

**LETTER OF AGREEMENT
BETWEEN THE COMMERCE CITY EMPLOYEES ASSOCIATION
AND THE CITY OF COMMERCE**

WHEREAS, the City of Commerce Employees Association ("CCEA"), representing full-time and part-time employees units and the City of Commerce ("City") (collectively "the Parties"), have met and conferred regarding a 2019 holiday closure ("Holiday Closure"); and

WHEREAS, the agreements reached below shall be effective upon ratification of a Resolution by the City Council adopting the 2019-2020 Holiday Closure.

THEREFORE, the CCEA and the City agree as follows:

1. A Holiday Closure for City Hall full-time employees from December 23, 2019 to January 3, 2020.
2. Full-time employees assigned to City Hall and the 4/10 work schedule, with Fridays regularly scheduled off, shall be required to take December 23, 24, 26, 30, 31, 2019 and January 2, 2020 off. To offset two (2) of the six (6) days required off, employees will be granted with twenty (20) hours of administrative time to be used during the Holiday Closure period, December 23, 2019 through January 3, 2020. For the remaining four (4) days off, employees will be required to code their leave time hours as flex time, administrative time and/or vacation. Full-time employees at City Hall shall continue to receive holiday pay on December 25, 2019 and January 1, 2020.
3. Full-time employees assigned to City Hall and the 4/10 work schedule, with Mondays regularly scheduled off, shall be required to take December 24, 26, 27 and 31, 2019 and January 2, and 3, 2020 off. To offset two (2) of the six (6) days off, employees will be granted twenty (20) hours of administrative time to be used during the Holiday Closure period, December 23, 2019 through January 3, 2020. For the remaining four (4) days off, employees will be required to code their leave time hours as flex time, administrative time and/or vacation. Full-time employees at City Hall shall continue to receive holiday pay on December 25, 2019 and January 1, 2020.
4. Full-time employees assigned to City Hall and assigned to the 5/40 work schedule shall be required to take December 23, 24, 26, 27, 30 and 31, 2019 and January 2 and 3, 2020 off. To offset two and one-half (2.5) of the eight (8) days off, employees will be granted twenty (20) hours of administrative time to be used during the Holiday Closure period, December 23, 2019 through January 2, 2020. For the remaining five and one-half (5.5) days off (45 hours), employees will be required to code their leave time hours as flex time, administrative time and/or vacation. Full-time employees at City Hall shall continue to receive holiday pay on December 25, 2019 and January 1, 2020.

5. Full-time employees assigned to City Hall with less than forty (40) hours of accrued vacation or paid time off (PTO), shall be advanced vacation leave hours to cover the mandated days off (December 23, 24, 26, 27, 30, and 31, 2019, and January 2 and 3, 2020 as applicable, if the advanced vacation leave will result in these employees having a deficit in their accrual balance. Such advanced vacation shall not exceed the amount of vacation the employee would accrue over the months of January, February and March 2020.
6. Employees who receive advanced vacation leave and who separate employment from the City prior to paying back the advanced vacation leave shall have the owed amount deducted from their final paycheck.
7. Full-time employees outside of City Hall who are regularly assigned to work on Mondays and scheduled to work on December 24 and December 31, 2019 at the following sites: Main and Branch Libraries, Park Services, Warehouse, Transportation Services Office, Senior Center, Teen Center and Brenda Villa Aquatic Center, shall be provided with the full day off on December 24 and December 31, 2019. Full-time employees who work the 4/10 schedule and at the sites listed above, will be granted ten (10) hours as administrative time on Christmas Eve and ten (10) hours as administrative time on New Year's Eve. Full-time employees who work the 5/40 schedule and at the sites abovementioned, will be granted eight (8) hours as administrative time on Christmas Eve and eight (8) hours as administrative time on New Year's Eve. These employees shall also continue to receive holiday pay on December 25, 2019 and January 1, 2020.
8. On December 24, 2019 and December 31, 2019, the Transportation Department will remain open to the public until 6 pm, the Central Library will be open to the public from 10 am to 1 pm, and the Parks and Recreation Department will be open from 10 am to 5 pm. Part-time employees will be scheduled to work to provide required coverage for these departments.
9. Part-time employees shall be allowed to make up the time they would have been assigned from December 23 to January 2, 2020 during the pay period before and/or after the pay period that covers the Holiday Closure. These pay periods are inclusive of December 2, 2019 - January 30, 2020.
10. This Letter of Agreement (LOA) does not constitute a waiver of either parties' rights regarding on-going negotiations for a successor Memorandum of Understanding (MOU).

IT IS SO AGREED.

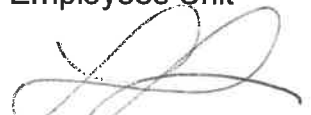
FOR: City of Commerce



Edgar Cisneros
City Manager

Date: 10 / 8 / 19

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



Laura Logan

Date: 10 / 6 / 19