

# *City of Brisbane*

## *Staff Report*

To: City Council via City Manager

From: Maria Saguisag-Sid  
Senior Human Resources Analyst

Subject: Side Letter to Current Memorandum of Understanding between the City of Brisbane and the General Employees Association

Date: Meeting of May 3, 2010

**Purpose:**

To create a mechanism for paying General employees who work outside their classification for a specific period of time without changing their current classification.

**Recommendation:**

Review Side Letter of Agreement and authorize City Manager to sign on behalf of the City.

**Background:**

In December two Public Works employees retired. One was a Maintenance Worker II and one was a Lead Worker. These retirements precipitated the Public Works Director to review the structure and operations of his department. He has determined instead of having 1 Supervisor and 3 Lead Workers it would be more cost effective to have 3 Maintenance Team Leaders. Previously, Lead Workers were responsible for single focused teams the new Team Leaders will be responsible for multiple teams.

**Discussion:**

Staff is currently administering the process to put the above organizational structure in place on a permanent basis starting July, 2010. In the interim we have assigned the two Lead Workers to oversee supervisory administration of various maintenance crews but do not have an ability to compensate them for these additional duties. At Council's direction, staff has met and conferred with the General Employees Association and have come to a tentative agreement to sign a side letter of understanding which would allow employees to take on additional assignments beyond their classification. This Assignment Pay will be in the range of an additional \$350-500 per month, which is an additional 6-8% of Lead Maintenance Worker base pay. Upon completion of the change of organizational structure, the Assignment Pay will cease for the affected staff members.

**Fiscal Impact:**

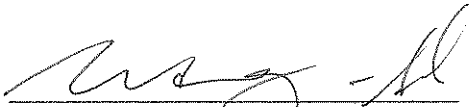
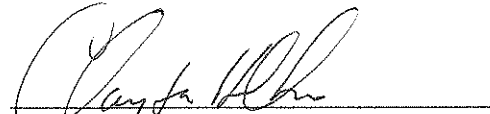
This is an overall savings to the budget with the retirement of the two employees. The savings of those two positions for the period of January to June is approximately \$98,500. The projected assignment pay for the affected employees will be approximately \$6,500.

**Measure of Success:**

The amount of money the General Fund saves by this change in organizational structure.

**Attachments:**

Side letter of agreement between the City of Brisbane and the Brisbane General Employees Associations

  
\_\_\_\_\_  
Senior Human Resources Analyst  
\_\_\_\_\_  
City Manager



## CITY OF BRISBANE

50 Park Place  
Brisbane, California 94005-1310  
(415) 508-2100  
Fax (415) 467-4989

April 29, 2010

Donald McClymond  
Brisbane General Employees Association  
50 Park Place  
Brisbane, CA 94005

Dear Mr. McClymond:

This letter confirms the agreement between the City of Brisbane ("City") and the Brisbane General Employees Association ("GEA") to negotiate over certain terms and conditions of employment during the term of the current Memorandum of Understanding ("MOU"), pursuant to Article 40 thereof and for the sole and exclusive purpose of addressing the issue of assignment pay. This letter also confirms that the City and the GEA have agreed to address that issue by including in the MOU the following Addendum, which will take effect retroactively on January 1, 2010 and expire on July 4, 2010:

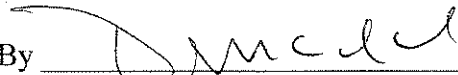
### Assignment Pay

Effective as of January 1, 2010 and until and including July 4, 2010, employees in this unit may be assigned to perform specific work duties that are not within the scope of their regular work duties or the regular work duties of another classification currently covered by the MOU. Such assignment is at the sole discretion of the Department Head and the City Manager. An employee so assigned shall be entitled to receive from \$350 to \$500 per month above and in addition to his/her current base salary for the full period of assignment. The appropriate amount of additional pay will be set prior to commencement of the assignment; and, there shall be no reduction in the amount of additional pay during the assignment period.

If the foregoing accords with your understanding the agreements between the City and the Association please so indicate by signing and dating below:

Dated: 4-29-10

Dated: \_\_\_\_\_

By   
Brisbane General Employees Association

By \_\_\_\_\_  
City of Brisbane

