

**CITY/Unrepresented Management and Confidential Group Employees  
Financial Impacts Related to COVID – Amended Memorandum of Understanding**

Due to the [State of California Executive Orders](#) to proclaim California in a State of Emergency resulting from COVID-19, and the [County of Monterey Shelter in Place Orders](#), several of the City programs have been temporarily suspended. On March 13, 2020, the City Manager for the City of Pacific Grove (City) proclaimed a local emergency based on conditions of extreme peril to the safety of persons and property within the City.

The terms of this Amended Memorandum of Understanding (MOU) shall take effect on June 28, 2020 and expire on June 30, 2021. During the duration of this Amended MOU, the City and Unrepresented Management and Confidential Employees shall meet and discuss by the end of each quarter of FY 2020-2021 to determine if, based on the City's financial position, some or all of the provisions stated herein can be rescinded and employee pay and benefits can be restored in whole or in part per this Amended MOU.

Accordingly, the City and the Unrepresented Management and Confidential Group Employees, which includes the Deputy City Clerk, Police Administrative Services Manager, Police Commander and Senior Program Manager (collectively referred to as the "Management Group Employees") agree to the following:

- The City will furlough all Management Group Employees to a 10% reduction in the work week, with a commensurate pay reduction. Every other Friday shall be designated as the furlough day where feasible. At the end of each quarter of the 2020-2021 fiscal year, the City Manager, in their sole discretion and based upon the City's financial condition, shall determine the feasibility of the 10% furlough, and may modify the furlough percentage up to and including 20% for the following quarter. The City shall provide all Management Group Employees with 14 days' advance notice of any percentage modification.
- Management Group Employees will be entitled to any modification to the furlough received by other employee associations and unrepresented employees.

Effective June 28, 2020, Paid Time Off (PTO) shall be modified as follows:

- PTO Accumulation – PTO shall not be accrued anytime the employee's balance exceeds 500 hours for Legacy Employees and 420 hours for New Employees; and
- PTO/Vacation Buy Back Program – the Buy Back Program shall be suspended.

This Amended MOU supersedes and cancels the prior MOU dated May 4, 2020.

IN WITNESS WHEREOF, the Undersigned set their hands this 1st day of June 2020.

**UNREPRESENTED MANAGEMENT AND CONFIDENTIAL EMPLOYEES**

By: Jocelyn Francis Jun 1, 2020  
Jocelyn Francis (Jun 1, 2020 09:22 PDT)  
 Jocelyn Francis Date  
 Employee, Unrepresented Management Group

Joyce Halabi Jun 1, 2020  
Joyce Halabi (Jun 1, 2020 09:28 PDT)  
 Joyce Halabi Date  
 Employee, Unrepresented Management Group

Rory Lakind Jun 1, 2020  
Rory Lakind (Jun 1, 2020 09:34 PDT)  
 Rory Lakind Date  
 Employee, Unrepresented Management Group

Kerry Lindstrom Jun 2, 2020  
Kerry Lindstrom (Jun 2, 2020 08:36 PDT)  
 Kerry Lindstrom Date  
 Employee, Unrepresented Management Group

Mohammed Khasimi Jun 4, 2020  
 Yaqoob Mohammed Date  
 Employee, Unrepresented Management Group

Milas Smith Jun 4, 2020  
 Milas Smith Date  
 Employee, Unrepresented Management Group

Terri C. Schaeffer Jun 4, 2020  
Terri C. Schaeffer (Jun 4, 2020 12:39:07 PDT)  
 Terri Schaeffer Date  
 Employee, Unrepresented Management Group

**CITY OF PACIFIC GROVE**

By: Ben Harvey Jun 4, 2020  
Ben Harvey (Jun 4, 2020 13:08 PDT)  
 Ben Harvey Date  
 City Manager