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Side Letter Agreement

Between

The City of Santa Monica

And

Administrative Team Associates

The City of Santa Monica (the City) and the Administrative Team Associates(ATA) hereby agree to amend Section 3.14 Professional /Administrative Incentive Pay of the current Memorandum of Understanding between the parties as follows:

1. Members who qualify for an additional eight (8) hours of incentive pay per fiscal year due to their fifteen (15) or more years of service with the City shall have that eight (8) hours converted from incentive pay to eight hours of a cashable leave.
2. The eight (8) hours of cashable leave will be accrued at the beginning of each fiscal year. Only individuals who are on payroll at that time will be eligible to accrue the eight hours.
3. The eight (8) hours will not carry over from one fiscal year to the next.
4. This agreement will be effective upon signature. For the 2011/2012 fiscal year, current employees who qualify for the eight (8) hours will have four hours of cashable leave added to their leave balance, which they may use as leave or cash out at the end of this fiscal year. Four (4) hours of Incentive Pay has already been paid for this fiscal year and this will represent the remaining four (4) hours.



Donna C Peter, Director of Human Resources
City of Santa Monica

Date Signed: 6/14/12



Benjamin Steers, President
Administrative Team Associates

Date Signed 06/14/12