

SIDE LETTER AGREEMENT

BETWEEN

THE CITY OF SAN JOSE

AND

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

Use of Volunteers in the Library

The City and the Municipal Employees' Federation, AFSCME, Local 101 (MEF) ("Union") acknowledge that expanding the Library's use of volunteers may allow the Library to increase services to its patrons, including but not limited to, increasing the amount of hours Library branches are open to the public.

The City and the Union agree, to the extent that it is subject to meet and confer, to expand current Library volunteer responsibilities to include the following duties:

SHELVING

The City and the Union agree that volunteers may shelve materials in the following specific areas of the collection: Children's picture books, floppy books, board books, easy readers, series paperbacks, young adult graphic novels, adult paperbacks, periodicals, media, and materials in the Marketplace.

WEEDING (materials removal)

The City and the Union agree that volunteers may pull items from the Library shelves based on the physical condition of an item and/or from a staff generated circulation report. Any materials removed from the collection would be evaluated by a librarian for a final determination. In addition, volunteers may weed periodicals based on the Library's established retention schedule.

COMMUNITY BULLETIN BOARD AREA

The City and the Union agree that Volunteers may tidy and maintain the community bulletin board area by ensuring that this area is kept free of clutter, removing dated materials and putting out for display materials that have been vetted by Library staff.

WELCOMING

The City and the Union agree that volunteers may welcome customers to the Library and provide directional assistance. This volunteer role would not replace the current staff greeter who assists patrons with the self-checkout machines, resolves account issues that arise during checkout, and addresses gate security issues.

NEW VOLUNTEER POSITION

To assist with additional responsibilities due to increasing volunteers in branches, a new volunteer position entitled **Library Services Volunteer Assistant** may be created by the City.

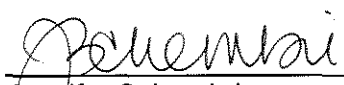
The Library agrees to review and evaluate the effectiveness of the expanded role of volunteers in the Library and report its findings to the City Council one (1) year after the terms of this Agreement are operationally implemented. As part of its review, the Library also agrees to consider further recommendations regarding the expanding role of volunteer duties within the Library. To the extent that it is subject to meet and confer, the City and Union agree to discuss any further recommendations regarding the expanding role of volunteer duties in the Library.

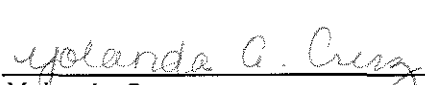
The parties agree that this Agreement shall not serve as precedent for future agreements regarding volunteer positions in the Library nor shall it be construed or implied to obligate the parties to enter into any similar agreements in the future. Nothing in this side letter shall supersede any other section of the MEF Memorandum of Agreement (MOA).

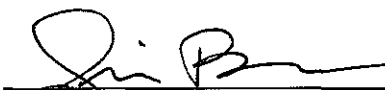
This Agreement shall become effective when signed by all parties below. The terms contained in this Side Letter shall continue until otherwise modified through the meet and confer process.

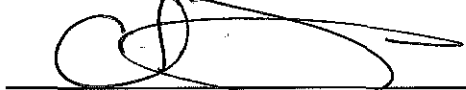
FOR THE CITY:

FOR THE EMPLOYEE ORGANIZATION:

 5/11/15
Jennifer Schembri Date
Interim Director of Employee Relations

 4/22/15
Yolanda Cruz Date
President
MEF, AFSCME Local 101

 4/29/15
Jill Bourne Date
City Librarian

 4-22-15
Charles Allen Date
Business Agent
MEF, AFSCME Local 101