

SAMPLE SIDE LETTER OF AGREEMENT

CITY OF COSTA

AND

THE COSTA MESA [TO BE DETERMINED] ASSOCIATION

This Side Letter of Agreement (Agreement) between the City of Costa Mesa (City) and the Costa Mesa [TO BE DETERMINED] Association (Association) (collectively “Parties”) is entered into with respect to the following:

WHEREAS, the Parties are currently parties to a Memorandum of Understanding (MOU) with a term that expires TBD; and

WHEREAS, as a result of the impacts of COVID-19 on the City, the Parties have met and conferred for the purpose of achieving cost savings. This has resulted in the Parties agreeing to some modifications to their MOU; and

WHEREAS, the following memorializes the parties’ agreement.

The Parties agree to the following modifications to their MOU effective the pay period including July 1, 2020 (i.e., June 21, 2020), as reflected by the track changes to each of the articles below.

3.4 FURLOUGHS

Each member of the Association is required to take a total of one hundred and four (104) hours of unpaid furlough during the twenty-six (26) consecutive pay periods between June 21, 2020 and June 19, 2021.

The method/manner in which furlough hours are taken are to be determined by mutual agreement of the parties.

If the City receives notification of financial relief from the County of Orange, State of California, or the Federal Government for any issues related to the impact of COVID-19 in excess of \$40.5 28.3 million in Fiscal Year 2020/2021, each member of the Association will receive a payment equivalent to the dollar savings of the furlough hours already taken (base rate including specialty pays x furlough hours).

REPRESENTATIVES OF THE COSTA MESA
TBD ASSOCIATION

REPRESENTATIVES OF THE CITY OF
COSTA MESA

President

LORI ANN FARRELL HARRISON
City Manager

Negotiations Team Member

SUSAN PRICE
Assistant City Manager

Negotiations Team Member

KASAMA LEE
Human Resources Manager

Negotiations Team Member

ITZIA CARVAJAL
Acting Human Resources Administrator