

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

November 15, 2022

FROM

JACQUELYN GREENE, Director, Preschool Services Department

SUBJECT

Standard Employment Contract Templates

RECOMMENDATION(S)

1. Approve Standard Employment Contract Templates for the following classifications in the Preschool Services Department, effective November 15, 2022, and will remain in effect and shall automatically renew for the established duration of the assignment annually, subject to the termination provisions of the contract:
 - a. Center Clerk 12-month contract term
 - b. Custodian 12-month contract term
 - c. Food Service Worker 12-month contract term
 - d. General Maintenance Worker 12-month contract term
 - e. Health Education Specialist 12-month contract term
 - f. Preschool Site Supervisor I 12-month contract term
 - g. Preschool Site Supervisor II 12-month contract term
 - h. Program Generalist 12-month contract term
 - i. Program Quality Specialist 12-month contract term
 - j. Registered Nurse
 - k. Supervising Case Management Nurse
 - l. Supervising Custodian
 - m. Teacher I 12-month contract term
 - n. Teacher II 12-month contract term
 - o. Teacher III 12-month contract term
 - p. Teacher Aide 12-month contract term
 - q. Center Clerk 9.25-month contract term
 - r. Custodian 9.25-month contract term
 - s. Food Service Worker 9.25-month contract term
 - t. Preschool Site Supervisor I 9.25-month contract term
 - u. Preschool Site Supervisor II 9.25-month contract term
 - v. Program Quality Specialist 9.25-month contract term
 - w. Teacher II 9.25-month contract term
 - x. Teacher Aide 9.25-Month contract term
2. Authorize the Director of the Preschool Services Department to execute the individual employment contracts on behalf of the County.
(Presenter: Jacquelyn Greene, Director, 383-2005)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Create, Maintain and Grow Jobs and Economic Value in the County.

Provide for the Safety, Health and Social Service Needs of County Residents.

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

This item does not impact Discretionary General Funding (Net County Cost). All costs associated with these contract positions are 100% funded by state and federal awards. Adequate appropriation and revenue have been included in the Preschool Services Department's (PSD) 2022-23 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

PSD has utilized standard employment contracts for existing contract classifications since 1999 when the Board of Supervisors (Board) approved the transition of PSD employees into County Service.

PSD employment positions continue to be contracted as they are funded by annual allocations specific to PSD and cannot be absorbed into other County positions. PSD has sites with 9.25-month programs, sites with 12-month programs, and sites with a combination of the two depending on the curriculum as determined by an annual Community Assessment. Some PSD sites operate both part-day and full-day program options necessitating the need for 9.25-month and 12-month versions of the Teacher II and Teacher Aide positions. Teacher I's are assigned to Early Head Start and are 12-month Home Based Instructors that provide services at the child's home, not at a PSD site. Teacher III's can be assigned to a PSD site, Early Head Start, or other 12-month program options. The Teacher III positions function as Mentor/Coach and Teacher support for their assigned area, and are not limited to one location. Overall, 9.25-month positions will begin at the start of the part-day school year and finish at the end of the part-day school year. The 12-month positions begin and end with the fiscal year.

Due to the large number of PSD contract staff (approximately 650 during 2021) and the need to fill vacant positions as soon as possible, it is recommended that the PSD Director be granted the authority to execute the individual employment contracts on behalf of the County.

The Memorandum of Understanding (MOU) approved by the Board on May 19, 2020 (Item No. 41), and negotiated thereafter, reflects the wages, hours, and other terms and conditions of employment for all contract positions that are represented in the Non-Supervisory and Supervisory bargaining units in the PSD MOU.

The recommended employment contract templates shall be effective November 15, 2022 and automatically renew, subject to the termination provisions of the contract. Notwithstanding the foregoing, either party may terminate the contract at any time without cause, with 14 days prior written notice to the other party. The County may terminate the contract immediately for just cause. Automatic renewal will ensure contract employees remain active during the duration of the assignment, eliminating the need to renew approximately 650 contracts every year, as the MOU establishes compensation and benefit items. The contract simply establishes the term of the assignment. The Human Resources Business Partner conferred with the union and County Counsel on this arrangement.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on October 17, 2022; County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on October 18, 2022; Human Resources (Gina King, Deputy Director, 387-5570) on October 17, 2022; Finance (Paul Garcia, Administrative Analyst, 386-8392) on October 26, 2022; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on October 31, 2022.

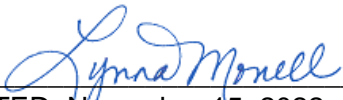
Standard Employment Contract Templates
November 15, 2022

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Janice Rutherford
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Curt Hagman, Joe Baca, Jr.
Absent: Dawn Rowe

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: November 15, 2022



cc: File - Preschool Services Department w/attach
CCM 11/21/2022