

**CITY OF COMMERCE AND CCEA  
LETTER OF AGREEMENT RE 4/10 SCHEDULE**


WHEREAS, the City of Commerce Employees Association, Full-Time and Part-Time Employees Units ("Association") and the City of Commerce ("City") (collectively "the Parties"), have met and conferred regarding a 4/10 schedule ("4/10 Schedule"); and

WHEREAS, the agreements reached below shall be effective after ratification by the Association of the successor MOU and upon ratification of a Resolution by the City Council adopting the 4/10 Schedule.

THEREFORE, the Association and the City agree as follows:

1. The parties agree that employees assigned to City Hall shall be assigned to a 4/10 schedule effective the first pay period in January 2020. The date shall coincide with the beginning of a pay period.
2. Departments impacted by this proposal would be Administration, Finance, Human Resources, Public Safety (City Hall only), Public Works (City Hall only).
  - a. The following positions that are assigned to working at City Hall will be exempt from working the 4/10 schedule: Parks & Recreation, Custodians, Community Service Officers and Animal Control officers
3. A Friday "skeleton crew" may be utilized which would require a temporary schedule change or overtime. The current hours of operation for Parks, Libraries, and Transportation Departments would not be changed.
4. Full-time non-exempt employees assigned to the 4/10 schedule shall work a shift from 8am to 6pm from Monday to Thursday.
5. Part-time employees assigned to the affected City Hall departments shall not suffer a reduction in hours as a result of the 4/10 schedule transition. At the time of transition to the 4/10 schedule, The City will meet and confer with the CCEA on the impacts of the transition to the 4/10 schedule.
6. City will make every effort to resolve issues or concerns regarding the transition to the 4/10 schedule during the Joint Labor Management meetings.

FOR: City of Commerce

  
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Edgar Cisneros  
City Manager

Date: 4 29 19

FOR: City of Commerce Employees Association, Full-Time and Part-Time Employees Unit

  
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Laura Logan  
President CCEA

Date: 4 29 19