



Staff Report

File #: 22-0657

REQUEST FOR CITY COUNCIL ACTION

DATE: 08/03/2022

TO: Honorable Mayor and City Council Members

FROM: Human Resources Department

SUBJECT:

Side Letter with City of Corona Supervisors Association, on adding additional work schedule options.

EXECUTIVE SUMMARY:

City Council consideration for approval of the Side Letter with Corona Supervisors Association to add a 3/12 - 4/12 work schedule. This addition would align more closely with the work schedules allowed for Corona Public Service Employees Association.

RECOMMENDED ACTION:

That the City Council authorize the City Manager, or his designee, to approve the attached Side Letter of Agreement modifying the 2021-2024 Memorandum of Understanding between the Corona Supervisors Association.

BACKGROUND & HISTORY:

Section 5.2 - Work Schedules of current 2021-2024 Memorandum of Understanding ("MOU") between the City of Corona and Corona Supervisors Association ("CSA") states the following:

- 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.

At present, the 3/12 - 4/12 work schedule is not included in the MOU as an approved schedule for staff positions within the Corona Supervisors Association (CSA).

ANALYSIS:

Staff positions within the Corona Public Service Employees ("CPSEA") allow for a 3/12 - 4/12 work schedule. Since CPSEA are primarily supervised by Corona Supervisors Association ("CSA"), it is imperative that both units are able to work similar schedules.

The following work schedule has been proposed by CSA:

- 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.

Human Resources is in support of this addition of the CSA MOU as this will now mirror that of CPSEA Work Schedules.

FINANCIAL IMPACT:

Approval of the additional work schedule could apply to various supervisory positions throughout the organization. Currently, the Public Safety Dispatch Supervisors have requested to implement the 3/12 - 4/12 schedule. With the dispatch functioning at full staff, the schedule change would result in an additional four (4) hours of overtime per two-week payroll period for four (4) positions. The additional overtime hours would cost approximately \$126,000 per fiscal year, at full staffing. However, in the current fiscal year, the Police Department could experience savings by implementing the revised schedule, based on current staffing levels and overtime hours. The salaries/benefits budget for the dispatch function in the Police Department's Fiscal Year 2023 operating budget is sufficient for the proposed work schedule. The budget for future fiscal years will be included through the annual budget process.

ENVIRONMENTAL ANALYSIS:

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the commonsense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. There is no possibility that the acceptance of this report will have a significant effect on the environment.

PREPARED BY: REBECCA CHRISTOPHER, HUMAN RESOURCES SUPERVISOR

REVIEWED BY: ANGELA RIVERA, CHIEF TALENT OFFICER

Attachments:

1. Exhibit 1 - Side Letter to the 2021-2024 CSA MOU