

SIDE LETTER TO CURRENT MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF REDLANDS AND THE REDLANDS CIVILIAN SAFETY EMPLOYEES ASSOCIATION (RCSEA) FURLOUGH PROGRAM FOR FISCAL YEAR 2009-2010

In June 2009, the City and RCSEA representatives (hereinafter referred to as "unit") met to discuss the economical issues facing the City of Redlands during the financial downturn. On July 6, 2009, unit membership approved the furlough program. The parties agreed on the following which comprises the specifics of the Furlough Program:

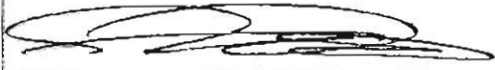
1. Unit employees shall take 80 hours of furlough for the 2009/2010 fiscal year.
2. Furloughs will begin with pay period beginning July 13, 2009.
3. Payroll will process the furlough time by one of the following methods:
 - a. Employees will begin with a bank of 80 furlough usage hours. Each time furlough hours are taken, the employee furlough usage bank will be reduced by the amount taken. When the balance of the individual furlough usage bank reaches "0", no more furloughs shall be taken.
 - b. Each unit employee will have 4 hours of furlough time deducted from their pay check each pay period and credited to their furlough paid bank.
 - c. When unit employee's furlough paid bank reaches a balance of 80 hours, no more furlough deductions will be taken.
4. Hours must be in paid bank before it can be used.
5. Employees shall designate on applicable forms distributed by Human Resources.
6. City Hall operations will be closed every Friday to accommodate taking furlough hours through the end of the furlough period.
7. Departments that, due to operational needs such as field personnel and solid waste operations, cannot close every 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 union representatives and affected employees.
8. 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 union representatives and affected employees.
9. Unit employees will not be allowed to utilize any accrued sick leave, vacation or comp time to facilitate compensation on any designated furlough days.
10. Unit employees have the option to participate in the sick leave "give back" program during the sick leave buy back period. **NO TIME OFF IS GIVEN FOR USING THESE HOURS TOWARD 80 HOURS OF FURLOUGH REQUIREMENT.**

- a. Unit employees who qualify for the sick leave buy back may give back their allotted amount (up to 48 hours) of accrued sick leave to use toward 80 hours of required furlough time.
 - b. The designated hours shall be removed from the employees' sick leave balance immediately.
 - c. Employees exercising this option will be required to submit the applicable form.
 - d. Employees exercising this option will not be able to retract this choice after the hours have been removed from their sick leave balance.
11. All Unit employees including employees hired after the date of this agreement, through June 30, 2010, will be required to participate in the furlough program on a prorated basis.
12. Any unit employee separating from City service prior to the use of furlough hours paid into the "furlough bank" (as described in section 3. b. of this document) shall be compensated at the employee's regular hourly rate at time of separation for unused banked hours.
13. Unit employees out on approved extended leave will be exempt from furlough hour deductions only during their approved leave period.
14. Furlough hours taken shall be considered as hours worked for the purpose of calculating overtime.
15. If there is a significant increase in employee workload expectations in relation to any furlough days taken, the Department Director will consult with the Human Resources Director, union representatives and affected employees.
16. Department Directors will be responsible for establishing staffing levels and scheduling operations.
17. Unit employees will receive frequent communication on the status of the budget and the need for and use of any furlough days.
18. Unit employees will have their individual compensatory time banks increased to the FLSA maximum of 240 hours for the duration of this agreement. Any new provision regarding compensatory time banks negotiated in the successor MOU will take effect immediately following the expiration of this side letter.

This side letter will be in effect from July 7, 2009 through June 30, 2010.

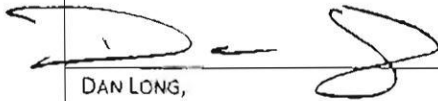
SIDE LETTER — FURLOUGH PROGRAM - RCSEA

REDLANDS CIVILIAN SAFETY EMPLOYEES ASSOCIATION:



MIKE RUSS,
RCSEA PRESIDENT

08/04/09
DATE



DAN LONG,
SBPEA REPRESENTATIVE

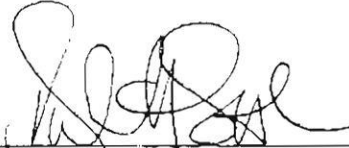
7-21-09
DATE

CITY OF REDLANDS:



PAT GILBREATH
MAYOR Pro Tem

3-4-09
DATE



DEBBIE SCOTT-LEISTRA,
HUMAN RESOURCES DIRECTOR

7/21/09
DATE



The City Council meeting reconvened at 6:20 P.M.

CLOSED SESSION REPORT

City Attorney McHugh announced there was no reportable action taken during the closed session.

NEW BUSINESS

City Furlough Program - Human Resources Director Scott-Leistra reported the City has been involved in discussions with City employees regarding the furlough program for Fiscal Year 2009-2010. Four units have signed side letters agreeing to 80 hours of furlough time during the current fiscal year. The Redlands Association of Safety Management Employees have also agreed but the document is not ready for execution at this time. Councilmember Aguilar acknowledged those employees who stepped forward during this financial crisis. Councilmember Bean noted the citizens appreciation for the employees contributions. Councilmember Gallagher thanked the participating employees noting the citizens are also sacrificing by not having available as many hours of service from City employees. Mayor Pro Tem Gilbreath said this was a team effort and expressed appreciation to the participating employees. Councilmember Gallagher moved to approve the side letters regarding acceptance of Fiscal Year 2009-2010 employee furlough program for the Redlands Association of Management Employees, Redlands Association of Mid-Management Employees, the General Employees Association of Redlands and the Redlands Civilian Safety Employees Association and authorized the Mayor Pro Tem to execute the documents on behalf of the City. Motion seconded by Councilmember Aguilar and carried by AYE votes of all present.

ADJOURNMENT

There being no further business, the City Council meeting adjourned at 6:25 P.M.

The next regular meeting scheduled to be held on August 18, 2009, will not be held. The next City Council meeting will be held on September 1, 2009.

City Clerk