SIDE LETTER AGREEMENT TO MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF ALHAMBRA AND THE ALHAMBRA FIRE DEPARTMENT MANAGEMENT ASSOCIATION FISCAL YEARS 2019 THROUGH 2022

Pursuant to the provisions of the Meyers-Milias Brown Act and the Memorandum of Understanding ("MOU") between the City of Alhambra (the "City") and the Alhambra Fire Department Management Association ("Association") effective November 25, 2019, through fiscal year 2020/2021, this Side Letter ("Side Letter Agreement") is entered into as an Amendment to the MOU.

It is understood and agreed that the specific provisions contained in this Side Letter Agreement shall supersede any previous agreements, whether oral or written, regarding the matters contained herein. Except as provided herein all wages, hours and other terms and conditions of employment presently enjoyed by the Association and contained in the MOU shall remain in full force and effect.

The City and the Association have met and conferred in good faith concerning the terms and conditions of this Side Letter Agreement and its implementation and now, therefore, agree to the following:

Article 1, Section 1. Term of MOU shall be amended as follows:

The term of this MOU shall commence on November 25, 2019, and shall expire at midnight at the end of the last pay period of fiscal year 2021/2022. The terms of this MOU shall be effective upon the adoption of this MOU by the Alhambra City Council, except as otherwise provided by specific sections of this MOU.

Article 2, Section 1A. Salary Schedules shall be amended as follows:

A. Salary Schedules. Base rate of pay for Association members shall be the amounts reflected in Appendix "A". The salary schedules shall reflect the following changes:

1. Effective November 25, 2019, Association members shall receive a base salary increase of two percent (2%).
2. As a result of City Council’s approval of the limited reopener in March 2020 for an additional maximum increase of one percent (1%), Association members shall receive a base salary increase of four percent (4%) effective the first pay period of fiscal year 2020-2021 including July 1, 2020.
3. Effective the first pay period including July 1st, 2021, Association members shall receive a base salary increase of two percent (2%).

Article 3, Section 1, Maximum Accrued Vacation Hours shall be amended as follows:

Association members may accrue up to a maximum of 520 hours of vacation.

Due to the COVID-19 Pandemic, a number of Association members have not been able to use accrued vacation hours and have exceeded or may exceed their maximum vacation accrual cap. Effective from the first pay period of March 2020 through the last pay period of August 2020, the vacation accrual cap will be removed and any vacation hours earned over the vacation cap will be restored. Each employee’s vacation accrual balance as of September 2, 2020, (the last day
of the last pay period of August 2020), will become that employee's new temporary increased maximum vacation accrual cap. Each employee must ensure that they use accrued vacation hours and do not exceed this new temporary increased cap as no additional vacation hours will accrue above this new temporary increased cap.

Additionally, each employee must work to use accrued vacation hours as on January 1, 2021, the original vacation maximum accrual cap will be restored. As a result, Association members must use all vacation hours accrued over the original vacation maximum accrual cap by December 31, 2020. Effective, January 1, 2021, any hours accrued over the original maximum vacation accrual cap will be forfeited. Should a second wave of the COVID-19 Pandemic occur on or before December 31, 2020, the City will allow for a reopener to further discuss the maximum vacation accrual cap.

Article 11. Payday Changes shall be added as follows:

In order to provide accurate reporting and pay for Association members for each pay period, the City paydays will be changed as follows:

1. Beginning with the payday previously scheduled for Wednesday, January 1, 2020, the payday moved to biweekly Thursdays effective January 2, 2020.
2. Beginning with the payday currently scheduled for Thursday, March 26, 2020, the payday will move to biweekly Mondays effective March 30, 2020.
3. Beginning with the payday scheduled for Monday, May 25, 2020, the payday will move to biweekly Wednesdays effective May 27, 2020.

The City and the Association agree that this Side Letter Agreement will be presented to the Alhambra City Council for its determination prior to implementation and shall not be effective until or unless the Alhambra City Council renders its approval.

MANAGEMENT REPRESENTATIVE OF THE CITY OF ALHAMBRA

Dated: 6/14/2020

By: Theresa St. Peter, City of Alhambra Human Resources Consultant

ALHAMBRA FIRE DEPARTMENT MANAGEMENT ASSOCIATION

Dated: June 4, 2020

By: Doug Shonkwiler, President