

SIDE LETTER AGREEMENT

BETWEEN

THE CITY OF SAN JOSE

AND

THE MUNICIPAL EMPLOYEES' FEDERATION/AFSCME, LOCAL 101 (MEF)

Holidays for Full-Time Employees in the Library Department

The City and MEF acknowledge that the MEF Memorandum of Agreement (MOA) has the following language regarding holidays:

10.1.4 If any of said holidays falls on a full-time employee's regular day off, during which the employee is not required to work, such employee shall be entitled to compensatory time off duty equal to the number of regularly scheduled hours which the employee works during their assigned work day. Said compensatory time off duty shall be credited to such employee in accordance with Article 7, Section 7.11 provided, however, that upon written request by the employee to the Department Director, or designee, within not more than 30 calendar days after the holiday when such compensatory time was earned, such employee shall receive and be given, in lieu of such compensatory time off, such additional compensation as shall equal the number of hours of compensatory time credited to the employee multiplied by the employee's equivalent hourly rate.


In recognition of the operational needs of the Library Department and, notwithstanding Section 10.1.4 of the MEF MOA, effective the beginning of the pay period closest in time after this agreement has been signed and executed, the City and MEF agree that:

1. The terms of this Side Letter apply **only** to:
 - a. Full-time employees as described in the MEF MOA in classifications in the Library Department, **and**
 - b. Who are regularly scheduled to work **Tuesday through Saturday**.
2. When a City holiday, as described in Article 10.1 of the MEF MOA, observed by the Library falls on a Monday, full-time employees who are scheduled to work Tuesday through Saturday shall:
 - a. Observe the holiday (i.e. not be required to report to work) on the Tuesday immediately following the Monday holiday. Article 10.1.4 shall not apply to employees covered by this Side Letter and they will not receive compensatory time for the Monday holiday, but shall code holiday leave on the Tuesday immediately following the Monday holiday for the number of regularly scheduled hours which the employee works during their assigned work day.
 - b. Employees will not be able to code holiday leave any other day of the week and shall only code holiday leave on the Tuesday immediately following the Monday holiday.
 - c. In the event an employee is required to work by the Department on the Tuesday immediately following a Monday holiday, the employee shall be compensated pursuant to Section 10.1.3 of the MEF MOA.

The terms of this side letter shall continue unless modified through the meet and confer process. Nothing in this side letter shall supersede any other section of the MEF MOA, including Article 5 entitled "Management Rights."

This side letter shall be effective the beginning of the pay period closest in time after this agreement has been signed by all parties below.

For the City:



Jill Bourne
City Librarian

5/12/16

Date




Jennifer Schembri
Director of Employee Relations

5/12/16

Date

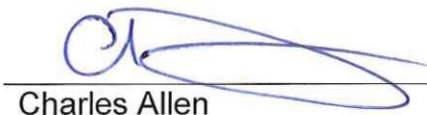
For the Union:



Yolanda Cruz
President, MEF

5/11/16

Date



Charles Allen
AFSCME Local 101 Business Agent

5-11-16

Date