

## SIDE LETTER OF AGREEMENT

BETWEEN

**CITY OF MANHATTAN BEACH**

AND

**THE MANHATTAN BEACH MID MANAGEMENT EMPLOYEES ASSOCIATION**

This Side Letter of Agreement (Agreement) between the City of Manhattan Beach ("City") and the Manhattan Beach Mid Management Association ("MBMEA"), collectively "Parties", is entered into with respect to the following:

**WHEREAS**, the City and the MBMEA 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 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 parties agree to modify Article 9 of their MOU as follows:

### ARTICLE 9: HOLIDAYS

1) **Designated Holidays:** The following days shall be recognized and observed as paid holidays:

New Year's Day (January 1)  
Martin Luther King, Jr. Day (third Monday in January)  
Presidents' Day (third Monday in February)  
Memorial Day (last Monday in May)  
Independence Day (July 4)  
Labor Day (first Monday in September)  
Columbus Day (second Monday in October)  
Veteran's Day (November 11)  
Thanksgiving Day (fourth Thursday in November)  
Friday following Thanksgiving Day  
Christmas (December 25)

2) **Observance of Holidays and Holiday Pay:** Employees will receive paid holiday leave for each holiday designated above that falls on the employee's regular work day based on the number of

hours the employee is scheduled to work on the holiday, provided they are in paid status the day preceding and the day following a scheduled holiday.

If one of the paid holidays falls on a Sunday, the Monday following shall be observed as the holiday. If one of the paid holidays falls on a Saturday, the Friday preceding shall be observed as the holiday.

3) **Holiday Leave Bank:** If a holiday falls on an employee’s regularly scheduled day off, they will accrue one day of holiday leave in a holiday bank (8 hours for an employee working a 5/40 schedule, 9 hours for an employee working a 9/80 schedule, and 10 hours for an employee working a 4/10 schedule). 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. There is no cash value associated with these holiday bank hours. The maximum number of hours an employee may have in the holiday bank is forty (40) hours. All employees will be paid for the above mentioned legal holidays.

4) **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 will not receive this holiday closure pay.

5) **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.

**FOR THE CITY OF MANHATTAN BEACH**

DocuSigned by:  
*Bruce Moe, City Manager*  
B1A19C56804A411...  
Bruce Moe  
City Manager

1/20/2024  
Date

DocuSigned by:  
*Lisa Jenkins*  
B419076654F642A...  
Lisa Jenkins  
Human Resources Director

1/19/2024  
Date

**FOR THE MANHATTAN BEACH MID MANAGEMENT EMPLOYEES ASSOCIATION**

DocuSigned by:  
*Erika King*  
084938CF975048D...  
Erika King  
President

1/18/2024  
Date

**APPROVED AS TO FORM**

DocuSigned by:  
*Peter J. Brown, LLW*  
4456978DD941455...  
Peter Brown  
Liebert Cassidy Whitmore

1/18/2024  
Date