# *Inter-Departmental Correspondence*

**Date:** April 12, 2010

**To:** Employees in the Proposed Attorney-Civil Representation Unit

**From:**  Steven C. Szalay, Interim County Executive

 Michael Guiver, President of SCMA

 Joe Cress, President of SCAA

***Subject: Attorney-Civil Representation Unit Election-***

 ***April 29, 2010***

Unrepresented management employees work in classes that are assigned to payroll unit 050. There are approximately 1150 unrepresented management employees in 295 classes. You are one of those employees.

On December 16, 2009, the Sacramento County Management Association (SCMA) submitted a petition to establish a representation unit consisting of all unrepresented management employees in unit 050. The County and SCMA have recently concluded discussions regarding what classes and positions are appropriate for inclusion in representation unit elections. You are among the approximately 54 employees who are in the agreed-upon Attorney-Civil unit. Employees in that unit are in the classes of Attorney- Civil I – IV and Supervising Attorney -- Civil.

On March 24, 2010 the Sacramento County Attorneys’ Association (SCAA) filed an intervening petition to also appear on the ballot for the representation election for the Attorney-Civil unit of representation.

You are eligible and encouraged to participate in an upcoming representation election on Thursday, April 29, 2010. An Election for the proposed Attorney-Civil unit of representation will be conducted concurrently with a separate representation election for the Management Unit of representation at six separate County locations under the supervision of the California State Mediation and Conciliation Service. Employees in the Attorney-Civil unit will be provided choices of: SCMA, SCAA or “No Organization”. The outcome of the election will be determined by the majority of employees who vote.

The election polling locations for the Thursday, April 29 election are:

**Location Time**

1A County Administration Building 7:30 a.m. – 9:30 a.m.

700 H St., Hearing Room 1

1B Department of Health and Human Services 11:00 a.m. – 1:00 p.m.

4600 Broadway, Rm. 2020

1C Department of Health and Human Services 3:30 p.m. – 5:30 p.m.

7001A East Parkway, Room 2

2A 3331 Power Inn Rd., Conference Rm. B 7:30 a.m. – 9:30 a.m.

(Building with clock on front)

2B Department of Human Assistance 11:00 a.m. – 1:00 p.m.

2700 Fulton Ave., Rm. 59

2C Department of Transportation 3:30 p.m. – 5:30 p.m.

4100 Traffic Way, Assembly Rm. E

You have been assigned to a specific polling site based upon proximity to your principal work location. All Attorney-Civil employees are assigned to either the County Administration Building or 3331 Power Inn Road. Please refer to the attached list to determine your assigned polling place. Also note, however, that you have two alternative options if you are unable to vote at your principal polling location:

1. Challenge Ballot: You may vote at any one of the remaining five polling sites. You will be asked to submit a “challenge” ballot in order to determine that no-one inadvertently votes twice.
2. Absentee Ballot: You may submit an absentee ballot by mail in the event you are unavailable to vote on April 29, 2010. Following are the agreed upon absentee balloting procedures: Employees who are, on vacation, on leave of absence or sabbatical, temporarily laid off, on active duty in the military service of the United States, or engaged in business for the county such that she/he will not be able to vote at one of the designated polling sites and times shall be eligible to vote through the US Mail. Eligible voters may request an absentee ballot by calling the office of State Mediation and Conciliation Services at 1-510-873-6465 on Thursday April 15 and Friday April 16, 2010 between the hours of 8:00 am and 5:00 pm only. Ballots returned through the US Mail must be received by the Election Supervisor by the close of business on Tuesday, April 27, 2010.

If you have any questions regarding this matter please feel free to contact: Stephen Pearl of the State Conciliation and Mediation Services at spearl@dir.ca.gov or (209) 588-0716, and/or Steve Keil, Assistant to the County Executive at keils@saccounty.net or (916) 874-6887, and/ or Michael Guiver at guiverm@saccounty.net or (916) 874-6436, and/or Joe Cress at cressj@saccounty.net or (916) 874-5246.

c: Nav Gill

 Steve Keil

 Stephen Pearl

Attachments:

1. Notice of Secret Ballot Election
2. List of designated election polling locations