

## SIDE LETTER OF AGREEMENT

### REGARDING

### FURLOUGH DAYS

Between  
City of El Cerrito  
And  
SEIU Local 1021

February 17, 2021

Representatives for the City of EL Cerrito, herein after City, and representatives for Service Employees International Union, Local 1021, herein after Union, have met mutually agreed to the following regarding the implementation of furlough days.

- Term – February 2021 to June 30, 2021
- Furlough Days
  - All incumbents in the classifications listed below shall take 8 unpaid furlough days for full-time employees on every other Friday that the City is currently open, effective March 1, 2021 through June 30, 2021 for the following employees (Approximate Value \$112,813):
    - SEIU represented Employees whose main work assignment is City Hall
    - All full-time SEIU represented staff in Public Works
    - All SEIU represented staff Parks and Recreation
  - Employees impacted by the furlough program may submit a request to their supervisor to utilized furlough days in a manner not indicated by this document. Management has the right to deny, grant or modify the request. The denial of such request is not subject the grievance procedure or any other appeal processes.
  - Exempt Classifications
    - Forklift Operator
    - Lead Custodian
    - Custodian
    - Recycling Maintenance Workers (entry and journey level)
- Voluntary Time Off Program (VTO)
  - Any SEIU employee may submit a request for unpaid time off through the Voluntary Time Off Program (VTO).

- VTO must be requested and approved in prior to its use.
  - VTO must be approved by the Assistant City Manager.
  - VTO is an unpaid leave.
  - VTO must be taken in full-day increments (7.5 hours)
  - VTO will be in addition to required Furlough Days.
  - VTO must be requested and approved 14 calendar days prior to use.
- Incumbents in the following classification shall be laid off effective February 22, 2021
  - Custodians (part-time) – Recreation Department (\$7,900/\$23,700)
  - Custodians (part-time) – Recreation Department (\$7,900/\$23,700)
  - Maintenance Worker (Part-time) – Public Works Department (\$7,933/\$23,800)
  - Community Services Coordinator – Recreation Department (\$27,075/\$81,224)
  - Engineering Technician – Public Works Department (\$48,454/\$145,363)
- Total \$212,275/\$297,787
- No additional layoffs prior to July 1, 2021
- Potential One-Time Payment
  - Incumbent's in classifications that were subject to the Furlough Days and are employed by the City on January 1, 2022 and who were required to take a minimum of 8 unpaid furlough days are eligible to receive a One-Time payment if the following criteria are met:
    - The City has received funds from the State of California, Contra Costa County or Federal Government stimulus relief package.
      - Funds from the stimulus relief package that are a loan or a reimbursement for expenditures related to COVID 19 will not counted towards meeting this criterion.
      - Unrestricted funds from the State of California, Contra Costa County or Federal Government shall qualify as meeting the criteria for employees receiving a one-time payment.
      - Unrestricted funds must be received by the City prior to January 1, 2022.
    - The City reserve fund balance has reached a minimum \$1,000,000.00 as of June 30, 2021.
    - Both of these criteria must be met for employees to be eligible for the One-Time Payment.
    - If the City's reserve fund balance as of June 30, 2021 plus any Stimulus relief package unrestricted funds from either the State of California, Contra Costa County or Federal Government exceeds \$1,000,000.00, then employees shall be eligible for the one-time payment. The stimulus relief funds must be received prior to January 1, 2022 to be eligible.

- One-Time Payment = \$800 for each eligible full-time employee
- One-Time Payment to be paid on the first full pay period in March 2022.

For the City of El Cerrito

*Alexandra Botelho*

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*Glenn Beckheim*

For SEIU Local 1021

*André Spearman*

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Date: March 3, 2021

Date: 02-25-2021