and pursuant to the election procedures as herein below set forth. If a challenging petition is filed, and is accompanied by proof of employee approval equal to at least ten percent (10%) of the employees within the representation unit, the State Conciliation Service shall include such challenging employee organization on the ballot.
- 2) Election Procedures – Whenever the State Conciliation Service calls an election pursuant hereto, it shall include the choice of no organization on the ballot. Employees holding regular status in his/her current position are entitled to vote in a representational election shall be those employees within the representation unit whose name appeared on the payroll immediately prior to the date of the election. Probationary employees are not eligible to vote. An employee organization shall be certified by the Employee Relations Officer as the recognized employee organization within the representation unit if:

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- a). That employee organization has received the vote of a numerical majority of all the employees eligible to vote in the unit of which the election is held, or,
- b). More than fifty percent (50%) of the total number of employees in the unit eligible to vote have voted in the election, and the employee organization receives a numerical majority of all votes cast in the election, or,
- c). In an election involving three or more choices, where none of the choices receives a majority of the ballot votes cast, and where more than fifty percent (50%) of the total number of employees in the unit eligible to vote have voted in the election, a run-off election shall be conducted between the two choices receiving the largest number of ballot votes cast; the rules governing an initial election being applicable to a run-off election.

C. De-certification Procedures

A de-certification petition may be filed with the Employee Relations Officer by employees or an employee organization to determine whether or not a recognized employee organization continues to represent a majority of the employees in the representation unit. Such petition must be accompanied by proof of employee approval equal to at least thirty percent (30%) of the employees within the representation unit. The time periods for a petition to be filed with the Employee Relations Officer are: a) after the first full year of recognition if MOU has been negotiated or b) within the period commencing ninety (90) and ending sixty (60) days immediately prior to the expiration date of an MOU. When such a valid petition has been filed, the State Conciliation Service shall be requested by the Employee Relations Officer to conduct an election to determine whether or not the incumbent recognized employee organization shall be decertified, and where filed by an employee organization, whether such organization shall be recognized. Such election shall be in accordance with the procedures and regulations of the State Conciliation Service, and the election procedures as hereinabove set forth.

- D. In the event that the State Conciliation Service is unable to or unwilling to provide any of the services required of it above, the American Arbitration Association, or another impartial third party agreed to by SHRA and the concerned employee organization(s), shall perform said services.
- E. Costs of conducting elections, if any, shall be borne equally by SHRA and the employee organization(s)
- F. Procedure for Modification of Established Units

Unit modification petitions may be initiated by: (1) the Agency; (2) a group of employees; or an Employee Organization.

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- 1) Agency Initiated Unit Modifications - The Employee Relations Officer may on his/her own motion initiate a modification of the Agency's unit structure, including without limitation the creation of new units, the modification of existing units or the reallocation of classifications from one bargaining unit to another unit. Such a proposal may be made during the period specified in de-certification procedures, within sixty (60) days of adoption of this Resolution, or any time the Employee Relations Officer determines that business circumstances justify such a modification. The Employee Relations Officer shall give written notice to any affected employee organization and to each employee who may be affected by the proposed change. The Employee Relations Officer shall hold a meeting concerning the proposed modification(s), at which time all affected employee organizations shall be heard. Thereafter the Employee Relations Officer shall determine the composition of the appropriate unit or units in accordance with this Article, and shall give written notice of such determination to the affected employee organizations. The Employee Relations Officer's determination may be appealed as provided below.
  
- 2) Employee and Employee Organization Initiated Modifications – Requests by a group of employees or employee organizations for modifications of established appropriate units may be considered by the Employee Relations Officer only during the thirty (30) day period commencing one hundred twenty (120) days prior to the expiration date of a Memorandum of Understanding then having been in effect less than three (3) years; or (b) for MOUs in effect more than three (3) years, during the months of February and March of each year after the third year the MOU is in effect. Such requests shall contain a complete statement of all relevant facts and citations in support of the proposed modified unit in terms of the policies and standards set forth in this Article, and shall be accompanied by authorization cards, dated not later than six months earlier than the request, showing that over thirty percent (30%) of the employees in the proposed new unit support the request. If a valid request for unit modification is received including all criteria included in this Section, The Employee Relations Officer shall give written notice to any affected employee organization and to each employee who may be affected by the proposed change. The Employee Relations Officer shall hold a meeting concerning the proposed modification(s), at which time all affected employee organizations shall be heard. Thereafter the Employee Relations Officer shall determine the composition of the appropriate unit or units in accordance this Article, and shall give written notice of such determination to the affected employee organizations. The Employee Relations Officer's determination may be appealed as provided below. Modifications of units may also be accomplished by written stipulations thereto by the Employee Relations Officer and each of the affected employee organizations.

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- 3) Appeals – A group of employees that initiated a unit modification consistent with this section or an employee organization impacted by a unit modification determination of the Employee Relations Officer may file an appeal within fifteen (15) days of notice of such determination to the Governing Board for final decision. Appeals to the Board shall be filed in writing with the Human Resource Manager and a copy thereof served on the Employee Relations Officer. Before an Appeal is heard by the Board all affected parties shall participate in a confidential mediation with a mediator within a reasonable period of the filing of the appeal. If the matter is not resolved at mediation, the Board shall commence to consider the matter within a reasonable period of the completion of mediation. The Board may, in its discretion, refer the dispute to a third party hearing process for determination or recommendation. Any decision of the Board shall be final and binding.

G. Annual Filing

Recognized employee organizations shall annually, on or before the anniversary date of recognition, file a written statement with the Employee Relations Officer, indicating changes in items (1) through (7) as they appeared in the recognition petition filed pursuant to paragraph 1 of this Article, or as subsequently amended by a written statement hereunder, or, as appropriate, shall indicate that there has been no change in such information. The statement shall be signed by the duly authorized officers of the recognized employee organization

**4. Meet and Confer**

- A) Upon request, a recognized employee organization shall have the right to meet and confer in good faith regarding matters within the scope of representation with the Employee Relations Officer and/or his/her designees. Provided, however, that nothing herein shall require meeting and conferring between parties to a Memorandum of Understanding during the term of such Memorandum regarding matters to take effect during such term, except that such parties may meet and confer during such term on a matter within the scope of representation where (a) the matter was not covered by the MOU, and (b) there shall have arisen a significant change in circumstances with respect to such matter, which could not have reasonably been anticipated by both parties at the time they signed such Memorandum.
- B) Employees in classifications not included in management and confidential representation units shall not participate in meeting and conferring or grievance resolution processes pertaining to management and confidential representation unit classifications.
- C) In the absence of express authorization in advance by the Employee Relations Officer, not more than two SHRA employees representing a recognized employee organization requesting such a meeting shall be entitled to attend without loss of compensation or other benefit, nor shall more than a total of three representatives for

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each recognized employee organization be entitled to attend such meetings. An example of when the Employee Relations Officer shall grant such authorization is when a “subject matter expert” is necessary for productive discussions on a particular subject during a portion of a meeting.

- D) SHRA employees who shall represent a recognized employee organization at such meeting shall give reasonable advance notice thereof to their immediate supervisor, but in no event shall such notice be given less than one full working day or shift before the meeting; except, however, that the Employee Relations Officer may, in his/her discretion, waive this requirement for advance notice.
- E) If agreement is reached on matters subject to approval by the Governing Boards, the parties shall jointly prepare a written memorandum of such understanding, and the Employee Relations Officer shall present it to the Governing Boards, as appropriate, for determination. If agreement is reached on matters not subject to such approval, the Employee Relations Officer and the recognized employee organization(s) shall, at the request of one of the parties, prepare a written memorandum of such understanding.

**5. Payroll Deductions**

Only recognized employee organizations shall have the right to have the regular membership dues or fees of its members and/or employees in the unit deducted from employees’ paychecks upon the written authorization of each such employee member in such form as will not infringe upon an employee's rights under California Government Code Sec. 3502.

**6. Communication with Employees**

- A) Reasonable access to employee work locations shall be granted to officers of recognized employee organizations for the purpose of processing grievances or contacting members of the organization concerning business within the scope of representation. Such officers shall not enter any work location without previous notice to and consent from the Employee Relations Officer or designee, and access may be restricted so as not to interfere with departmental operations or with established safety and security requirements.
- B) Campaigning for office, conducting meetings or elections, and other internal employee organization business of a similar nature shall not be carried on during work hours and at any SHRA sites.

**7. Use of SHRA Facilities**

SHRA buildings and other facilities may be made available for use by SHRA employees or an employee organization or their representatives in accordance with administrative procedures governing such use.

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**8. Advance Notice to changes of policy**

Except in cases of emergency as provided in this Article, SHRA, shall give reasonable written notice to each recognized employee organization affected by any ordinance, rule, resolution or regulation directly relating to matters within the scope of representation proposed to be changed and adopted by the Governing Boards shall give such recognized employee organization the opportunity to meet with SHRA to discuss any required modifications, additions or deletions. In cases of emergency when the Governing Boards determine that an ordinance, rule, resolution or regulation must be adopted immediately without prior notice or meeting with a recognized employee organization, the Governing Boards shall provide such notice and opportunity to meet with SHRA at the earliest practicable time following the adoption of such ordinance, rule, resolution, or regulation.

**9. Employee Organization**

Employee organizations may represent their individual employee members in individual employment relations, including grievances, to the extent required by the Government Code.

**10. Individual Employees**

Nothing in this Resolution shall be construed to restrict or in any way modify the right of an individual employee to present matters involving his/her individual employment relationship to the appropriate level of management, provided that any action taken in not inconsistent with the terms of a memorandum of understanding then in effect, and that before any action is taken which could affect the terms and conditions of employment of other employees in the representation unit, such proposed action is communicated to the recognized employee organization for its opinion on the merits and the effect on the proposed action.

**11. Prohibition Against Discrimination**

No appointing authority or his/her representative shall discriminate for or against any employee organization, or in any way coerce or influence any employee in his/her free choice to join or refrain from joining any employee organization

**12. Impasse Procedures**

A) Initiation of Impasse Procedures – Impasse procedures may be invoked after the possibility of settlement by direct discussion has been exhausted. Any party may initiate the impasse procedures by filing with the other party or parties a written request for an impasse meeting, together with a statement of its position on all disputed issues. An impasse meeting shall then be scheduled by the Employee Relations Officer forthwith after the date of filing of the written request for such

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meeting, with written notice to all parties affected. The purpose of such impasse meeting shall be two-fold:

- 1) To permit a review of the position of all parties in a final effort to reach an agreement on the disputed issues; and
- 2) If agreement is not concluded, to discuss arrangements for implementing the specific impasse procedure or procedures to which the dispute shall be submitted.

B) Impasse Procedures – Impasse procedures are as follows:

- 1) If the parties so agree, the dispute shall be submitted directly to the Governing Boards for determination.
- 2) If they do not so agree with a reasonable period of time, the dispute may be submitted to mediation. If the parties agree to submit the dispute to mediation, and agree on selection of a mediator, the dispute shall be submitted to mediation. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues. If the parties do not agree to utilize mediation and agree on a mediator within ten (10) days following the date that either party provided the other with a written notice of a declaration of impasse, the dispute shall not be submitted to mediation. If the parties agree to mediation but are unable to agree on a mediator after a reasonable period of time, they shall select the mediator from a list of three names to be provided by the State Conciliation Service, or if that body for any reason shall fail to provide such list, by the American Arbitration Association. The recognized employee organization or organizations shall first strike one name, the Employee Relations Officer shall then strike one name, and the name remaining shall be the mediator.
- 3) An exclusive representative may request that the parties' differences be submitted to a fact finding panel pursuant to California Government Code section 3505.4. Such a request may be filed with the California Public Employment Relations Board (PERB):
  - a.) Not sooner than thirty (30) days, but not more than forty-five (45) days, following the appointment or selection of a mediator pursuant to the parties' agreement; or
  - b.) If the parties' dispute is not submitted to mediation, not later than thirty (30) days following the date that either party provides the other with a written notice of a declaration of impasse.

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- 4) If the exclusive representative fails to timely submit a matter to fact finding, the dispute will be submitted directly to the Governing Boards for a final determination.
- C) The provisions of this Article shall apply to disputes between the Agency and an employee organization pertaining to matters within the scope of representation under the MMBA regarding matters contained in or proposed for a MOU, which remain unresolved following good faith negotiations. This Article also shall apply to any other disputes that are required by law to be submitted to mandatory non-binding fact-finding under California Government Code section 3505.4 et seq. This Article shall not apply to any matters that are not required to be submitted to fact-finding pursuant to section 3505.4 et seq. The parties may agree on the appointment of one or more fact-finders. If they fail to so agree, a fact-finding panel of three shall be appointed in the following manner: One member of the panel shall be appointed by the Employee Relations Officer, one member shall be appointed by the recognized employee organization, and those two shall name a third, who shall be the chairman. If they are unable to agree upon a third, they shall select the third member from a list of five names to be provided by PERB , the one to serve to be determined by the alternate striking of names, with the party who is to strike the first name to be determined by chance method.

The following constitute the jurisdictional and procedural requirements for fact-finding:

- 1) Fact-finders shall not have served as mediator in the same impasse under subparagraph (b) impasse procedures, and shall not be employees or officers of SHRA or members of one of SHRA's employee organizations.
- 2) Fact-finding is authorized hereunder in connection with all disputed issues that are within the scope of representation.
- 3) The fact-finder(s) shall, to the extent they are applicable, determine and apply the following standards to the disputed issues in making recommendations:
  - a. SHRA job classifications shall be compared to comparable job classifications in public employment in the Sacramento metropolitan area, and housing authorities elsewhere in the State of California.
  - b. In determining job comparability, the following factors will be considered: The nature and complexity of the duties involved; the degree of supervision received and exercised; the educational, experience and physical qualifications, and the special skills required; the physical working conditions; and the hazards inherent in the job.
  - c. Comparisons shall be in terms of total compensation and benefits of employment, and, to the extent feasible, shall be measured in monetary terms.

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- d. The comparison data as hereinabove provided for shall, to the extent feasible, be adjusted as appropriate for differences in the cost of living in Sacramento as compared to other cities considered; the benefits of job stability and continuity of employment; difficulty of recruiting qualified applicants; and equitable employment benefit relationships between job classifications in SHRA employment.
  - e. The state of the economy in the Sacramento metropolitan area, and the financial condition and resources of SHRA, shall be considered.
- 4) The fact-finder(s) shall make written findings of fact and recommendations for the resolution of the issues in dispute, which shall be presented in terms of the standards specified in (3) above. The fact-finder or chairman of the fact-finding panel shall serve such findings and recommendations on the Employee Relations Officer and the designated representative of the recognized employee organization. If these parties have not resolved the impasse within ten (10) working days after service of the findings and recommendations upon them, the fact-finder or the chairman of the fact-finding panel shall make them public by submitting them to the City and County Clerk's for consideration by the Governing Boards in connection with the Governing Boards legislative determination of the issues.
- 5) In addition to any other rule, policy, or legal constraint on strikes or concerted work actions, members of employee organizations shall not strike or engage in similar concerted action (including sympathy strikes) until the parties are at impasse and the fact finding panel has issued its findings and recommendations.
- 6) Costs of mediation and fact-finding shall be divided one-half to SHRA and one-half to the recognized employee organization.
- 7) This Article shall be operative May 24, 2016. It shall remain operative only so long as mandatory non-binding fact finding under Government Code section 3504.5 et seq. (or any subsequent applicable law or regulation) is required for the Agency. If at any time and for any reason the Agency is no longer subject to mandatory fact finding, this Article shall expire immediately and automatically and shall have no further force and effect. If the scope of what is required to go to fact finding under MMBA changes, an exclusive representative may request to meet and confer regarding impacts of any such change.

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DEFINITIONS

**Employee Organization**

As defined in Government Code Sec 3501.

**Scope of Representation**

As defined in Government Code Sec 3504.

**Governing Boards**

The governing body of Sacramento's City Council, Board of Supervisors, Housing Authority of the City and the Housing Authority of the County.

**Employee**

Except as otherwise provided in a collective bargaining agreement, employee is defined as holding Regular Status in a full-time or part-time position.

**Employee Relations Officer**

The Executive Director or duly authorized designee.

**Management Employee**

An employee having responsibility for formulating, administering or managing the implementation of SHRA policies and programs.

**Confidential Employee**

An employee who regularly participates in making or regularly has advance knowledge of decisions of SHRA affecting employee relations.

**Administrative and Technical Employee**

An employee assigned to a position which requires considerable independent judgment and action in carrying out general assignments and that entails knowledge and training in a specialized field of technical services applicable to SHRA.

**General Clerical and Service Employee**

An employee who provides general clerical or service tasks necessary for the operation of SHRA.

**Memorandum of Understanding**

A written statement prepared in accordance with Government Code Sec 3505.1 and approved by the Governing Boards.

**Operations and Maintenance Employee**

An employee who provides skilled or semi-skilled maintenance services for the repair, upkeep, and improvement of SHRA grounds and facilities.

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**Proof of Employee Approval**

An authorized card recently signed by an employee, or a verified authorization petition or petitions recently signed by an employee. Where an employee's name appears on more than one card or petition, the employee's name shall not be considered in the "Proof of Employee Approval" for any employee organization.

**Recently Signed**

Signed within 90 days prior to the filing of a petition hereunder.

**Impasse**

A deadlock in discussions between a recognized employee organization and the Employee Relations Officer over matters which they are required to meet and confer in good faith, over the scope of such matters.

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Appendix (A)

**Designation of Representation Units And Unrepresented Classifications**

1. The Governing Boards determine that the following are the appropriate representation units:

A. Administrative and Technical (Represented Unit)

Accountant  
Accountant Specialist  
Assistant Agency Clerk  
Community Development Analyst – Range 1  
Community Development Analyst – Range 2  
Compliance/Procurement Analyst  
Construction Engineer  
Construction Technician  
Development Services Loan Assistant  
Finance Specialist - Payroll  
GIS Analyst  
Housing Authority Analyst  
Housing Program Specialist  
Housing Program Technician I  
Housing Program Technician II  
Housing Finance Analyst - Range 1  
Housing Finance Analyst - Range 2  
Housing Finance Analyst - Range 3  
IT Applications and Development Analyst  
IT Customer Support Specialist  
IT Network/Midrange Specialist  
Leasing Agent  
Loan Administrator  
Loan Processing Analyst  
Loan Servicing Analyst  
Principal Accountant  
Principal Construction Architect  
Principal Construction Technician  
Principal Housing Authority Analyst  
Principal Housing Program Specialist  
Principal IT Customer Support Specialist  
Principal Loan Processing Analyst  
Principal Regulatory Compliance Analyst  
Program Technician  
Real Estate Analyst  
Real Estate Specialist  
Redevelopment Analyst - Range 1  
Redevelopment Analyst - Range 2

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Redevelopment Analyst - Range 3  
Redevelopment Planner - Range 1  
Redevelopment Planner - Range 2  
Redevelopment Planner - Range 3  
Redevelopment Specialist  
Regulatory Compliance Analyst  
Regulatory Compliance Specialist  
Resident Services Specialist

B. Operations and Maintenance (Represented Unit)

Maintenance Specialist, Alarms & Utilities  
Maintenance Specialist, Stationary Engineer  
Maintenance Lead  
Maintenance Technician  
Maintenance Worker  
Resident Trainee Program Lead  
Semi-Skilled Laborer

C. General Clerical and Service (Represented Unit)

Account Clerk  
Accounting Technician  
Administrative Secretary  
Housing Assistant  
Housing Technician  
Mail/Photocopy Services Clerk  
Office Assistant  
Office Technician  
Resident Services Technician

2. The Governing Boards designated the following class titles as "unrepresented classifications."

A. Exempt Management, Supervisory, & Confidential Classifications (Unrepresented Unit)

Agency Clerk-Range 1  
Agency Clerk-Range 2  
Agency Counsel-Range 1  
Agency Counsel-Range 2  
Agency Counsel-Range 3  
Assistant Director  
Deputy Executive Director  
Director-Range 1  
Director-Range 2  
Engineering Project Manager  
Executive Director  
Finance Analyst  
General Counsel

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY (SHRA)  
Employer-Employee Relations Policy

Grant Writer  
IT Business Analyst  
IT Manager  
Management Analyst  
Program Integrity Analyst  
Program Manager  
Project Manager  
Public Information Officer  
Real Estate Coordinator  
Senior Human Resources Analyst  
Senior Program Analyst  
Site Manager I  
Site Manager II  
Supervisor

- B. Confidential Classifications (Unrepresented Unit)  
Confidential Administrative Assistant  
Confidential Administrative Specialist  
Executive Assistant  
Human Resources Assistant  
Human Resources Specialist

## EMPLOYER-EMPLOYEE RELATIONS POLICY

Be it resolved by the Housing Authority of the City of Sacramento, and the Redevelopment Agency of the City of Sacramento, hereinafter referred to as the Sacramento Housing and Redevelopment Agency (SHRA):

ARTICLE I Statement of Purpose

This Resolution is adopted pursuant to Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Sections 3500, et seq,) to establish orderly procedures to promote full communication between the SHRA and its employees by providing a reasonable method of resolving disputes regarding wages, hours, and other terms and conditions of employment. It is the purpose of this Resolution to promote the improvement of personnel management and employer-employee relations within the SHRA by providing a uniform basis for recognizing the right of its employees to join organizations of their own choice and be represented by such organizations in their employment relationship with the SHRA.

Nothing contained herein shall be deemed to supersede the provisions of existing laws, ordinances, or any other regulations which govern the operations of the SHRA. This Resolution is intended, instead, to strengthen employer-employee relations through the establishment of uniform and orderly methods of communications between the employees and the SHRA.

ARTICLE II Authority of Employee Relations Officer

SHRA hereby declares, as a matter of policy, that the local governing body and its members will deal with employee organizations and their representatives solely through the Employee Relations Officer or his designated representative except when otherwise expressly provided for by the terms of this Resolution.

ARTICLE III Definitions

1. The terms "employee organization", "recognized employee organization" and "mediation" have the meanings specified in Government Code Sec. 3501.
2. The term of "scope of representation" has the meaning specified in Government Code Sec. 3504.
3. The term "governing body" means both the governing body of the Redevelopment Agency of the City of Sacramento and the governing body of the Housing Authority of the City of Sacramento.
4. The term "employee" shall mean (a) a full-time permanent employee, or (b) an employee who works, within one year from each date of employment, in excess of 1,040 hours during a continuous period of employment of more than six (6) months.

5. The term "Employee Relations Officer" means the Executive Director or his duly authorized representative.
6. The term "Management Employee" means an employee having a responsibility for formulating, administering or managing the implementation of SHRA policies and programs.
7. The term "Confidential Employee" means an employee who regularly participates in making or regularly has advance knowledge of decisions of the SHRA affecting employee relations.
8. The term "Administrative and Technical Employee" means an employee assigned to a position which requires considerable independent judgment and action in carrying out general assignments and that entails knowledge and training in a specialized field of technical services applicable to SHRA operations.
9. The term "General Clerical and Service Employee" means an employee who provides typing, stenographic, tenant services or general clerical or service tasks necessary for the operation of the SHRA.
10. The term "Memorandum of Understanding" means a written statement prepared in accordance with Government Code Section 3505.1 and approved by the legislative body.
12. The term "Proof of Employee Approval" means an authorization card recently signed by an employee, or a verified authorization petition or petitions recently signed by an employee. Where an employee's name appears on more than one card or petition, the employee's name shall not be considered in the "Proof of Employee Approval" for any employee organization.
13. The term "recently signed" means signed within 90 days prior to the filing of a petition hereunder.
14. The term "Impasse" means a deadlock in discussions between a recognized employee organization and the Employee Relations Officer over matters which they are required to meet and confer in good faith, or over the scope of such matters.

#### ARTICLE IV Representation Units

The representation units set forth in Exhibit "A" attached hereto are the appropriate units for representation by recognized employee organizations.

#### ARTICLE V Recognized Employee Organizations

An employee organization that wishes to be certified as the recognized employee organization for a designated representation unit for which no employee organization has been certified shall file a recognition petition with the Employee Relations Officer.

1. Petition--The petition shall be signed by the organization's duly authorized officers, and shall contain the following information and documentation:

- a) The name and mailing address of the organization.
- b) The names and titles of its officers.
- c) Designation of those persons, not exceeding three in number and their addresses, to whom notice sent by regular mail will be deemed sufficient notice on the organization for any purpose.
- d) A statement that the organization does not discriminate or restrict membership or participation based on race, color, creed, national origin, age, marital status, religion, sex, or political affiliation.
- e) A statement that the employee organization has, as one of its primary purposes, representing employees in their employment relations with SHRA.
- f) A statement that the organization agreed to comply with the provisions of this Resolution.
- g) A copy of the organization's Constitution and Bylaws.
- h) Identification of the representation unit for which petitioner seeks certification as the recognized employee organization.
- i) Proof of employee approval of thirty percent (30%) or more, of the employees within such representation unit.

The Employee Relations Officer shall give written notice of receipt of such petition to the petitioner, to the employees within the representation unit involved, and to any employee organization that has filed a written request for a copy of any such petition. Within thirty (30) days of the date of such notice, other employee organizations may file a challenging petition seeking to become the recognized employee organization within such representation unit.

## 2. Election

- a) Calling of Election--The Employee Relations Officer shall, whether or not a challenging petition is filed, request the State Conciliation Service to call and conduct a secret ballot election in accordance with its own procedures and regulations and pursuant to the election procedures as herein below set forth. If a challenging petition is filed and is accompanied by proof of employee approval equal to at least ten percent (10%) of the employees within the Representation Unit, the State Conciliation Service shall include such challenging employee organization on the ballot.

b) Election Procedures--Whenever the State Conciliation calls an election pursuant hereto, it shall include the choice of no organization on the ballot. Employees entitled to vote in a representational election shall be those employees within the representation unit whose names appeared on the payroll immediately prior to the date of the election. An employee organization shall be certified by the Employee Relations Officer as the recognized employee organization within the Representation Unit if...

- 1) That employee organization has received the vote of a numerical majority of all the employees eligible to vote in the unit in which the election is held, or
- 2) More than fifty percent (50%) of the total number of employees in the unit eligible to vote have voted in the election, and the employee organization receives a numerical majority of all votes cast in the election, or
- 3) In an election involving three or more choices, where none of the choices receives a majority of the ballot votes cast, and where more than fifty percent (50%) of the total number of employees in the unit eligible to vote have voted in the election, a run-off election shall be conducted between the two choices receiving the largest number of ballot votes cast; the rules governing an initial election being applicable to a run-off election.

3. Decertification Procedures--A decertification petition may be filed with the Employee Relations Officer by an employee or an employee organization to determine whether or not a recognized employee organization continues to represent a majority of the employees in the Representation Unit. Such petition must be accompanied by proof of employee approval equal to at least thirty percent (30%) of the employees within the Representation Unit. Such a petition may be received by the Employee Relations Officer only within the period commencing ninety (90) and ending sixty (60) days immediately preceding the second or succeeding annual anniversary date of certification of the incumbent recognized employee organization by the Employee Relations Officer; provided, however, that no decertification petition for the same unit shall be entertained by the Employee Relations Officer more frequently than every two years. When such a valid petition has been filed, the State Conciliation Service shall be requested to conduct an election to determine whether or not the incumbent recognized employee organization shall be decertified, and where filed by an employee organization, whether such organization shall be recognized. Such election shall be in accordance with the procedures and regulations of the State Conciliation Service, and the election procedures as hereinabove set forth.

4. In the event that the State Conciliation Service is unable to provide any of the services required of it by paragraphs 2 and 3 above, the American Arbitration Association, or another impartial third party agreed to by SHRA and the concerned employee organization(s), shall perform said services.

5. Costs for conducting elections, including decertification, shall be shared equally by the parties involved.

6. Recognized employee organizations shall annually, on or before the anniversary date of certification, file a written statement with the Employee Relations Officer, indicating changes in items (a) through (i) as they appeared in the recognition petition filed pursuant to paragraph 1 of this Item, or as subsequently amended by a written statement hereunder, or, as appropriate, shall indicate that there has been no change in such information. The statement shall be signed by the duly authorized officers of the recognized employee organization.

#### ARTICLE VI Meet and Confer

Upon request, a recognized employee organization shall have the right to meet and confer in good faith regarding matters within the scope of representation with the Employee Relations Officer and/or his designees. Provided, however, that nothing herein shall require meeting and conferring between parties to a Memorandum of Understanding during the term of such Memorandum regarding matters to take effect during such term, except that such parties may meet and confer during such term on a matter within the scope of representation where (a) the matter was not covered by the Memorandum or expressly raised as an issue during the meeting and conferring process out of which such Memorandum arose, or (b) there shall have arisen a significant change in circumstances with respect to such matter, which could not have reasonably been anticipated by both parties at the time they signed such Memorandum.

Employees in classifications not included in the Managerial and Confidential Representation Unit shall not participate in meeting and conferring or grievance resolution processes pertaining to Managerial and Confidential Representation Unit classifications.

In the absence of express authorization in advance by the Employee Relations Officer not more than two SHRA employees representing a recognized employee organization requesting such meeting shall be entitled to attend without loss of compensation or other bene-

fit, nor shall more than a total of three representatives for each recognized employee organization be entitled to attend such meetings.

SHRA employees who shall represent a recognized employee organization at such meeting shall give reasonable advance notice thereof to their immediate supervisor, but in no event shall such notice be given less than one full working day or shift before the meeting; except, however, that the Employee Relations Officer may, at his discretion, waive this requirement.

If agreement is reached on matters subject to approval by the Governing Body, the parties shall jointly prepare a written memorandum of such understanding, and the Employee Relations Officer shall present it to the Governing Body, for determination.

Upon approval by the Governing Body, both parties shall be bound by its contents during its term unless it is either supplanted by a revised memorandum jointly approved by both parties, or unless the employee organization is decertified.

#### ARTICLE VII Communication with Employees

Reasonable access to employee work locations shall be granted to officers of recognized employee organizations for the purpose of processing grievances or contacting members of the organization concerning business within the scope of representation. Such officers shall not enter any work location without previous notice to and consent from the Employee Relations Officer, or his designee, and access may be restricted so as not to interfere with departmental operations or with established safety and security requirements.

Campaigning for office, conducting meetings or elections, and other internal employee organization business of a similar nature shall not be carried on during working hours.

#### ARTICLE VIII Involuntary Changes of Policy

In cases where a law, ordinance, resolution, or any regulation established on the local, state or federal levels of government, including the SHRA, has an immediate effect on existing understandings between SHRA and employee organization(s), SHRA shall provide an opportunity to meet at the earliest practicable time with the employee organization to discuss any required modifications, additions, or deletions to the Memorandum of Understanding.

#### ARTICLE IX Individual Rights With Proper Communication

Nothing in this Resolution shall be construed to restrict or in any way modify the right of an individual employee to present matters involving his individual employment relationship to the appropriate level of management.

## ARTICLE X Prohibition Against Discrimination

No appointing Authority or his representatives shall discriminate for or against any employee organization, or in any way coerce or influence any employee in his free choice to join or refrain from joining any employee organization.

It is the policy of SHRA to affirmatively support and encourage equal opportunity of employment. If evidence of discrimination based on race, color, creed, national origin, age, marital status, religion, sex, or political affiliation, by an employee organization comes to the attention of Employee Relations Officer, it shall be his duty to refer such evidence to an appropriate legal authority having jurisdiction thereof if any.

## ARTICLE XI Non-application of Labor Code Section 923

The enactment of this Resolution shall not be construed as making the provisions of Section 923 of the Labor Code applicable to employees or employee organizations.

## ARTICLE XII Settlement of Disputes

1. Conference--When mutual agreement over an issue is not reached among all parties concerned through correspondence and informal meetings, any of the parties may file with the other party or parties a written request for a conference or series of meetings, to deal at length with the unsettled issue in a final effort to reach an agreement prior to invoking impasse procedures.

2. Initiation of Impasse Procedures--Impasse procedures may be invoked only after the possibility of settlement by direct discussion has been exhausted. Any party may initiate the impasse procedures by filing with the other party or parties a written request for an impasse meeting, together with a statement of its position on all disputed issues.

An Impasse meeting shall then be scheduled by the Employee Relations Officer forthwith after the date of filing of the written request for such meeting, with written notice to all parties affected. The purpose of such impasse meeting shall be two-fold:

- (a) To permit a review of the position of all parties in a final effort to reach an agreement on the disputed issues; and
- (b) If agreement is not concluded, to discuss arrangements for implementing the specific impasse procedures to which the dispute shall be submitted.

3. Impasse Procedures--Impasse procedures are as follows:

- (a) If the parties so agree, the dispute shall be submitted directly to the Governing Body for determination.
- (b) If they do not so agree within a reasonable period of time, the dispute shall be submitted to mediation. All

mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues. If the parties are unable to agree on a mediator after a reasonable period of time, they shall select the mediator from a list of three names to be provided by the State Conciliation Service, or if that body for any reason shall fail to provide such a list, the American Arbitration Association shall be asked to provide a similar list. The recognized employee organization or organizations shall first strike one name, the Employee Relations Officer shall then strike one name, and the name remaining shall be the mediator.

- (c) If the parties have failed to resolve all their disputes through mediation within fifteen (15) days after the mediator commenced meeting with the parties, the parties may agree to submit the issues in dispute directly to the local Governing Body. In that event the local Governing Body shall finally determine the issues after conducting a public hearing thereon and after such further investigation of the relevant facts as it may deem appropriate.
- (d) If the parties fail to agree to submit the dispute directly to the local Governing Body, the disputed issues shall be submitted to fact-finding.

The parties may agree on the appointment of one or more fact-finders. If they fail to so agree, a fact-finding panel of three shall be appointed in the following manner; One member of the panel shall be appointed by the Employee Relations Officer, one member shall be appointed by the recognized employee organization, and those two shall name a third, who shall be the chairman. If they are unable to agree upon a third, they shall select the third member from a list of five names to be provided by the American Arbitration Association, the one to serve to be determined by the alternate striking of names, with the party who is to strike the first name to be determined by chance method.

The following constitute the jurisdictional and procedural requirements for fact-finding:

- PCS (1) Fact-finders shall not have served as mediator in the same impasse under subparagraph (b).
- (2) Fact-finding is authorized hereunder in connection with all disputed issues that are within the scope of representation.
- (3) The fact-finder(s) shall, to the extent they are applicable, determine and apply the following standards to the disputed issues in making recommendations:
  - (a) SHRA job classifications shall be comparable to job classifications in public agencies in the Sacramento

metropolitan area and redevelopment agencies and housing authorities elsewhere in the State,

- (b) In determining job comparability, the following factors will be considered: The nature and complexity of the duties involved; the degree of supervision received and exercised; the educational, experience and physical qualifications, and the special skills required; the physical working conditions; and the hazards inherent in the job.
  - (c) Comparisons shall be in terms of total compensation and benefits of employment, and to the extent feasible, shall be measured in monetary terms.
  - (d) The comparison data as hereinabove provided for shall, to the extent feasible, be adjusted as appropriate for differences in the cost of living in Sacramento as compared to other areas considered; the benefits of job stability and continuity of employment; difficulty of recruiting qualified applicants; and equitable employment benefit relationships between job classifications in SHRA employment.
  - (e) The state of the economy in the Sacramento metropolitan area, and the financial condition and resources of SHRA, shall be considered.
- (4) The fact-finder(s) shall make written findings of fact and recommendations for the resolution of the issues in dispute, which shall be presented in terms of the standards specified in (3) above. The fact-finder or chairman of the fact-finding panel shall serve such findings and recommendations on the Employee Relations Officer and the designated representative of the recognized employee organizations. Further actions should be governed by the findings and recommendations of the fact-finding panel.
- (5) Costs of mediation and fact-finding shall be shared equally by the parties involved in the mediation or fact-finding.

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ATTEST:

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Managerial, Supervisory, and Confidential

Executive Director  
Deputy Director  
Chief Counsel  
Director of Administration  
Assistant Director-Research & Development  
Director of Housing  
Chief, Policy/Planning Unit  
Agency Clerk  
Chief of Central Services  
CDBG Coordinator I, II  
Project Manager  
Planning & Evaluation Coordinator  
Chief of Management  
Chief of Building Maintenance  
Chief of Community Services  
Director of Finance  
Personnel Officer  
Personnel Technician  
Confidential Secretary II  
Confidential Secretary I  
Director of Nutrition  
Director, Foster Grandparent Program  
Assistant Finance Director  
Senior Community Services Coordinator  
Maintenance Supervisor  
Project Engineer  
Site Supervisor, Nutrition  
Nutrition Services Coordinator  
Senior Land Agent  
Chief Accountant  
Property Rehabilitation Supervisor  
Project Coordinator  
Programmer Analyst  
Area Housing Manager  
Property Manager  
Senior Planner

Administrative and Technical

Accountant  
Senior Accountant  
Associate Planner  
Community Development Specialist  
Junior Draftsperson  
Management Analyst  
Assistant Land Agent  
Community Services Assistant  
Assistant Housing Manager  
Legal Assistant  
PAC Director

Administrative Assistant I  
Programmer Trainee  
Property Rehabilitation Specialist I/II  
Property Rehabilitation Specialist III  
Storekeeper  
Technical Assistant I/II  
Technical Assistant III  
Rehabilitation Supervisor  
Technical Supervisor  
Assistant to the Director, FGP  
Community Services Coordinator  
Housing Policy/Program Analyst  
Economic Development Coordinator  
Community Planner

Operations and Maintenance

Maintenance Inspector  
General Repair Worker  
Custodian I  
Custodian II  
Maintenance Clerk  
Maintenance Specialist  
Maintenance Worker I  
Maintenance Worker II

General Clerical and Service

Account Clerk I  
Account Clerk II  
Account Clerk III  
Clerk I  
Clerk II  
Clerk III  
Mail Clerk/Messenger  
Food Service Worker  
Tenant Services Clerk I  
Tenant Services Clerk II  
Tenant Services Clerk III  
Head Cook  
Cook I  
Cook II  
Stenographer I  
Stenographer II  
Stenographer III  
Stock Control Clerk  
Typist Clerk I  
Typist Clerk II  
Typist Clerk III  
Departmental Clerk  
Housing Aide  
Receptionist-Clerk  
Senior Legal Stenographer  
Student Trainee  
Food Service Driver

1503-1  
SC  
-59

**RESOLUTION NO. 82-034**

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO  
ON DATE OF

July 27, 1982

AMENDING EMPLOYER-EMPLOYEE RELATIONS POLICY  
TO IMPLEMENT PROPOSED BARGAINING UNITS

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY  
OF SACRAMENTO:

Section 1. The Employer-Employee Relations Policy  
is hereby amended to implement the proposed bargaining units  
as delineated in the attached Exhibit "A".

*Ther. J. Bentley*  
\_\_\_\_\_  
CHAIRMAN

ATTEST:

*William H. Elyar*  
\_\_\_\_\_  
SECRETARY

CERTIFIED AS TRUE COPY  
HOUSING AUTHORITY

of Res. 82-034

7-30-82  
DATE CERTIFIED

*Lorraine Nagano*  
\_\_\_\_\_  
Acting Secretary

**82-034**  
**RESOLUTION No. \_\_\_\_\_**

C-11 Sykes  
E-J

**RESOLUTION NO. HA-1554**

ADOPTED BY THE HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO  
ON DATE OF

July 27, 1982

**ADOPTING EMPLOYER-EMPLOYEE RELATIONS POLICY**

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO:

Section 1. The Employer-Employee Relations Policy, as attached, is hereby adopted as the Employer-Employee Relations Policy for the Housing Authority of the County of Sacramento.

Section 2. The Executive Director is hereby appointed Employee Relations Officer for the Housing Authority of the County of Sacramento.

On a motion by Member Smoley, seconded by Member Johnson, the foregoing Resolution was passed and adopted by the Housing Authority of the County of Sacramento, State of California, this 27th day of July, 1982, by the following vote, to wit:

AYES: Bryan, Collin, Sheedy, Smoley, Johnson  
NOES: None  
ABSENT: None

In accordance with Section 25163 of the Government Code of the State of California, a copy of this document has been delivered to the Chairman of the Board of Supervisors, County of Sacramento, on

III 27 1982  
*Adelle Kinnethy*  
Deputy Clerk, Board of Supervisors

*P. John Johnson*  
CHAIRMAN

ATTEST:  
*Beverly G. Williams*  
CLERK

**FILED**

JUL 27 1982

BOARD OF SUPERVISORS  
*Beverly G. Williams*  
CLERK OF THE BOARD