



**HUMAN RESOURCES  
COUNTY OF HUMBOLDT**

825 FIFTH STREET, ROOM 100, EUREKA, CA 95501  
PHONE: (707) 476-2349 FAX: (707) 445-7285  
www.humboldt.gov/hr

**SIDE LETTER OF AGREEMENT  
BETWEEN THE COUNTY OF HUMBOLDT &  
AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL EMPLOYEES  
LOCAL 1684**

**Paid Lost Time – Union Leave of Absence**

The purpose of this side letter is to provide guidelines for the use, approval and denial of leave of absence without loss of compensation or other benefits, as permitted by Government Code section 3558.8(b), for steward or union officer activities under Senate Bill 1085 (“SB 1085”)/Government Code Section 3558.8, as amended.

**8.8 Paid Lost Time – Union Leave of Absence**

Pursuant to the provisions of SB 1085, upon written request of the Union to the Human Resource Department, and subject to Department approval, the County shall grant a steward or union officer of the Union a reasonable leave of absence without loss of compensation or other benefits. Leave granted under this subsection 8.8. (Paid Lost Time - Union Leave of Absence) must be in full-day increments and may be on a full-time, part-time, periodic, or intermittent basis and is subject to the following procedures and conditions:

8.8.1 The Union shall submit a written request to the Human Resources department, at least 10 business days in advance of the requested leave. The request shall specify it is being made pursuant to SB 1085 or Government Code Section 3558.8, as amended and shall identify the requested duration of the absence.

8.8.2 The leave shall be approved if the requested timeframe does not unreasonably interfere with the performance of County services and Department operations and provided the following conditions are met, unless otherwise mutually agreed:

- a. No more than three (3) employees shall be on leave at the same time for the purposes of subsection 8.8;
- b. Employees must have completed their initial probationary period; and
- c. Employees are not on administrative leave for any other purpose.

8.8.3 Denials of leave for the purpose of subsection 8.8. will be communicated to the Union as follows:

a. The Human Resources department shall notify the union in writing and provide the rationale for the request not being considered reasonable.

b. The Union and/or employee may seek remedy through any court with jurisdiction or the California Public Employment Relations Board.

8.8.4 Upon approval of the leave, the Human Resources Department shall codify in a memorandum to the union of the approved leave dates in accordance with subsection 8.8. herein. For the duration of the employee's approved leave, the following shall apply:

a. The employee shall receive general wage increase(s) and step increases authorized for said classification as outlined in Section 10. (Appointments, Advancements and Demotions).

b. The employee shall not work overtime or in any other capacity for the County during such time the employee is on leave as provided in subsection 8.8.

c. The Union shall reimburse the County for all benefits and compensation paid and earned/realized by the employee while on leave, as required by Government Code Section 3558.8, as amended including but not limited to all wages, health and retirement benefits, and any related direct and indirect employer driven costs. The County shall provide the Union with an invoice detailing all employer driven costs indicated for reimbursement under this Code.

8.8.5 The Union shall hold harmless, defend, and indemnify the County and its officers, agents, and employees from and against any liability, claim, action, cost, expense, fee, damage or loss attributable to any aspect of the County's administration of this Section 8.8 including but not limited to bodily injury, sickness, disease, death or to injury to or destruction of property, including the loss therefrom or to any violation of federal, state or municipal law or regulation arising out of or during the course and scope of the employee's approved assignment and/or any Workers Compensation benefits, liability, administrative and/or legal expenses associated with workplace injury occurring during the Section 8.8 leave.

FOR THE COUNTY

---

Steve Madrone, Chair  
Humboldt County Board of Supervisors



---

Elishia Hayes  
County Administrative Officer



---

Zachary O'Hanen  
Director of Human Resources

FOR THE UNION



12/5/23

---

Andrew Redden  
Business Agent, Local 1684



---

Sarah Ireland  
President, Local 1684

12/5/23