



Date: June 30, 2023

To: Mid-Peninsula Water District Employee Association (MPWDEA)

From: Rene Ramirez, Interim General Manager

RE: Revised Proposed Side-Letter Agreement for Work Week Schedule Change

This document is to serve as a Side-Letter Agreement (Agreement) to change from the current 40-hour, 5-day work week schedule ("40-hour schedule") to a 36-hour, 4-day work week schedule ("36-hour schedule"). This change shall result in an increased hourly rate as described below.

The 36-hour schedule will be effective the first full payroll period in July 2023 or the first full pay period following a fully-executed agreement.

The Mid-Peninsula Water District (MPWD) shall have sole discretion to return to the 40-hour schedule, which would reduce hourly rates to the original rates. The Mid-Peninsula Water District Employee Association (MPWDEA) waives its right to meet and confer over the decision and the impacts of MPWD's decision to return to a 40-hour schedule, including the reduction in per hour compensation. Management will only be required to provide notice to the MPWDEA of the designated work week change.

MPWDEA acknowledges and agrees to the following:

- A. Despite the reduction of annual work hours from 2,080 (40-hour week) to 1,872 (36-hour week), Employee's annual salary during the 36-hour schedule will remain the same. To maintain the annual salary, the employee's hourly rate will increase. For example, an employee making \$20 per hour on a 40-hour schedule will have their hourly rate increased to \$22.22 per hour on the 36-hour schedule.
- B. A return from a 36-hour schedule to a 40-hour schedule will result in a return to the original hourly rate. In example A above, the employee's hourly rate would revert to \$20 per hour.
- C. Overtime will be paid after nine (9) hours in any one workday or thirty-six (36) hours in any one work week. A return from a 36-hour schedule to a 40-hour schedule will result in a return to the 40-hour overtime compensation in any one work week. The language would revert to, "The MPWD will compensate overtime at the rate of one and a half (1.5) times the employee regular rate of pay for all hours worked in excess of eight (8) hours in any one workday or forty (40) hours in any one work week. "



There will be no change to the existing vacation or sick leave accrual schedule (which is based on a 40-hour schedule). Under the new schedule, when an employee takes leave for a work day, they will be required to use nine (9) hours of leave. Employees who receive paid holidays will only be credited with eight (8) hours and must use one hour of vacation leave or PTO in order to receive payment for the full nine-hour day.

If a holiday falls on a Sunday or Monday, employees scheduled Monday through Thursday will observe Monday as a holiday and employees scheduled Tuesday through Friday will observe Tuesday as a holiday. If a holiday falls on a Friday or Saturday, employees scheduled Monday through Thursday will observe Thursday as a holiday and employees scheduled Tuesday through Friday will observe Friday as a holiday.

	Staff on Monday – Thursday Schedule	Staff on Tuesday – Friday Schedule
Holiday falls on Sunday or Monday	Monday off	Tuesday off
Holiday falls on Friday or Saturday	Thursday off	Friday off

The Operations staff work week schedule will be Monday through Thursday from 7:00AM to 4:30PM with a 30-minute unpaid lunch. Friday will be their day off and no exceptions, schedule change, alterations, or shift in days off will be allowed. Assigned Operations standby staff will cover Fridays.

The Administrative staff scheduling will be divided between two schedules for adequate office coverage during MPWD business hours (i.e., Monday through Friday 8:00AM to 4:30PM) and will be assigned by the General Manager or his or her designee in his or her sole discretion. Staff will be assigned to either a Monday through Thursday 7:30AM to 5:00PM schedule or Tuesday through Friday from 7:30AM to 5:00PM schedule with a 30-minute unpaid lunch. Management shall have the right to change employee schedules between the two groups.

A Personnel Action Form (PAF) will be prepared and signed by each employee, supervisor, and the General Manager documenting each employee's schedule.

Side Letter Agreement between the MPWD and MPWD Employee Association and signed on June 30, 2023.

MPWD

BY: _____

Rene A. Ramirez
Interim General Manager

MPWD EMPLOYEE ASSOCIATION

BY: _____

Michael Anderson
President