



CITY OF COMMERCE AGENDA REPORT

TO: HONORABLE CITY COUNCIL **Item No. _____**

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA, APPROVING THE LETTER OF AGREEMENT BETWEEN THE CITY OF COMMERCE AND CCEA RELATED TO THE 4/10 SCHEDULE

MEETING DATE: SEPTEMBER 3, 2019

RECOMMENDATION:

The City Council will formally consider for approval and adoption a Resolution approving the attached Letter of Agreement between the City of Commerce and City of Commerce Employees Association related to the 4/10 schedule, to be effective the first pay period in January 2020 (January 13, 2020).

BACKGROUND:

On April 29, 2019, City of Commerce Employees Association ("CCEA") President, Laura Logan, and City Manager, Edgar Cisneros, reached an agreement regarding a 4/10 schedule, which shall be effective after ratification by the CCEA of the successor MOU and upon ratification of a Resolution by the City Council adopting an updated 4/10 Schedule in which employees working in certain divisions and/or departments, as indicated in the analysis, will be required to have a 4/10 work schedule that will be Monday through Thursday from 8am – 6pm.

ANALYSIS:

The terms of the agreement are 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 are 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 Joint Labor-Management meetings.

ALTERNATIVES:

1. Approve staff recommendation.
2. Decline staff recommendation and provide staff with alternate and/or further direction.

FISCAL IMPACT:

This activity can be carried out without additional impact on the current operating budget and will realize yet to be determined fiscal savings through operational efficiencies.

RELATIONSHIP TO STRATEGIC GOALS:

This matter is applicable to the following Strategic Focus Area and Guiding Principle: Community Quality of Life – Guiding Principle 4: Support and evaluate community services, programs and events that promote healthy and quality lifestyles for our residents. Enhance public safety and social services through innovative programs that meet the needs of the residential and business communities.

Recommended by: Ela Pappo, Director of Human Resources
Budget Impact reviewed by: Vilko Domic, Director of Finance
Approved as to form: Noel Tapia, City Attorney
Respectfully submitted: Edgar P. Cisneros, City Manager

ATTACHMENTS:

1. Resolution – 4/10 Schedule
2. Letter of Agreement – 4/10 Schedule