

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 Amended 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 April 17, 2024.

Library Hours of Operation:

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. Library management reserves the right to implement a Sunday rotation, should there be a lack of volunteers or hired staff, to meet operational needs. At the time of signature, staff assigned to both Group D and Group E have either volunteered or were hired for that schedule.

The Library will close on Easter Sunday in perpetuity. Library management will provide staff with the opportunity to work another day in lieu of Easter Sunday, so long as it falls within the same pay period as Easter Sunday. Full-time and part-time staff have the option of using accrued benefit time should they choose not to work another day in lieu of Easter Sunday.

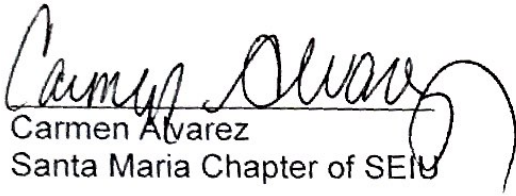
This Side Letter of Agreement is enacted on the 17th day of April, 2024.



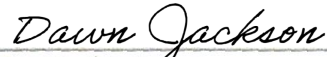
Natalia Heredia, President
Santa Maria Chapter of SEIU



Nicole Bryant
SEIU Representative



Carmen Alvarez
Santa Maria Chapter of SEIU



Dawn Jackson
Interim Director of HR



Kayleigh McLeod
HR Manager Employee/Labor
Relations