

SIDE LETTER OF AGREEMENT

BETWEEN

CITY OF MANHATTAN BEACH

AND

THE CALIFORNIA TEAMSTERS, LOCAL 911

This Side Letter of Agreement (Agreement) between the City of Manhattan Beach (“City”) and the California Teamsters Local 911 (“Teamsters”), collectively “Parties”, is entered into with respect to the following:

WHEREAS, the City and the Teamsters are currently parties to a Memorandum of Understanding (MOU) with a term of January 1, 2022 through June 30, 2025; and

WHEREAS, the City Council authorized a new work group assigned to pressure washing and other related services (“pressure washing crew”) that included the addition of three Teamsters positions at their November 7, 2023 meeting;

WHEREAS, the City Council authorized changes to benefits and other terms and conditions of employment during the term of the parties’ MOU in order to provide additional recruitment and retention incentives; and

WHEREAS, the parties have met and conferred on these changes; and

WHEREAS, the following sets forth the Parties’ Agreement:

1. The City agrees that prior to posting positions for recruitment for the pressure washing crew assignment, current employees who work a 4/10 schedule may voluntarily transfer into the pressure washing crew assignment. Current employees are not required to transfer into the newly created positions on the pressure washing crew.
2. The parties agree to modify their MOU as follows:

ARTICLE 16: WORK SCHEDULES, WORKWEEK, OVERTIME AND COMPENSATORY TIME

- 1) **Work Schedules**: All employees are assigned to work a 5/40, 9/80 or 4/10 work schedule. During an employee’s probationary period, the employee may be assigned a 5/40 work schedule if needed for training purposes. Additionally, the City may periodically propose positions or assignments who are required to work a 5/40 schedule, which is subject to negotiation.

If, based on operational need, there is a desire to modify an employee’s work schedule, the City will provide the Union at least 14 days’ notice to give the Union the opportunity to negotiate over any impacts of such schedule change. The City reserves the right to modify the employee’s alternating regular day off (for employees working a 9/80) to the Friday of its choosing without meeting and conferring regarding the impacts. However, the City will provide any employee whose alternating

regular day is changed with at least two (2) weeks' notice of the change. Employees may request a different work schedule than their regularly assigned schedule, which is subject to the approval of their supervisor and Department Head.

Employees in this unit work different work schedules depending on their assignment and work location, as follows:

- a) City Hall Employees (and employees not assigned to Public Safety or Public Works): Employees assigned to City Hall shall generally be assigned a 9/80 work schedule which consists of four (4) nine-hour workdays and an eight-hour workday in one (1) workweek followed by four (4) nine-hour workdays in the following workweek. With the 9/80, employees will get three (3) regular days off in a row every other calendar week followed by Saturday and Sunday off in the following week. The City may affix a 5/40 (five consecutive eight-hour days) schedule to new employees during their probationary period.

Code Enforcement Officers and Building Inspectors may be assigned to work a regular work schedule that includes evenings, weekends, and differing shifts.

- b) Employees Assigned to the Public Works Department: Employees assigned to the Public Works Department shall work a 4/10 work schedule. The 4/10 work schedule will consist of four (4) consecutive ten-hour workdays per workweek.

Employees assigned to the pressure washing crew (Maintenance Workers and Maintenance Assistants) will be assigned to work a 5/40 schedule.

Employees in the classifications of Water Plant Operator and Senior Water Plant Operator may be required to work a 9/80 or a 5/40 (five consecutive eight-hour days).

- c) Employees Assigned to the Police and Fire Departments: Employees assigned to the Police and Fire Departments shall work a 4/10 work schedule, unless departmental needs dictate the need for a different work schedule, such as a 9/80 work schedule.

ARTICLE 20: HOLIDAYS

1) Holidays Observed:

The following days shall be recognized and observed as paid (eight-hour) holidays:

- a) New Year's Day (January 1)
- b) Martin Luther King, Jr. Day (third Monday in January)
- c) Washington's Birthday (third Monday in February)
- d) Memorial Day (last Monday in May)
- e) Independence Day (July 4th)
- f) Labor Day (first Monday in September)
- g) Columbus Day (second Monday in October)
- h) Veteran's Day (November 11th)

- i) Thanksgiving Day
- j) Friday following Thanksgiving Day
- k) Christmas Day (December 25th)

Employees who work other than a 5/40 work schedule must supplement their holidays with floating holiday, holiday bank, vacation leave, or compensatory time off for the hours in addition to eight (8) hours. (For example, if an employee works a 9/80 schedule, they must use one (1) hour of leave to supplement the 8 hour holiday to receive full pay).

If one (1) of the paid holidays falls on a Sunday, the holiday will be observed on the following Monday. If one (1) of the paid holidays falls on a Saturday, the holiday will be observed on the preceding Friday. When a City recognized holiday falls on an employee's regular scheduled day off between Monday and Friday, the employee will accrue eight (8) hours in a holiday bank. The employee may use the hours in the holiday bank as leave time (requesting to use the leave similarly to a request for vacation) except that the hours must be used as leave and cannot be cashed out. The maximum number of hours an employee may have in the holiday bank is forty (40) hours.

2) Christmas Eve and New Year's Eve

Beginning in calendar year 2024, City Hall, the Public Works Yard and other facilities observing City Hall hours will close at noon on Christmas Eve and New Years' Eve. Subject to the discretion of the Department Head based on operational feasibility, employees who observe City Hall or City Yard hours may be released to leave work and receive paid holiday leave for the remainder of their work hours. Employees taking paid leave for all or part of the holiday will not receive this holiday closure pay. Employees in classifications who are regularly required to work holidays (e.g., Police Services Officers, Community Services Officers, and Records Technicians) will not receive this holiday closure pay.

3) Floating Holiday:

Annually on July 1, twenty-four (24) hours of floating holiday leave shall be credited to each employee, which is to be used during the 12 months following the July 1st when it was given. Floating holiday leave has no cash value and is not eligible to be cashed out.

4) Birthday Holiday

Beginning January 1, 2024, each employee will receive one day (equivalent hours to the employee's normal work shift, for example 9 hours for employees working a 9/80 and 10 hours for employees working a 4/10) as a "birthday holiday". The employee may utilize their birthday holiday 1) on any day in their birthday month or 2) on any day within the pay period of, immediately before, or immediately after their birthday. The birthday holiday should be requested in the same manner vacation is requested and is subject to supervisor approval. The birthday holiday is non-cashable and cannot be carried forward if it is not used in the specific time period.

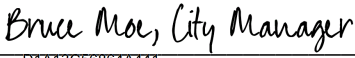
5) Holiday Bank

Employees in classifications that are required to work regular shifts on holidays (i.e., Community Services Officers, Police Service Officers, Water Plant Operators, Senior Water Plant Operators and (Lead) Police Records Technicians) will be granted forty-four (44) hours of holiday leave during the first full pay period after July 1, and 44 hours during the first full pay period after January 1. Employees in administrative support capacities regularly assigned to the Police Department (such as Executive Assistant, Administrative Assistant, and Office Assistant) will receive the same holiday bank but may be required to take their holiday on the observed day because their support is not needed. If an employee separates from service, Payroll will prorate the holiday hours allotment on a bi-weekly basis starting at July 1 or January 1, whichever is closer to the separation date. If a new employee is hired, the bank of holiday hours provided will be prorated to July 1 or January 1, whichever is closest.


All employees who receive a holiday bank may carry over up to ten (10) hours of holiday leave from year to year.

The use of floating holiday and holiday bank leave shall be requested in the same manner and subject to the same procedures as vacation requests.

FOR THE CITY OF MANHATTAN BEACH


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Bruce Moe
City Manager

12/27/2023
Date


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Lisa Jenkins
Human Resources Director

12/27/2023
Date

FOR THE CALIFORNIA TEAMSTERS, LOCAL 911

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Business Representative
Teamsters Local 911

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Mary Taylor
Teamsters Bargaining Committee Member

12/27/2023
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APPROVED AS TO FORM

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Peter J. Brown, LLW

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Liebert Cassidy Whitmore

12/27/2023

Date