

**SIDE LETTER AGREEMENT
BETWEEN THE SUNNYVALE MANAGERS' ASSOCIATION
AND
THE CITY OF SUNNYVALE
(Administrative Leave)**

This side letter is entered into, by and between the Sunnyvale Managers' Association (SMA) and the City of Sunnyvale ("City").

RECITALS

1. A Memorandum of Understanding (MOU) between the Sunnyvale Managers' Association (SMA) and the City is in effect for the period of July 1, 2019 to June 30, 2023.
2. Administrative Policy Manual Chapter 3 – Personnel Article 24, Leaves, states, in part, "During their initial six month employment period, management employees are ineligible for administrative leave, except those who have been promoted or transferred from another City of Sunnyvale management position, subject to the conditions outlined in B. New managers shall be credited with 40 hours of administrative leave upon successful completion of thirteen pay-periods of employment, regardless of the point in the payroll calendar year when such completion occurs."
3. Effective December 20, 2015, the SMA MOU for 2015-2019 changed the Administrative Leave for SMA membership from forty (40) to fifty (50) hours per payroll calendar year.
4. The current MOU Article 14.6 Administrative Leave states "Administrative Leave of fifty (50) hours per payroll calendar year is subject to Department Director's approval and to the additional provisions in the Administrative Policy."
5. The parties have discussed Administrative Leave as a Labor-Management Committee and have mutually agreed that Administrative Leave is an incentive to promoting employees and to new hires.

AGREEMENT

It is therefore agreed that the City and SMA will implement a change during the initial year of employment in SMA to the credit of Administrative Leave pursuant to Article 14.6, Administrative Leave, effective January 1, 2020:

Employees shall be credited with fifty (50) hours of Administrative Leave at the beginning of the first pay period of the payroll calendar year. Unused time may not rollover to the next year, and there shall be no cash value for Administrative Leave time.

For employees who are new to SMA (e.g., promotion from another bargaining unit, new hire), the amount of credited Administrative Leave in the initial calendar year of appointment will be prorated based on the pay period of hire. Employees will then be granted 50 hours of administrative leave in the first pay period of the payroll calendar year.

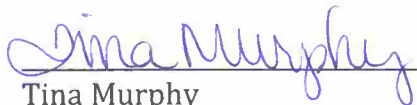
All other terms and conditions of employment outlined in the MOU remain unchanged and in full effect.

Agreed to this 30 day of December, 2019.

FOR THE CITY



Kent Steffens
City Manager



Tina Murphy
Human Resources Director

FOR SUNNYVALE MANAGERS ASSOCIATION



Tony Pineda
President



Ernie Defrenchi
Vice-President