

## Letter of Agreement

### Between the City of Petaluma and AFSCME Unit 2 – Maintenance

#### Parks Employee Alternate Work Schedule

September 9, 2013

Representatives of the City of Petaluma and AFSCME – Unit 2 – Maintenance agreed in a Side Letter dated September 17, 2012 to an alternate work schedule for Parks employees in the position of Parks Maintenance Worker II as follows:

1. Effective October 15, 2012 through March 31, 2013 the Alternate Work Schedule for employees in the position of Parks Maintenance Worker II is a 9/80 schedule as follows:

Monday through Thursday - 7:00 a.m. to 4:30 p.m., with a 30 minute lunch break and every other Friday 7:00 a.m. to 3:30 p.m. with a 30 minute lunch break.

2. Effective April 1, 2013 the Alternate Work Schedule will return to the existing schedule 9/80 schedule which is:

Monday through Thursday - 6:00 a.m. to 3:30 p.m., with a 30 minute lunch break and every other Friday 6:00 a.m. to 2:30 p.m. with a 30 minute lunch break.

Section 8.1 of the Unit 2 MOU provides:

#### Alternate Work Schedule

The City agrees to consider reasonable alternative work week programs proposed by the Union. Such proposals (e.g. four (4) day work week, flex scheduling, 9/80, job sharing) may be considered on a case-by-case basis by the City. However, the decision as to whether and when, if at all, to implement such alternate programs, the operation of such programs, and the ability to modify and/or terminate such programs, is left exclusively with the City.

The City has considered and approved a 9/80 alternate work schedule proposed by the Union in the past pursuant to Section 8.1 of the Unit 2 MOU. The parties further agree to a 9/80 alternate work schedule as outlined above in a Side Letter dated September 17, 2012 pursuant to Section 8.1 of the Unit 2 MOU.

The City proposed a change in the alternate work schedule twice a year for work efficiency and effectiveness. The parties have met and conferred and agreed to modify the alternate work schedule as follows:

Effective the closest payroll period to October 1 of each year through the end of the payroll period in March of each year the following the Alternate Work Schedule for Parks Maintenance Worker II is as follows:

Monday through Thursday - 7:00 a.m. to 4:30 p.m., with a 30 minute lunch break and every other Friday 7:00 a.m. to 3:30 p.m. with a 30 minute lunch break.

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Effective the closest payroll period to April 1 of each year through the end of the payroll period in September of each year the following the Alternate Work Schedule for Parks Maintenance Worker II is as follows:

Monday through Thursday - 6:00 a.m. to 3:30 p.m., with a 30 minute lunch break and every other Friday 6:00 a.m. to 2:30 p.m. with a 30 minute lunch break

**AFSCME**

*Felix M. Huerta*

Felix Mario Huerta, Jr. Business Agent, AFSCME

*Sept. 9, 2013*

Date

*Denise Hill*

Denise Hill, President, AFSCME

*September 9, 2013*

Date

**CITY OF PETALUMA**

*Signature for John Brown*

John C. Brown, City Manager

*9.10.13*

Date

*Pamala Stephens*

Pamala Stephens, Human Resources Manager

*9/9/2013*

Date