

**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 2020 holiday closure ("Holiday Closure"); and

WHEREAS, the agreements reached below shall be effective upon ratification of a Resolution by the City Council adopting the 2020-2021 Holiday Closure.

THEREFORE, the CCEA and the City agree as follows:

1. 1. A Holiday Closure for City Hall full-time employees from December 21, 2020 to December 31, 2020.
2. Full-time employees at City Hall shall receive holiday pay on December 25, 2020 and January 1, 2021. Full-time employees assigned to City Hall and the 4/10 work schedule Monday through Thursday, shall be required to take December 21, 22, 23, 24, 28, 29, 30, and December 31, 2020 off.
3. January 1, 2021 will be used to offset December 31, 2020 and December 25, 2020 will be used to offset December 24, 2020. To offset two (2) additional days 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 21 through December 31, 2020. Additionally, to offset two (2) of the (6) days required off, employees shall forfeit their regularly scheduled Birthday and Lincoln holidays. The City shall convert their Birthday holiday and Lincoln holiday to Flexible Leave hours, based on their regular work day, to cover days off during the holiday closure. For the remaining two (2) days off, employees will be required to code their leave time hours as administrative time, flex time, and/or vacation.
4. Article VI, Section 4 of the Memorandum of Understanding between the City of Commerce and the City of Commerce Employees Association, AFSCME Local 773, AFSCME Council 36, for Mid-Management and Non-Management Full Time Employees, will be amended as it relates to holidays. All Full Time Employees who work at all City sites shall forfeit their regularly scheduled Birthday and Lincoln holidays. The City shall convert their Birthday holiday and Lincoln holiday to Flexible Leave hours. Flexible Leave hours that are credited to the employee's balance will be based on hours normally worked during their regular scheduled work day.
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 21, 22, 23, 24, 28, 29, 30 and December 31, 2020) as applicable. 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 or March 2021.

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 Monday through Thursday (with holiday falling on Friday, December 25, 2020 and January 1, 2021) 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, 2020. Full-time employees who work the 4/10 schedule and at the sites listed above, will be granted twenty (20) hours as administrative time to be used during the two week period. Full-time employees who work the 5/40 schedule and at the sites abovementioned, will be granted sixteen (16) hours as administrative time to be used during the two week period. These employees shall also receive holiday pay on December 25, 2020 and January 1, 2021.
8. On December 24, 2020 and December 31, 2020, the Transportation Department will remain open to the public until 6 pm, the Central Library will be open from 10 am to 1 pm, and the Parks and Recreation Department will be open from 10 am to 5 pm with part-time employees scheduled to work.
9. Part-time employees shall be allowed to make up the time they would have been assigned from December 21 to December 31, 2020 during the pay period before and/or after the pay period that covers the Holiday Closure. These pay periods are inclusive of December 1, 2020 –January 29, 2021.
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: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

\_\_\_\_\_  
Laura Logan

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_