

LETTER OF UNDERSTANDING
between the
ANAHEIM MUNICIPAL EMPLOYEES ASSOCIATION, CLERICAL UNIT
and the
CITY OF ANAHEIM

The Anaheim Municipal Employees Association, Clerical Unit and the City of Anaheim, after meeting and conferring, have reached an understanding on the wages, hours, and other terms and conditions of employment for Public Utilities Department Clerical employees in the Conservation Unit assigned by management to work a TEN PLAN, as follows:

TEN PLAN

ANAHEIM and the Anaheim Municipal Employees Association, Clerical Unit agree that such employees may be assigned to a TEN PLAN alternate work schedule. Such an alternate work schedule shall not reduce service to the public.

ANAHEIM and the Anaheim Municipal Employees Association agree that the regular work schedule for employees assigned to the TEN PLAN by management shall be eight (8) ten (10) hour work days in each biweekly pay period. Such schedule shall be designed and implemented by management. A work period of seven consecutive calendar days shall be assigned to each employee assigned to the TEN PLAN. An employee will be scheduled by management to work a regular work schedule of forty hours in each work period.

Employees who perform authorized work in excess of the regular work day or work week as defined in this Letter of Understanding and who are otherwise eligible for overtime pay shall be compensated for such work at the appropriate overtime rate as set forth in Article 41 of the Memorandum of Understanding.

Employees who do not work on the holiday or day observed in lieu of the holiday as set forth in Article 34 of the Memorandum of Understanding shall be required to submit a vacation request for two (2) hours for each holiday not worked.

Employees eligible for bereavement leave as set forth in Article 33 of the Memorandum of Understanding shall be required to submit a vacation request for two (2) hours for each work day of bereavement leave.

Employees shall have one (1) hour deducted from their accrued sick leave, vacation, or Industrial accident leave for each hour of leave taken. Employees with a regular work day of ten (10) hours shall have ten (10) hours deducted from their accrued sick leave, vacation, or Industrial accident leave for each regularly scheduled working day that they are on paid leave.

Employees may be assigned to or from the TEN PLAN work schedule only effective at the beginning of a biweekly pay period.

The TEN PLAN work schedule may continue by mutual agreement of both parties. The TEN PLAN work schedule may be revoked by either party upon ninety (90) days written notice to the other party.

STAFF OFFICIALS OF THE CITY OF
ANAHEIM, a Municipal Corporation

By *[Signature]*
By _____

Dated: 7/15/92

ANAHEIM MUNICIPAL EMPLOYEES
ASSOCIATION, CLERICAL UNIT

By *[Signature]*
By _____

Dated: July 13, 1992