



Agenda Report

September 23, 2019

TO: Honorable Mayor and City Council
FROM: HUMAN RESOURCES DEPARTMENT
SUBJECT: APPROVAL OF A SIDE LETTER OF AGREEMENT WITH THE PASADENA MANAGEMENT ASSOCIATION (PMA)

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is not a "project" as defined in the California Environmental Quality Act (CEQA), Public Resources Code Section 21065 and Section 15378(b)(2) of the State CEQA Guidelines and, as such, is not subject to environmental review; and
2. Approve a slide letter of agreement with the Pasadena Management Association (PMA) clarifying use of leave time toward the calculation of overtime for non-exempt employees as well as the stand-by provision and rest periods after extended overtime for Power Distribution Crew Supervisors.

BACKGROUND:

The Pasadena Management Association (PMA) represents approximately 450 employees in a variety of professional and supervisory classifications in all departments throughout the City. While most of the positions within PMA are classified as exempt, 21 classifications are non-exempt, which means they are entitled to receive overtime compensation under the Fair Labor Standards Act.

During the 2018 negotiations, which lead to the 2018-2020 successor Memorandum of Understanding (MOU), the Power Distribution Crew Supervisor classification, located in the Water and Power Department, was reclassified from exempt to non-exempt and a stand-by pay provision was added that applies to all non-exempt employees.

While recently reviewing pay and work hours for the Power Distribution Crew Supervisors, issues relating to the unique business operations of this area were discussed. In particular, these employees work extended overtime after a normal shift so as to minimize disruption to customers while performing work that requires power

outages. As a result, the City and PMA have mutually agreed to modify Article 13, Work Schedules, to:

- Allow a manager of a Power Distribution Crew Supervisor to send an employee home when he/she needs rest after working a normal work schedule followed by extended overtime. Power Distribution Crew Supervisor also may request to go home using vacation leave when he/she needs rest after working a normal work schedule followed by extended overtime. Staff and PMA have identified mutually agreeable methods to track and report such time.
- Adopt the existing practice of allowing city-observed holidays to count toward the 40-hour work week and the calculation of overtime for all non-exempt employees within PMA.

COUNCIL POLICY CONSIDERATION:

Approval of staff's recommendation supports the City Council's strategic goals of maintaining fiscal responsibility and stability.

FISCAL IMPACT:

There is no expected fiscal impact as a result of approving this Side Letter of Agreement.

Respectfully submitted,



JENNIFER CURTIS
Director of Human Resources

Approved by:



STEVE MERMELL
City Manager

Attachment:

1. Side of Letter of Agreement with the Pasadena Management Association