

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 entered into a Memorandum of Understanding ("MOU") with the term of January 1, 2016 through December 31, 2018; and

WHEREAS, as part of the MOU, the Parties agreed that City Hall would close on alternating Fridays and also discussed work schedules for employees in the Public Works yard; and

WHEREAS, the City has advised the Teamsters that it wishes to close the Public Works yard on the same alternating Friday that City Hall is closed (since many of the employees support City Hall) while maintaining the 4/10 work schedule for the maintenance staff who work at the yard;

WHEREAS, the parties wish to modify Article 19 of their recently approved MOU (**OVERTIME/COMPENSATORY TIME/WORK SCHEDULE**) to accommodate the closure of the Public Works yard on alternating Fridays, while maintaining the 4/10 work schedule set forth in the MOU; and

NOW THEREFORE, the parties agree as follows:

1. Article 19, **OVERTIME/COMPENSATORY TIME/WORK SCHEDULE** is partially modified as can be seen with track changes below as follows:

Maintenance Employees Assigned to the Public Works Yard

Maintenance employees assigned to the Public Works Yard will be assigned to work a 4/10 work schedule. The 4/10 work schedule will consist of four consecutive ten hour work days per workweek. If, based on operational needs, the City determines that a different alternative work schedule needs to be implemented it will provide the Union with at least 14 days' notice. Water Plant Operators work a 4/10 work schedule.

2. Friday April 1, 2016, is the first Friday when City Hall will be closed per the Parties' MOU. That same day will be the first Friday the Public Works yard will be closed. Maintenance employees assigned to the yard on a 4/10 work schedule will be assigned

to work either the "A" or "B" schedule (as determined by the three Division Managers in the Department) which is attached hereto as Exhibit 1.

3. As is depicted on the schedule, the "A" schedule employees will work a 10-hour workday Monday-Thursday and will then be off-duty Friday-Sunday,
4. As depicted on the schedule, the "B" schedule employees will alternate workweeks between on duty Tuesday-Friday followed by on duty Monday-Thursday. As a result, employees on the "B" schedule will, as is depicted on the schedule, be off duty on Saturday and Sunday (following the workweek in which they work Tuesday-Friday) and off duty Friday-Monday (following the workweek in which they work Monday-Thursday). Thus, while assigned to the "B" schedule these employees will alternate between two days off (Saturday-Sunday) and four days off (Friday-Monday) on their off days.
5. Employees assigned to the "A" and "B" schedules will rotate to the other schedule ("A" schedule employees will move to the "B" schedule and "B" schedule employees will move to the "A" schedule) approximately every four months (so as to coincide with a closed Friday week).
6. Per the Parties' MOU, if based on operational needs, the City determines that a different alternative work schedule needs to be implemented it will provide the Teamsters with at least 14 days' notice.

FOR THE CITY OF MANHATTAN BEACH

Mark Danaj
City Manager

Date

FOR THE CALIFORNIA TEAMSTERS LOCAL 911



Carlos Rubio
Business Representative,
Chief Negotiator

3/2/16
Date

2016

City of Manhattan Beach Public Works A shift

January						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
Su	M	Tu	W	Th	F	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
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31						

August						
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28	29	30	31			

September						
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October						
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30	31					

November						
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December						
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18	19	20	21	22	23	24
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Yellow = Closed Friday

2016

City of Manhattan Beach Public Works B shift

January						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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31						

February						
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28	29					

March						
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April						
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May						
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29	30	31				

June						
Su	M	Tu	W	Th	F	Sa
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July						
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31						

August						
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28	29	30	31			

September						
Su	M	Tu	W	Th	F	Sa
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October						
Su	M	Tu	W	Th	F	Sa
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30	31					

November						
Su	M	Tu	W	Th	F	Sa
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20	21	22	23	24	25	26
27	28	29	30			

December						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Yellow = Closed Friday