

**SIDE LETTER OF AGREEMENT BETWEEN THE CITY OF SANTA MARIA  
(CITY) AND THE SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU)  
LOCAL 620 REGARDING LIBRARY HOURS AND STAFF SCHEDULES**

This Side Letter of Agreement is entered into between the City and SEIU, and adjusts Library open hours and method of scheduling staff.

The following provisions of this Side Letter of Agreement represent the mutual understanding and verbal consent of both parties as of November 16, 2019.

Beginning January 5, 2019, the Santa Maria Public Library main branch will change its operational hours as follows.

Current Library Hours

Saturday	10:00 am to 6:00 pm
Sunday	Closed
Monday	10:00 am to 8:00 pm
Tuesday	10:00 am to 8:00 pm
Wednesday	10:00 am to 8:00 pm
Thursday	10:00 am to 8:00 pm
Friday	10:00 am to 6:00 pm

Library Hours Effective January 5, 2020

Saturday	10:00 am to 6:00 pm
Sunday	1:00 pm to 5:00 pm
Monday	9:00 am to 7:00 pm
Tuesday	9:00 am to 7:00 pm
Wednesday	9:00 am to 7:00 pm
Thursday	9:00 am to 7:00 pm
Friday	10:00 am to 6:00 pm


Library staff members' schedules will be adjusted to reflect the additional operational day and shift to an earlier open time. Library management commits to working with staff to create equitable and consistent schedules. SEIU members recognize that the library serves the public and must be open at times desirable to the public. Night and weekend shifts are an expectation of all library staff members.


Library staff members assigned to public service desks will be split into five working groups to ensure a high level of service for every open hour. Groups A, B, and C will primarily work Monday through Friday and rotate Saturday shifts. Group D will work Sunday through Thursday (non-rotating). Group E will work Tuesday through Saturday (non-rotating).

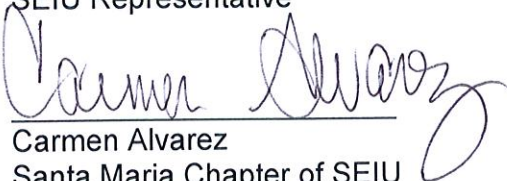
Staff members will be assigned or reassigned to a working group first on a volunteer basis and then based on operational need. At the time of signature, staff assigned to both Group D and Group E have either volunteered or were hired for

that schedule.


This Side Letter of Agreement is enacted on the 16 day of November, 2019.


  
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Tim McNulty, President  
Santa Maria Chapter of SEIU

  
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Robert MacLeod  
SEIU Representative

  
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Carmen Alvarez  
Santa Maria Chapter of SEIU

  
\_\_\_\_\_  
Carl Crown  
Interim Director of HR

  
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Michelle New  
Human Resources Manager

  
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Katrina Carrasco  
Management Analyst I

  
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Briana Martenies  
Management Analyst I