



Side Letter of Agreement

Between the City of Pasadena and the Pasadena Management Association

This Side Letter of Agreement ("Agreement") between the City of Pasadena ("City") and the Pasadena Management Association ("PMA") (collectively "Parties") amends the current PMA MOU by amending the following articles effective September 16, 2019:

Article 13, Work Schedules

C. FLSA Non-Exempt Employees

2. In those instances where such non-exempt employees are assigned to work in excess of 40 hours in a work week such employees may request to be compensated with either compensatory time off at time-and-a-half, or paid overtime at time-and-a-half their base rate. The use of vacation, compensatory time off, floating holidays, and sick leave do not count toward the 40 hours worked; however, holiday time for city-observed holidays does count toward the 40-hour work week and the calculation of overtime. Department heads retain the sole discretion in granting the request to accrue CTO or paying the overtime as it is worked. Compensatory time off may be accrued to a maximum of 120 hours.

5. Power Distribution Crew Supervisors

- a. When management sends a Power Distribution Crew Supervisor home during his/her normally assigned work schedule following an extended overtime assignment because management determines the employee needs rest, the employee sent home will be compensated at his or her base hourly rate of pay for the remainder of the normal shift and these hours will be counted toward the 40-hours of time worked for overtime calculation. A special pay code will be set up to report these hours. Management will offer extended overtime assignments to different employees, when possible, so as to prevent requiring one employee to work consecutive days with such extended overtime.
- b. If the employee requests to go home because he/she needs rest after working an extended overtime assignment following a normally assigned work schedule, he or she may use accrued vacation to cover the time off using a special pay code to report this leave as it will be counted toward the 40-hours of time worked for overtime calculation.

Article 13, Work Schedules

D. Standby/On-call Pay for Non-Exempt Employees

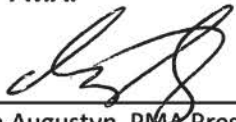
7. In addition to the items in Section D., the following apply to Power Distribution Crew Supervisors:
 - a. In the absence of employees volunteering or to ensure business and operational needs are met including equity in assignment, management may assign stand-by work to Power Distribution Crew Supervisors (in each section) each week rotating amongst all Power Distribution Crew Supervisors.
 - b. Power Distribution Crew Supervisors may trade their assigned stand-by work to another Power Distribution Crew Supervisor (within the same section and of the same discipline) and will let dispatch and management know as soon as possible when trades occur.

For the City:

Steven B. Mermell, City Manager

Jennifer Curtis, Human Resources Director

For PMA:



Dan Augustyn, PMA President



Michael Chiasson, PMA Vice-President