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CONFIDENTIAL EMPLOYEES' ORGANIZATION
AFSCME LOCAL 101, AFL-CIO



CITY OF SAN JOSE
CONTRACT NEGOTIATIONS 2018

AFSCME CEO PROPOSAL - NOTARY SERVICES

ARTICLE 7.19 NOTARY SERVICES

7.19 ~~Employees commissioned by the Secretary of State for the State of California to perform notary services and who are directed to perform notary services on behalf of the City of San Jose, shall be compensated at the rate of twenty-five (\$25) for each bi-weekly pay period in which the employee performs notary services. Effective the first pay period of payroll calendar year 2008, e~~ Subject to Department approval, ~~E~~employees commissioned by the Secretary of State for the State of California to perform notary services and who are directed to perform notary services on behalf of the City of San Jose, shall be compensated at the rate of twenty-five dollars (\$25) for each bi-weekly pay period, ~~subject to Departmental approval.~~

7.19.1 *Employees approved and directed to perform notary services for a department shall make an election regarding payment of the costs associated with the notary commission pursuant to Article 7.19.2.1 or 7.19.2.2.*

7.19.1.1 *Department Reimbursement*

- a) *All expenses and fees associated with obtaining or renewing a notary commission and performing notary services, including but not limited to State of California Secretary of State Notary Public application, classes and training, testing, fingerprinting, bonding, insurance, filings and materials be reimbursed by the Department.*
- b) *Employees shall be granted release time to attend required training courses to obtain and/or renew the notary commission, and to file all required documents with the Secretary of State and/or County of Santa Clara.*

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- c) *Employees shall provide a copy of the Commission certificate/Certificate of Authorization to the Director and/or designee.*
- d) *Employees shall be restricted to notarizing documents directed and approved by the Department Director and/or his/her designee during the employee's assigned work hours.*
- e) *Employees who are no longer directed to perform notary services on behalf of the City of San Jose shall relinquish the notary commission and return all required documents and equipment to the Secretary of State and/or County of Santa Clara. The employee will be granted up to three (3) hours of release time to relinquish the notary commission and equipment. Any costs associated with the relinquishment will be reimbursed by the City of San Jose.*

7.19.1.2 Education Reimbursement

- a) *Pursuant to Article 7.14, the City will reimburse employees 100% of expenses incurred up to \$1,000 per fiscal year for the Secretary of State for the State of California approved notary public education and training classes, examinations and textbooks for employees designated to perform notary services on behalf of the City of San Jose.*
- b) *Employees shall be granted release time to attend training courses to obtain or renew the commission.*

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- c) *Employees are not limited to performing notary services for the City of San Jose and may apply for an Outside Work Permit in accordance with City Policy.*
- d) *During work hours, employees are restricted to performing notary services authorized by and on behalf of the City of San Jose.*