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**CITY OF NEVADA CITY**  
**SIDE LETTER NO. 1 TO MEMORANDUM OF UNDERSTANDING**

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**TO:** Catrina Olson, City Manager

**FROM:** Bill Sander, Wastewater/ Water Operator II

**SUBJECT:** Amendment No. 1 to the Nevada City Miscellaneous Employee's Association Memorandum of Understanding dated July1, 2018 through June 30<sup>th</sup>, 2021.

**EFFECTIVE DATE:** April 20, 2019

The Department and City have agreed to adopt the following policy pertaining to the Employees working in the Water/Wastewater Treatment Plants as follows:

**TREATMENT PLANT WORK SCHEDULE AND RELATED ISSUES**

**1. Applicability:**

*The following applies to Water Treatment Plant and Wastewater Treatment Plant staff who are regularly and permanently assigned to the Treatment Plants.*

**2. Shift Schedules:**

a. *Schedules:*

i. *The forty (40) hour weekly work schedule for employees/operators/relief operators will either be:*

a) *Five (5) eight (8) hour work days in a one week period. (Hours and days are fixed by schedule, but subject to change.); or,*

b) *Four (4) ten (10) hour workdays in a one week period. (Hours and days are fixed by schedule, but subject to change.).*

b. *Shift Assignment: The City retains complete discretion to determine the most efficient and cost effective means to operate the treatment plant facilities. Operators have no entitlement to any particular shift assignment or right to retain their assignment to any particular shift.*

**3. Holidays:**

a. *Holiday Pay for Employees Scheduled but not working:*

i. *All employees (regardless of shift assignment) will receive eight (8) hours of holiday pay for each designated holiday, pursuant to the City's Rules and Regulations.*

ii. *If the regularly scheduled workday is greater than 8 hours, the employee may: elect to use either vacation or compensatory time earned to make up for the time in excess of the 8 hours that the employee was scheduled to work; or elect to forego compensation for the difference; or if the department director approves, an employee may work additional hours during the same workweek as the holiday (not overtime), in lieu of using accrued leave*

b. *Holiday on Day Off:*

- i. *8-Hour Shift Employees - When a paid holiday falls on an employee's regularly scheduled day off, the employee will be given an alternate 8 hour day off during the same workweek as the holiday. If the employee is required to work this day, he/she shall receive Overtime for Holiday Work according to the Personnel code section 2220.50 for the actual hours worked on his/her holiday.*
- ii. *10-Hour Shift Employees - When a paid holiday falls on an employee's regularly scheduled day off, the employee will be given an alternate 8 hour day off during the same workweek as the holiday. If the alternate scheduled workday is greater than 8 hours, the employee may:  
elect to use either vacation or compensatory time earned to make up for the time in excess of the 8 hours that the employee was originally scheduled to work; or  
elect to forego compensation for the difference; or  
upon supervisor approval, an employee may work additional hours during the same designated workweek as the holiday (will not be overtime), in lieu of using accrued leave.  
If the employee is required to work this day, he/she shall receive Overtime for Holiday Work according to the Personnel code section 2220.50 for the actual hours worked on his/her holiday.*

**4. Water/Wastewater Employees Stand-by Time:**

- a. *This section addresses Water/Wastewater treatment plant employees on stand-by for after hours and weekend/holidays. Stand-by pay shall be \$2.45 per hour for all hours occurring between the end of the shift and the beginning of the next regular shift. Assignment to stand-by will be according to specified work schedules as assigned by the Department Head. Specific days may be traded during the pay period and can be accommodated if there is a stand-by eligible employee available and willing to cover the day(s).*
  - i. *Stand-by is typically associated to specified work shifts as assigned by the Department Head.*

**OVERTIME for WATER AND WASTEWATER EMPLOYEES**

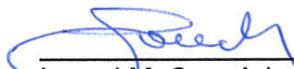
*Employees in this unit who work in excess of their standard (i.e. regularly scheduled) daily shift (excluding any approved added Holiday hours), or in excess of the applicable overtime threshold, 40 hours in the designated 7-day work period, shall be compensated for such overtime at a rate of one and one-half (1-1/2) times the employee's regular rate of pay.*



Catrina Olson, City Manager

4/11/19

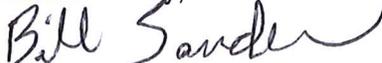
Date



Loree McCay, Administrative Services Manager

4/11/19

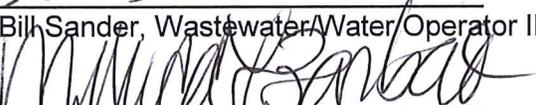
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Bill Sander, Wastewater/Water Operator II

4/11/19

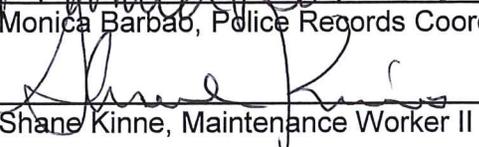
Date



Monica Barbab, Police Records Coordinator

4/11/19

Date



Shane Kinne, Maintenance Worker II

4/11/19

Date