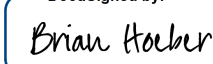


June 17, 2025
Union #1
Appendix N

Tentative Agreement

The State Bar and SEIU, Local 1000 (Union) reached a tentative agreement on the proposal below. Per the Ground Rules, all tentative agreements are subject to an overall agreement and an overall agreement is subject to approval by the Board of Trustees and the membership of the Union.

FOR SEIU, LOCAL 1000:

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Brian Hoeber
Staff Attorney

6/18/2025 | 1:07 PM PDT

Date

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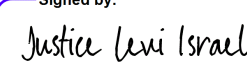
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Shataka Shores-Brooks
Bargaining Chair

6/18/2025 | 1:59 PM PDT

Date

FOR THE STATE BAR:

Signed by:

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Justice Israel
Director of Human Resources

6/18/2025 | 2:01 PM PDT

Date

PART I of III

APPENDIX N: Remote Work Policy

A] Purpose

The State Bar recognizes the significant institutional and personal benefits of remote work, which can include: increased productivity; improved employee morale and engagement; greater flexibility for employees; reduced employee absenteeism; reduced employee commute time and costs and a corresponding reduction in carbon emissions; increased ability to recruit and retain highly qualified employees; and more efficient use of State Bar office space. The State Bar also recognizes that important benefits of collaboration and organizational culture are achieved through working in the

MEMORANDUM OF UNDERSTANDING GENERAL UNIT - Appendices

office, and that irrespective of these benefits some functions continue to require an in-office presence. The Remote Work Policy seeks to balance these important considerations.

~~State Bar leadership is excited about implementing a Remote Work Policy and is committed to making it a success. At the same time, the transition from an emergency response remote work environment to a permanent Remote Work Policy represents a major operational and cultural shift, the impacts of which cannot be fully anticipated. As a result, the Remote Work Policy will remain a work in progress, subject to change as data is gathered on its effectiveness in maintaining operations and productivity, and its impact on recruitment and retention and overall organizational culture. The State Bar reserves the right to revise the policy at any time, with sufficient notice to staff.~~

The terms "remote work," "telecommute," and "telework" refer to work arrangements where employees perform their duties from a location other than the office.

~~B]~~ Implementation Date

~~The implementation date of the revised Remote Work Policy is Tuesday, January 3, 2023.~~

~~C]~~ Work Schedules

1. The work schedule for most employees will be ~~one~~ **up to two** office workdays per week and **up to five** remote workdays per week **subject to the Executive Director's sole discretion.**

2. The office workday(s) will generally be on a fixed day(s) of the week when the entire team is present at the same time. A "team" may include existing designated teams, specific functional units, groups of employees reporting to a specific supervisor or manager, the entire Office, or some other logical grouping. The designation of a team will be determined by the Office Director or designee. In some cases, the office workday(s) will be scheduled to provide rotating coverage or to address other operational needs, rather than ~~on a day~~ when the entire team is present. The office workday(s) will be set by the Office Director or designee after consultation with the team. Office workdays that fall on holidays may be rescheduled by the Office Director or designee.

3. Employees may shift their designated office workday(s) to another day during the week **or request to be excused from their an in-office work day**, if necessary, upon request and upon receiving approval from their Office Director or designee, and contingent on operational needs and office workspace being available on the desired alternative day(s). Requests to shift an office workday(s) **or to be excused from their an in-office work day** shall not be unreasonably denied. **However, repeated requests to be excused from in-office work days or use of leave time to consistently avoid in-office days will be denied and viewed as an attempt to circumvent the in-office requirement and will be addressed with corrective action, up to and including termination. In such cases, future requests to shift or be excused for in-office days may be denied, and/or missed in-office days may need to be made up.**

4. Employees who prefer to work in the office more ~~than one day per week~~ **frequently than they are required** on a regular or intermittent basis, due to personal preference, desire to meet with

colleagues in person, home working conditions, or other factors, may do so, keeping in mind possible future limitations on available office space, and impacts on office culture.

5. Employees with job duties that are not suitable to ~~only one~~ the minimum office workday requirement, as determined by the ~~Office Director or designee~~ Executive Director or designee, will be required to work in the office ~~two, three, four, or~~ up to five days per week. Upon request, the Office Director or designee shall provide a written explanation of operational reasons for requiring the employee to work in office more than the minimum office workday requirement. The State Bar will assess the extent to which future automation or process changes could make these positions suited to increased remote work.

6. State Bar normal working hours remain 7:00 a.m. to 7:00 p.m. Where it is operationally feasible, and consistent with existing policies regarding work hours for non-exempt employees, flexibility with work start and end times will be permitted, to help employees avoid traffic during peak commute times on office workdays, to allow for increased daylight during commute hours, and to provide greater general flexibility on remote workdays. Employees will, however, need to be working during those hours when team meetings and similar collaboration functions are scheduled, or where certain duties must be performed on a specific schedule.

7. In limited cases, office/remote work schedules may be on an alternative basis under which an employee is assigned a certain number of office workdays over a longer period, rather than per week. The suitability of alternative office/remote work schedules will be determined on a case-by-case basis by the Office Director or designee, in consultation with the Office of Human Resources. ~~Upon request, the Office Director or designee shall provide a written explanation of operational reasons for denying the alternative office/remote work schedule.~~

8. Regardless of their assigned office/remote work schedules, employees will be required to report to their designated headquarters office (currently San Francisco or Los Angeles) or to another work location (e.g., a Bar Exam site, courthouse, or the State Bar's other headquarters office) whenever their physical presence is required for operational needs, including but not limited to court appearances, committee/commission meetings, training, special events, or "busy season" periods. Advance notice will be provided whenever possible. If an employee is required to report to another work location (e.g., a Bar Exam site, courthouse, or the State Bar's other headquarters office), the State Bar agrees to provide at least 5 business days' notice will be given when possible; however, advance notice may not be provided when exigent circumstances exist.

9. Employee office/remote work schedules may be changed ~~on a case-by-case basis~~ by the State Bar at any time based on operational needs. The State Bar agrees to provide at least two weeks advance notice to the affected employee when possible; however, advance notice may not be provided when exigent circumstances exist. Upon request, the Office Director or designee shall provide a written explanation of operational reasons for changing the office/remote work schedule.

~~DC~~] Out of State Residency

1. As a rule, State Bar employees must reside in California. Out-of-state residency poses many potential challenges and is contrary to the general state guideline that public resources (in the State Bar's case, licensing fees) should not be used to support the economies of other states.
2. The State Bar will generally refrain from hiring new out-of-state employees, except in cases of significant recruitment difficulties or other compelling operational need.
3. In the limited cases where employees have been given permission to reside out of state, they will be subject to all provisions of this Remote Work Policy, including the work schedule requirements in Section CB.
4. In the limited cases where employees have been given permission to reside out of state, they will bear sole responsibility for ensuring compliance with any tax obligations resulting from their out-of-state residence, as well as the costs for traveling to the State Bar pursuant to section ED.1.

ED] Subsidies and Expense Reimbursement

1. Employees will continue to have a designated State Bar headquarters office, currently San Francisco or Los Angeles. Regardless of their assigned office/remote work schedule or their place of residence, employees will be responsible for all costs, in excess of the transit/parking subsidy, associated with travel from their place of residence to their designated headquarters office.
2. Reimbursement for travel to a different headquarters office or another location will be governed by the State Bar's Travel Policy.

FE] Use of Space

Future allocation of office space will include a combination of dedicated space, shared space, and hoteling (drop-in) space, as appropriate. Availability of office space will be a prerequisite for voluntarily choosing to work in the office more than the minimum one day per weekly requirement in accordance with Section CB.4.

GF] Dress Code and Remote Meeting Protocols

1. "Casual Friday" attire may be worn daily. Existing dress code policy requiring business attire for court appearances and other professional meetings remains in effect. Staff who may be required to attend court appearances and other professional meetings on short notice must always have business attire available for such purposes, both in the office and at their remote work location.
2. The dress code applies equally to employees working in the office, or working remotely and attending meetings via Zoom, Teams, or other video conferencing systems.
3. Meetings (including training or other gatherings) conducted via Zoom, Teams, or other video conferencing systems must reflect, to the greatest extent possible, the same standards of employee participation, engagement and professionalism that would be expected if the meeting were held in

person. Employees must keep their cameras turned on in order to be fully engaged in the meeting, except if they need to step away briefly, or in limited cases of large-forum seminars where attendees are audience members with no expectation of participation. Managers will determine the appropriateness of permitting cameras to be turned off for specific meetings. Employees attending video conference meetings from remote locations must use a live or virtual background that is professional and free from distraction, or use a State Bar-provided virtual background. The State Bar may require the use of State Bar- provided virtual backgrounds for Board and subentity meetings, or other meetings that include external participants. When not speaking, employees should keep their microphones muted to avoid feedback or transmission of background noise, and must be prepared to promptly unmute their microphones if called upon to speak.

HG] Additional Remote Work Guidelines

1. Remote Work does not change the duties, obligations, responsibilities, or terms and conditions of State Bar employment. Employees must comply with all State Bar policies and procedures, whether working remotely or in the office.
2. While working remotely employees may not engage in activities that would not be permitted at the office, such as childcare, eldercare, or other dependent care. This does not preclude the presence of children, elders, or dependents in the household while working. Personal business may be conducted during unpaid lunch periods, as would be the case in the office.
3. While working remotely employees must be available by telephone, email, and Zoom/Teams during all working hours.

J] Distribution of Mandatory In-Office Time

Mandatory in-office work should be equitably distributed among team members who perform similar duties. If an employee believes they are being required to report to the office in a way that is inequitable or unreasonable, **the employee may discuss the issue with their immediate supervisor or first level manager, as described in Section 24.C.** ~~such employee shall have the right to bring a complaint to their manager. If the complaint is not satisfactorily resolved, the employee may appeal the determination to the Chief Administrative Officer **Office Director or designee**. Employees shall be entitled to union representation in any such meetings.~~