

**Side Letter of Agreement  
Between the  
City of Petaluma and the Petaluma Professional &  
Mid-Managers Association – Units 4, 9, 11**

**AB 119 Requirements: New Employee Orientation  
October 17, 2017 – June 30, 2019**

Representatives of the City of Petaluma and the Petaluma Professional & Mid-Managers Association ("Association") Units 4, 9, and 11 have met and conferred and reached agreement on this Side Letter of Agreement. This Side Letter shall be effective October 17, 2017 through June 30, 2019.

AB 119, signed into law on June 27, 2017, requires public employers to provide labor unions access to the new employee orientations of the employees it represents and to provide labor unions personal employee contact information of represented members.

AB 119 specifically requires:

1. Employers are required to provide the union with access to new employee orientation sessions.
  - o New employee orientation is defined as the onboarding process, whether in person, online, or through other means, pursuant to which new public employees are advised of their employment status, rights, benefits, duties, and responsibilities, or any other employment-related matters.
2. Employers are required to provide the union with at least 10 days' notice of the orientation, but may provide less notice if an urgent and unforeseeable need "critical to the employer's operations" arises.
3. The employer must provide the union with the name, home address, personal email address, and personal cell phone number of all new employees within 30 days of hire; and the same employee information of all employees at least every 120 days.

Both parties agree to the following:

1. The City will notify the Association president of the new employee orientation for new employees as soon as possible. New employee orientation occurs as needed depending upon hire date instead of a regularly scheduled event.
2. The City will provide the Association up to 30 minutes of time at the end of the new employee orientation for the Association's representation information to the employee(s).
3. The City will provide the Association the required employee personal contact information: the name, home address, personal email address, and personal cell phone number. The new employee contact information will be provided to the Association within 30 days after the represented new employee completes their new employee orientation.
4. The City will provide the Association the personal contact information of all employees to the unions at least every 120 days
5. City will provide the personal contact information for all employees in the PPMMA no later than 120 days after execution of this side letter.
6. The above provisions 1-4 will amend Section 3, subsection 3.6 in MOUs for Units 4, 9 and 11 as follows:

**3.6 Association Rights – List of Employees**

The City will notify the Association president of the new employee orientation for new employees as soon as possible. New employee orientation occurs as needed depending upon hire date instead of a regularly scheduled event. The City will provide the Association up to 30 minutes of time at the end of the new employee orientation for the Association's representation information to the employee(s). The City will provide the Association the required employee personal contact information: the name, home address, personal email address, and personal cell phone number. The new employee contact information will be

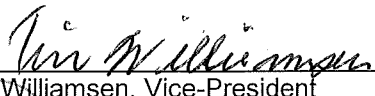
provided to the Association within 30 days after the represented new employee completes their new employee orientation. The City will provide the Association the personal contact information of all employees to the unions at least every 120 days.

The City agrees to provide the name and new classification of those employees whose transfer or promotion places them into the PPMMA within two weeks of their beginning appointment or employment with the City.

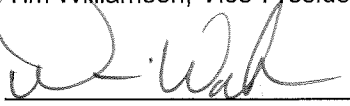
**Petaluma Professional & Mid-Managers Association – Unit 4**

  
Katie Crump, President

10/18/17  
Date

  
Tim Williamsen, Vice-President

10/18/17  
Date

  
Dennis Wallach, Labor Negotiator

10/17/17  
Date

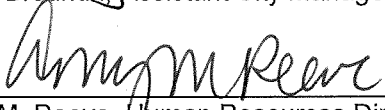
**City of Petaluma**

  
John C. Brown, City Manager

10/19/17  
Date

  
Scott Brodhun, Assistant City Manager

10/23/17  
Date

  
Amy M. Reeve, Human Resources Director

10/17/2017  
Date