

# **SIDE LETTER OF AGREEMENT**

BETWEEN

**CITY OF CORONA**

AND

**CORONA SUPERVISORS ASSOCIATION**

This Side Letter of Agreement ("Agreement") between the City of Corona ("City") and the Corona Supervisors Association, ("CSA") is entered into with respect to the following:

**WHEREAS**, the Parties are parties to a Memorandum of Understanding (MOU) that expires on December 31, 2024; and

**WHEREAS**, the Parties' MOU includes a provision in Section 5.2 entitled "Work Schedules" which the Parties would like to modify for the purpose of adding a 3/12 – 4/12 schedule which consists of alternate weeks of 3 consecutive workdays of 12 consecutive hours each, followed by 4 consecutive workdays of 12 consecutive hours each for the Parties' MOU; and

**WHEREAS**, the creation of the a 3/12 – 4/12 schedule also requires a modification to Section 5.1 of their MOU; and

**WHEREAS**, the following sets forth the Parties' Agreement:

1. The Parties agree that Section 5.1 of their MOU is amended as set forth by the track changes below:

## **Section 5.1 – The Defined FLSA Work Period**

The workweek for all members of the unit shall be 168 regularly recurring hours. For employees working a schedule other than the 9/80 and 3/12 – 4/12 work schedule, the workweek shall begin on Saturday at 12:00 a.m. and end at 11:59 p.m. the following Friday.

For employees working the 9/80 work schedule, each employee's designated FLSA workweek (168 hours in length) shall begin exactly four (4) hours after the start time of their eight (8) hour shift on the day of the week that corresponds with the employee's alternating regular day off.

For employees assigned to work the 3/12 – 4/12 work schedule, they are scheduled to work 84 hours per pay period. The FLSA workweek for these employees shall end exactly six (6) hours after the start time of the first shift in the employee's workweek in which the employee is scheduled to work four consecutive shifts in the workweek.

2. The Parties agree that Section 5.2 of their MOU is amended as set forth by the track changes below:

## **Section 5.2 – Work Schedules**

The following types of work schedules exist for employees in the unit:

- A 5/40 schedule consists of a weekly work schedule of five (5) consecutive workdays of eight (8) consecutive hours each.

- A 9/80 schedule consists of alternate weeks of four (4) consecutive workdays of nine (9) consecutive hours each, followed by five (5) consecutive workdays, four of which consist of nine (9) consecutive hours each and one (1) day of eight (8) consecutive hours.
- A 4/10 schedule consists of a weekly work schedule of four (4) consecutive workdays of 10 consecutive hours each.
- A 2/12 – 2/8 schedule consists of a weekly work schedule of two (2) 12-hour shifts and two (2) 8-hour shifts in the workweek. The four workdays are consecutive.
- A 3/12 – 4/12 schedule consists of alternate weeks of 3 consecutive workdays of 12 consecutive hours each, followed by 4 consecutive workdays of 12 consecutive hours each.
- Where the term “consecutive hours” is used herein, it is exclusive of unpaid meal breaks.

The City may modify employees' hours, e.g. implementation of flexible working schedules, especially as it relates to exceptionally uncomfortable temperatures. A department head retains the right to make de minimis changes (30 minutes or less) to the shift schedule (i.e., start and end time of an employee's work shift). The intent of the parties is not to allow multiple de minimis changes to consistently push an employee's start and end time forward or backward. Any other changes to an employee's work schedule or shift schedule are subject to meet and confer. However, if an employee requests to have their work or shift schedule changed and their supervisor agrees, the Human Resources Department and the Association shall be notified prior to the schedule change. The Association agrees that if requested to meet and confer over a work or shift schedule change, it will do so promptly, no later than two weeks after the request.

**FOR THE CITY OF CORONA**

\_\_\_\_\_  
Jacob Ellis  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Angela Rivera  
Chief Talent Officer

\_\_\_\_\_  
Date

**FOR THE CORONA SUPERVISORS ASSOCIATION**

\_\_\_\_\_  
Frank Garza  
President, CSA

\_\_\_\_\_  
Date

**APPROVED AS TO FORM**

\_\_\_\_\_  
Peter J. Brown  
Attorney for City of Corona

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Wurts  
CSA Negotiator

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Date