

SIDE LETTER AGREEMENT

BETWEEN
THE CITY OF SAN JOSE
AND
ASSOCIATION OF MAINTENANCE SUPERVISORY PERSONNEL (AMSP), IFPTE, LOCAL 21

LUNAR NEW YEAR

The City and AMSP agree that the following will become effective as soon as practicable once this can be implemented for all City employees:

Lunar New Year shall be observed in accordance with the State of California’s holiday schedule and New Year’s Eve Day shall no longer be a City-observed holiday. The following changes will also be implemented at the time the holiday change is implemented:

ARTICLE 8 LEAVES

8.5 Personal Leave Each full-time employee shall be entitled to an additional eight (8) hours of personal leave hours which is granted in recognition that City employees may wish to observe a personal holiday that is not observed by the City. Each eligible full time employee is entitled to ~~sixteen~~twenty-four (~~16~~24) hours of Personal Leave per payroll calendar year. Eligible employees hired on or after July 1st shall be entitled to ~~eight~~twelve (~~8~~12) hours of Personal Leave in the first payroll calendar year of employment.

Part Time: Each benefitted part-time employee shall be entitled to ~~eight~~twelve (~~8~~12) hours of Personal Leave per payroll calendar year. Eligible part-time employees hired on or after July 1 shall be entitled to ~~four~~six (~~4~~6) hours of Personal Leave in the first payroll calendar year of employment.

Unused leave for both full-time and part-time employees does not carry over from year to year.

8.5.1 ~~Effective the first pay period of payroll calendar year 2022, an~~ An employee on a reduced work week schedule will receive personal leave as indicated in the chart below, even if the actual hours worked exceed that amount.

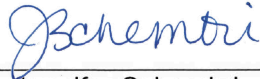
Scheduled Work Hours per Week	Benefit Level	Hours of Executive Leave
35-39.9 hours per week	100%	16 <u>24</u> hours
30-34.9 hours per week	75%	12 <u>18</u> hours
25-29.9 hours per week	62.5%	10 <u>15</u> hours
20-24.9 hours per week	50%	8 <u>12</u> hours
Less than 20 hours per week	Unbenefitted	None

8.5.2 ~~Effective the first pay period of payroll calendar year 2022, a~~ An employee who is promoted into an AMSP-represented classification will have the number of Personal Leave hours they receive upon promotion reduced on an hour-for-hour basis based on their usage of Personal Leave and/or Executive Leave within the same payroll calendar year.

8.5.3 ~~Effective the first pay period of payroll calendar year 2022, a~~ An employee who is demoted into an AMSP-represented classification will have the number of

Personal Leave hours they receive upon demotion reduced on an hour-for-hour basis based on their usage of Executive Leave within the same payroll calendar year.

FOR THE CITY:

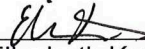


8/15/2023

Jennifer Schembri
Director of Employee Relations
Director of Human Resources

Date

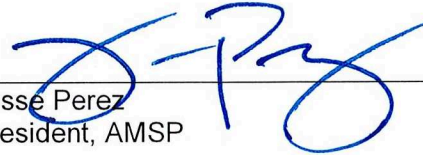
FOR THE UNION:



8/15/23

Elizabeth Kanya
Business Representative
IFPTE, Local 21

Date



8/15/23

Jesse Perez
President, AMSP

Date