

**Side Letter of Agreement
Between the
City of Petaluma and AFSCME Unit 1 – Confidential and Unit 3 – Clerical/Technical**

4/10 Work Schedule and Pro-ration of Leaves and Benefits

June 2013

Representatives of the City of Petaluma and AFSCME – Unit 1 – Confidential and Unit 3 – Clerical/Technical have met and conferred and reached agreement on this Side letter of Agreement. It is the intent of the parties to agree to the terms of this Side Letter separate from the existing MOUs.

In response to the change in the economy, the City of Petaluma took various actions to reduce expenses and bring budgeted expense into line with revenues. One of those cost reduction measures included closing certain City offices for non-essential services on Fridays and requiring personnel to work a 4/10 work schedule. City Offices closed on Fridays include only offices located at 11 English Street, 22 Bassett, 27 Howard, 969 Petaluma Blvd (Police Department non-essential services) and 198 "D" Street (Fire Department non-essential services). The City has the right to determine employee work schedules and therefore assigned certain employees to a 4/10 schedule. The City has reached agreement with Units 1 and 3 for a mandatory 4/10 work schedule five times, through June 30, 2009, 2010, 2011, 2012 and 2013. The City wishes to again extend a mandatory 4/10 work schedule through June 30, 2014.

The City and AFSCME met and discussed the impact this change in work schedule had upon working conditions. Based upon those discussions the parties agree as follows:

1. 4/10 Schedule Mandatory through June 30, 2014
An employee shall be assigned a 4/10 schedule as determined and directed by the City Manager or his designee. An employee may select a flexible work day schedule within the limits set by the City. An employee requests and obtains approval for an alternate work schedule on the City of Petaluma "Employee Alternate Work Schedule Request / Approval Form". The mandatory 4/10 work schedule in place shall remain in effect through June 30, 2014. Only those employees for whom a 4/10 schedule is approved shall work such a schedule. Employees currently working a 9/80 or other schedule will continue on that schedule unless and until such time as an alternate schedule is approved by the City.
2. Economic Conditions
AFSCME agrees to the terms in this Side Letter of Agreement only out of response and recognition of the difficult economic and financial conditions of the City and only as a temporary measure.
3. Hardship Cases
An employee may request approval from his/her Department Director to work less than 40 hours in a work week. Employees do not have the choice to work less than 40 hours but must demonstrate and be approved for a less than 40-hour work week for a compelling reason.
4. Pro-Rated Leaves and Benefits
An employee approved for a less than 40-hour work week shall have all leave and benefits pro-rated in five percent (5%) increments. For example an employee working less than 40 hours but 38 or more hours pro-ration is at 95%; for less than 38 hours but 36 or more hours pro-ration is at 90%. Pro-ration of leave and benefits shall be under the same terms and conditions of an employee in a shared position. The pro-ration in place shall continue to be in effect.

This Side Letter of Agreement is executed the 18th day of June 2013, by the employer-employee relations representatives whose signature appears below for their respective organizations.

AFSCME

Felix Mario Huerta Jr. 6/17/13
Felix Mario Huerta Jr., Business Agent Date

AFSCME

Denise Hill 6/17/13
Denise Hill, President Date

AFSCME

CITY OF PETALUMA

John C. Brown 6/18/13
John C. Brown, City Manager Date

Pamala Stephens 6/17/13
Pamala Stephens, Human Resources Manager Date