

SIDE LETTER AGREEMENT #1

BETWEEN

GENERAL EMPLOYEES MANAGEMENT ASSOCIATION (GEMA)

AND

THE CITY OF HANFORD

for the July 1, 2022 through June 30, 2025 MOU

The City of Hanford (“City”) and the General Employees Management Association (“GEMA”) hereby enter into this Side Agreement to amend the Memorandum of Understanding (“MOU”) between the City and GEMA. This Side Agreement to the MOU amends Section 2.03 “Management Leave” and Section 2.14 “Uniforms.”

“2.03 Management Leave

The City shall provide a Management Leave Plan for exempt employees.

Effective PP001 in 2023 exempt employees shall receive 64 hours of Management Leave which may be taken as time off. An employee may also cash out their Management Leave or convert their pay out to deferred compensation by completing the required form and returning it to the Human Resources office in advance of the payroll deadline. Any Management Leave hours not taken by PP025 will be cashed out in PP026. Under no circumstances shall available Management Leave hours be carried over to a new calendar year.

Exempt employees who are hired throughout the year will receive a pro-rated amount of Management Leave hours and shall follow the Management Leave Plan as noted in the paragraph above.

Exempt employees who leave the City of Hanford with Management Leave hours available will be cashed out their balance in their final paycheck.

The City of Hanford will conduct a FLSA overtime exemption analysis of represented employees to appropriately designate and/or confirm exempt/non-exempt status. Upon completion of the analysis, non-exempt employees moving to an exempt status shall be provided Management Leave effective PP001 in 2023.

2.14 Uniforms

Uniforms

Department Heads and/or Managers shall determine uniform expectations/specifications for classifications listed below. The City, if determined by Department Head, shall supply eleven (11) sets of uniforms, and one (1) jacket to each employee in the classification listed below:

1. Streets Supervisor
2. Parks Supervisor
3. Wastewater Treatment Supervisor
4. Utilities Supervisor
5. Fleet Supervisor
6. Sanitary Sewer Collections Supervisor

The City shall initially supply two (2) hats to those employees in the classifications listed above that want to wear a hat. If a hat is worn on duty, it must be a City hat or a department approved hat. Worn or soiled hats will be replaced on a hat for hat basis as determined by the department head.

The City shall provide a uniform allowance to each employee in the classification listed below:

1. Administrative Analyst I/II assigned to the Police and Fire Department (unless not required to wear a uniform at the Department Head's discretion)
2. Code Compliance Supervisor
3. Fire Marshal

An initial \$400 uniform allowance shall be provided for the first year of employment. After the first year of employment, the employee is eligible for a pro-rated uniform allowance based on the number of months remaining in the fiscal year. Thereafter, the employee shall receive a uniform allowance of \$800 effective the first full pay period in July.

Department Heads and/or Managers shall determine uniform expectations/specifications for classifications noted above. Employees who receive a uniform allowance are responsible for wearing the designated uniform and reporting to work in a clean and neat fashion.

Safety Shoes

Effective July 1, 2023, the following job classifications shall be provided a safety shoe and accessories (laces, insoles, etc.) from a contracted vendor at no cost up to \$225 per person, per fiscal year. Designated employees will be required to wear a safety shoe at all times on the job:

- Building Official
- Building Superintendent
- Code Compliance Supervisor
- Fire Marshal
- Fleet Superintendent

- Fleet Supervisor
- Parks and Facilities Manager
- Parks Supervisor
- Recycling Coordinator
- Refuse Manager
- Refuse Supervisor
- Sanitary Sewer Collections Supervisor
- Streets Manager
- Streets Supervisor
- Utilities Manager
- Utilities Supervisor
- Wastewater Treatment Plant Manager
- Wastewater Treatment Plant Supervisor

Any employee who believes their job functions warrant the need for protective footwear as described by the Occupational Safety and Health Administration (OSHA) and/or Department of Industrial Relations shall request a safety shoe allowance in writing to their Department Head. The City Manager in conjunction with Risk Management personnel shall review and approve or deny the request.”

Except as amended herein, each and every term and condition of the MOU shall remain in full force and effect, and this Side Letter Agreement shall be incorporated into the MOU as adopted.

Agreed this 7th day of December, 2022.

For the City:

_____/s/
Mario Cifuentes, City Manager

For the GEMA:

_____/s/
Eric Forcey, President