

## SIDE LETTER AGREEMENT

BETWEEN

THE CITY OF SAN JOSE

AND

THE MUNICIPAL EMPLOYEES' FEDERATION, AFSCME, LOCAL 101 (MEF)

### **Maker[Space]Ship Staff Duties and Responsibilities of Warehouse Worker I/II ([1511/1512/1513](#))**

The City and the Municipal Employees' Federation, AFSCME, Local 101 (MEF) acknowledge that the Library has recently implemented a mobile workshop program known as the Maker[Space]Ship and that Library employees in the Warehouse Worker I/II (1511/1512/1513) classification will be assigned to work all or part of their work shift in the Maker[Space]Ship.

The City and the Union agree that the duties and responsibilities for employees in the Warehouse Worker I/II (1511/1512/1513) classification, when assigned to the Maker[Space]Ship and in addition to their regularly assigned duties, shall be performed under the direction of Library program staff assigned to the Maker[Space]Ship and include the following:

- Arrive at service yard at the beginning of shift
- Go through vehicle checklist to make sure vehicle is fueled and ready to operate
- Load program materials and equipment on vehicle as needed
- Drive to site scheduled for the day
- Park vehicle in pre-identified space at site
- Help move equipment and furniture for the day's program as needed
- Help set up program supplies under the direction of Library program staff
- Turn on equipment pursuant to direction from Library program staff and notify program staff if equipment is not working (i.e. powering on)
- During the program, assist Librarian as needed in a support role including but not limited to:
  - Help set up program supplies such as scissors, glue, tape, or paper
  - Turn on equipment such as laptops or tablets and notify program staff if equipment does not power on
  - During program, assist librarian in a support role by distributing materials to participants
- Provide basic information to customers as needed including, but not limited to:
  - Greet arriving customers
  - Notify customers of program start time
  - Direct customers to a waiting area
  - Distribute schedule of upcoming activities, if such information is requested

The City and the Union agree to meet as needed, but no later than three (3) months following the start of the Maker[Space]Ship program and in three (3) month intervals during the first year of the program and as needed thereafter upon request by the Union, to review and evaluate the duties and responsibilities assigned and performed by employees in the Warehouse Worker I/II (1511/1513) classification who are assigned to the Maker[Space]Shift. The City also agrees to review the duties of the classification assigned to the Maker[Space]Ship which may also include reviewing the class specification for the Warehouse Worker I/II (1511/1512/1513) classification. The City expects to complete this review by June 30, 2018.

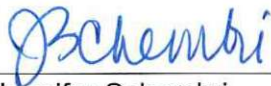
The parties agree that this Agreement shall not serve as precedent for future agreements regarding Warehouse Workers I/II nor shall it be construed or implied to obligate the parties to enter into any similar

agreements in the future. Nothing in this side letter shall supersede any other section of the MEF Memorandum of Agreement (MOA), including but not limited to Article 7.3 related to lunch periods and Article 7.6 related to rest periods.

This Agreement shall become effective when signed by all parties below. The terms contained in this Side Letter shall continue until otherwise modified through the meet and confer process.

For the City:

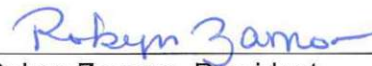
For the Employee Organization:



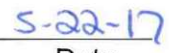
Jennifer Schembri  
Director of Employee Relations



Date



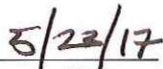
Robyn Zamora, President  
MEF, AFSCME Local 101



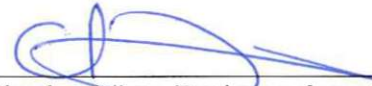
Date



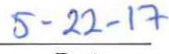
Jill Bourne  
City Librarian



Date



Charles Allen, Business Agent  
MEF, AFSCME Local 101



Date



Marco Mercado  
Assistant to the City Manager, OER



Date