

**SIDE LETTER TO THE  
PUBLIC EMPLOYEES UNION, LOCAL 1,  
MID-MANAGERS, AND FIRST LEVEL  
MANAGERS**

**TO THE MEMORANDA OR LETTER OF  
UNDERSTANDINGS**

**FOR**

**CITY HALL HOLIDAY CLOSURE:**

**DECEMBER 26, 2016 through  
DECEMBER 30, 2016**

The purpose of this Side Letter Agreement is to provide for the closure of City Hall and other non-safety or critical City services for the holiday period from December 26, 2016 through December 30, 2016 (referred to as the "Holiday Closure"). In an effort to support employees in utilization of vacation bank time and floating holiday bank time, the City has proposed a Holiday Closure during the Christmas and New Year's holiday season. This will allow employees to spend time with their families in a manner that minimizes the inconvenience to Yuba City residents.

Representatives of the Public Employees Union, Local 1 (Local 1), First Level Managers (FLM), Mid-Managers (MM), and the City of Yuba City agree to the follow terms regarding the City Hall Holiday Closure:

A. Holiday Closure

This Agreement provides for the closure of City Hall (and other select offices) for the predetermined time period listed below. Some of these days contained within the holiday period are holidays defined by the City in accordance with the Personnel Rules and Regulations, Section 2.10, B.

i. Holiday Schedule

- The New Year's Day Holiday, otherwise scheduled for January 2, 2017, (per the Rules, Section 2.10, C, 1) shall move to Friday, December 30, 2016, thereby pushing back the floating holiday to Thursday, Dec. 29<sup>th</sup> (Floating holiday rules: Section 2.10, B, 11).
- Employees (who take the floating holiday over New Year's) will utilize two days of non-sick leave bank time (Dec. 27<sup>th</sup> and Dec. 28<sup>th</sup>) for an entire week off.
- In subsequent years, the New Year's Day holiday will revert to being observed on the date observed by Federal and State government.

<i>Weekend</i>		<i>Work Week</i>				<i>Weekend</i>		
<i>Sunday Dec. 25</i>	<b>Monday Dec. 26</b>	<b>Tuesday Dec. 27</b>	<b>Wednesday Dec. 28</b>	<b>Thursday Dec. 29</b>	<b>Friday Dec. 30</b>	<i>Saturday Dec. 31</i>	<i>Sunday Jan. 1</i>	<b>Monday Jan. 2</b>
<i>Christmas Day</i>	<b>Dec. 25 Holiday: Closure</b>	<b>Closure</b>	<b>Closure</b>	<b>Dec. 31 Floating Holiday</b>	<b>Jan. 1 Holiday: Closure</b>		<i>New Year's Day</i>	<b>City Hall Open</b>

ii. Other

- City Hall and other select offices (non-critical/non-safety service offices) are the only City buildings affected by the Holiday Closure. If other City departments or buildings would like to participate in the Holiday Closure, the department head is the point of contact.
- City Hall employees and other select office employees will not report to work during the designated Holiday Closure.

- The City may require or permit, at the discretion of the department head, certain employees to work a regular, partial or on-call schedule on one or more of the Holiday Closure days.

iii. Payroll

- Employees are required to account via payroll for the appropriate time associated with the Holiday Closure.
- The payroll accounting of the Holiday Closure will include use of floating holiday time, vacation or compensation time. Payroll accounting for the Holiday Closure not specifically listed herein must be approved by the City Manager or designee.
- Employees required or permitted to work on a non-observed holiday (For example: December 27, 2016) of the Holiday Closure will be paid their regular salary for the hours worked, and will be required to account for all remaining Holiday Closure hours via floating holiday time, vacation, or compensation time. All other time worked during the days designated as observed holidays by this Side Letter Agreement in Section A, i) Holiday Schedule will be paid in accordance with Section 2.10, E of the Rules and Regulations.
- Employees without adequate leave accruals may borrow against future vacation accruals or go into an unpaid status only with the approval of the City Manager or designee.

iv. Miscellaneous

- The Holiday Closure shall not impact seniority, probationary periods or health or retirement benefits unless the employee is in an unpaid status.
- All subsections of Section 2.10, Holidays, of the Personnel Rules and Regulations remain in effect during the Holiday Closure. Note: In accordance with the Rules and Regulations, holidays are paid on an eight (8.0) hour basis and an eligible employee shall be entitled to holiday with pay only if the employee is in a paid status on the date immediately preceding or succeeding the holiday.
- Bargaining groups agree that policy decisions made by the City Council and discretionary decisions made by management related to this side letter and implementation of the Holiday Closure will not be subject to the City's Personnel Rules and Regulations, Section 3.09, Grievance Policy.
- If the City Manager declares an emergency (such as a flood) the Holiday Closure is suspended and all employees are subject to emergency procedures.

\*\*\*SIGNATURES CONTINUED ON NEXT PAGE\*\*\*

**CITY OF YUBA CITY**



Steven C. Kroeger  
City Manager

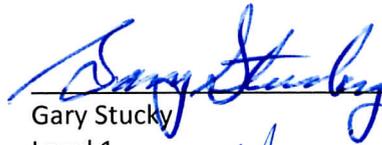


Natalie Springer  
Human Resources Director

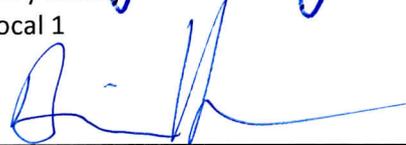
**BARGAINING UNITS**



David Calonder  
Local 1 President



Gary Stucky  
Local 1



Brian Hansen  
First Level Managers



Devin Barber  
Mid-Managers