

## **CITY/Unrepresented Department Head 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 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 Department Head Group 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2020-2021 to determine if, based on the City's financial position, some or all of the provisions stated herein can be rescinded and employee pay and benefits can be restored in whole or in part per this Amended MOU.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 Department Head Group Employees, which include the Administrative Services Director, City Clerk, Community Development Director, Human Resources Director, Library Director, Police Chief, and Public Works Director (collectively referred to as the Department Head Group Employees) agree to the following:

- The City will furlough all Department Head 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 Department Head Group Employees with 14 days' advance notice of any percentage modification.
- Department Head Group Employees will be entitled to any modification to the furlough received by other employee associations and unrepresented groups.
- 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 5, 2020.

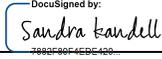
IN WITNESS WHEREOF, the Undersigned set their hands this 1st day of June 2020.

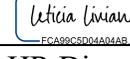
### UNREPRESENTED DEPARTMENT HEAD GROUP EMPLOYEES

By:  Anastazia Aziz, CDD Director 6/1/2020  
 Employee, Unrepresented Department Head Group Date

 Daniel Gho, Public Works Director 6/1/2020  
 Employee, Unrepresented Department Head Group Date

 Tori Hannah, Admin. Services Director 6/1/2020  
 Employee, Unrepresented Department Head Group Date

 Sandra Kandell, City Clerk 6/1/2020  
 Employee, Unrepresented Department Head Group Date

 Leticia Livian, HR Director 6/1/2020  
 Employee, Unrepresented Department Head Group Date

 Cathy Madalone, Police Chief 6/1/2020  
 Employee, Unrepresented Department Head Group Date

Vacant  
 Library Director

### CITY OF PACIFIC GROVE

By:  Ben Harvey 6/1/2020  
 Ben Harvey Date  
 City Manager