


**SIDE LETTER TO CURRENT MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF REDLANDS AND THE REDLANDS  
ASSOCIATION OF MID MANAGEMENT EMPLOYEES (RAMME)  
FURLOUGH PROGRAM FOR FISCAL YEAR 2008-2009**

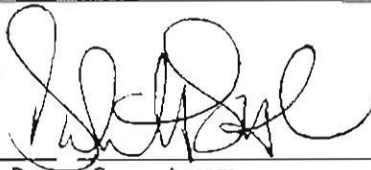

On November 4, 2008, the City and RAMME (hereinafter referred to as "unit") representatives met to discuss the economical issues facing the City of Redlands during the financial downturn. As a result of this meeting the parties agreed on the following which comprises the specifics of the Furlough Program.

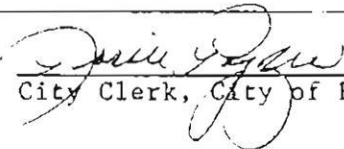
1. This furlough program will only be used as a "last resort" (last resort being determined solely by City Management) if the budget issues continue to decline. Furlough days (without pay) up to the equivalent of 80 hours shall be taken by all unit employees.
2. Agreement to the Furlough Program, as defined, will exempt all members of the Unit from being "laid off" through the end of this fiscal year (June 30, 2009).
3. Furlough days will be taken on January 2, 2009 and between February 26, 2009 and June 30, 2009 on every other Friday (current open Fridays).
4. Departments that, due to operational needs, cannot close every other Friday will be accommodated by an alternative method to facilitate participation in the furlough program. The individual department or division will be responsible for establishing an appropriate plan and communicating the plan in advance to the affected employees.
5. Employees with alternative schedules will be required to take their furlough hours at intervals determined by their specific department or division. Advanced notice of this plan will be communicated with affected employees. The unit and management will meet and review alternative schedules at least two weeks prior to implementation.
6. Exempt employees are not allowed to work on furlough days. If unavoidable scheduling conflict arises, employee and Department Director will meet to determine an alternate furlough day or schedule.
7. Unit employees will not be allowed to utilize any accrued sick leave, vacation or comp time to facilitate compensation on any designated furlough days.
8. Unit employees had the option to participate in the sick leave "give back" process during the sick leave buy back period in November 2008. This allows the following:
  - a. Unit employees who qualify for sick leave buy back may give back their allotted amount (up to 48 hours) of sick leave accrual to use toward 48 hours of required furlough days.
  - b. The designated give back hours will be held in abeyance until used or June 30, 2009
  - c. These designated leave hours will be removed from the participating employee's sick leave accrual bank at the time of each applicable furlough day.

- d. If the designated give back hours are not used for furlough days, the employee will have the option to have those hours paid out after June 30, 2009 or leave them in their sick leave accrual bank.
9. All Unit employees including employees hired after the date of this agreement through June 30, 2009 will be required to participate in the furlough program.
10. If there is a significant increase in employee workload expectations in relation to any furlough days taken, the Department Director will meet with affected employees to prioritize expectations. Significant increases due to furlough days will not subject employee to disciplinary action.
11. Department Directors will be responsible for establishing staffing levels and scheduling operations.
12. Unit employees will receive frequent communication on the status of the budget and the need for and use of any furlough days.

This side letter will be in effect from December 1, 2009 through June 30, 2009.

<b>REDLANDS ASSOCIATION OF MID MANAGEMENT EMPLOYEES:</b>	
	<u>12/16/08</u>
ALAN GRIFFITHS, RAMME PRESIDENT	DATE

<b>CITY OF REDLANDS:</b>	
	<u>12/16/08</u>
DEBBIE SCOTT-LEISTRA, HUMAN RESOURCES DIRECTOR	DATE
	<u>12/16/08</u>
JON HARRISON, MAYOR	DATE

ATTEST:   
City Clerk, City of Redlands

