



Stationary Engineers, Local 39

INTERNATIONAL UNION OF OPERATING ENGINEERS AFL-CIO

RECEIVED

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BART FLORENCE

BUSINESS MANAGER-RECORDING SECRETARY

July 13, 2020

Sent Via 1st Class U.S. Mail

Christopher Trew
Human Resources Manager
Sacramento Public Library
828 I St
Sacramento, CA 94514

RE: Catastrophic Leave Side Letter

Dear Mr. Trew:

Enclosed please find the agreement entitled, "Side Letter By and Between Sacramento Public Library Authority and Stationary Engineers, Local 39, Library Unit and Supervisor Unit."

Please sign where indicated and return the original to me as soon as possible.

If you have any questions, please call me at (916) 928-0399.

Sincerely,

Scherita V. Adams
Business Representative

on behalf of

SA:tt:IUOE#39/afl-cio

**SIDE LETTER
BY AND BETWEEN**

**SACRAMENTO PUBLIC LIBRARY AUTHORITY
AND
STATIONARY ENGINEERS, LOCAL 39, LIBRARY UNIT and SUPERVISOR UNIT
May 2, 2020**

The parties agree to the following effective May 2, 2020 and continuing through December 31, 2020:

- (a) That Sacramento Public Library (SPL) modify the current Catastrophic Leave policy as described in the following subsections. This modified policy will apply to employees who are unable to work or telework due to any of the following reasons:
 - (1) They are subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 - (2) They have been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
 - (3) They are experiencing COVID-19 symptoms and are seeking a medical diagnosis from a health care provider;
 - (4) They are caring for an individual subject to an order described in (1) or self-quarantined as described in (2);
 - (5) They are caring for their child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons (if no other suitable person is available to care for the child during the period of such leave; or,
 - (6) They are experiencing any other substantially similar condition specified by the UC Department of Health and Human Services.

- (b) Employees who qualify under subsection (a) will be allowed to use any accrued catastrophic leave regardless of whether they have exhausted any other accrued leave balances.

- (c) All employees will be allowed to donate usable catastrophic leave credits to a general Catastrophic Leave Bank. Participation in this plan shall be voluntary and subject to the following conditions:
 - (1) All donations shall be made and accepted in writing using Authority-provided forms.
 - (2) The donation shall be made in a minimum of four (4)-hour increments of accrued time.
 - (3) Donations shall be on an hour-for-hour basis regardless of the pay rates of the donor and recipient.
 - (4) Donated hours shall be kept in a pledge status until used. Donations shall be date-stamped as they are received and held in the general Catastrophic Leave Bank for use by eligible employees. Donated hours shall be debited from the donation bank balance and credited to recipients' catastrophic leave balances, as needed. If donations are not sufficient to meet the needs of would-be recipients, all recipients will receive an equal number of the donated hours available during the pay period.

- (d) To be eligible to receive donations from the Catastrophic Leave Bank, an employee must have exhausted all other accrued leave balances.
- (e) This modified catastrophic leave policy will only be in effect through December 31, 2020.
- (f) Catastrophic leave shall continue to have no cash value and will be forfeited upon the employee terminating employment with the Authority. Any catastrophic leave that is donated but unused prior to the expiration of this modification will be returned to each donor based on the proportion of leave donated by that donor in relation to the total amount of leave donated to the general Catastrophic Leave Bank.
- (g) This side letter is a compromise that fully resolves Local 39's complaints regarding the expiration of SPL's provision of paid administrative leave related to COVID-19 on May 2, 2020. Local 39 pledges not to file any grievance or unfair labor practice regarding the same, or the Library's plan to gradually reopen libraries and return employees to work with reduced hours to meet social distancing requirements.

Sacramento Public Library Authority Stationary Engineers, Local #39



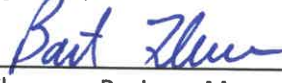
Rivkah Sass, Director

Date



Christopher Trew, HR Manager

Date



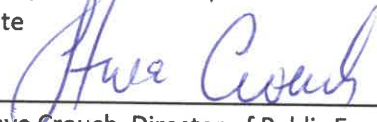
Bart Florence, Business Manager

Date



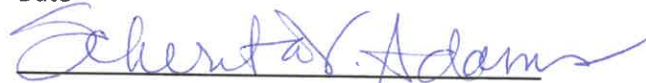
Stahly Robert Aldrich, President

Date



Steve Crouch, Director of Public Employee

Date



Scherita V. Adams, Business Representative

Date



Laura Trapp, Business Representative

Date