



AGENDA REPORT

Human Resources

DATE:	December 6, 2022
TO:	Mayor Butt and Members of the City Council
FROM:	Sharrone Taylor, Interim Director of Human Resources Nickie Mastay, Deputy City Manager
Subject:	Resolution Approving Side Letters to Implement a City Curtailment Plan from December 27 through and including December 30.
FINANCIAL IMPACT:	There is no financial impact.
PREVIOUS COUNCIL ACTION:	Not Applicable
STATEMENT OF THE ISSUE:	City Council approval is required to formalize the side letter agreement between the City and SEIU 1021 General Employees Union and IFPTE Local 21 Mid- Management and Executive labor units regarding holiday curtailment for 2022
RECOMMENDED ACTION:	ADOPT a resolution approving the Side Letters between the City of Richmond and Service Employees International Union (SEIU) Local 1021 and International Federation of Professional and Technical Engineers (IFPTE) Local 21 (Mid-Management and Executive Management units) regarding holiday curtailment for 2022 (Sharrone Taylor/Nickie Mastay 510-620-6602).

DISCUSSION:

City offices will be on curtailment from December 27 – 30, 2022. Sworn Police and Fire departments and critical services provided by the Community Services and Public Works departments, as well as other services deemed critical by the City Manager and department directors, will also be in operation. In addition, Department Heads were directed to identify essential and critical services that will remain open with minimal staffing through January 3, 2023.

Employees will be permitted to use available vacation, floating holidays, administrative leave, or compensatory time accruals for December 27, 28, 29, and 30, 2022. In addition, employees have the option to take a leave of absence without pay or report to work during this period. If employees opt to come to work, department heads must ensure that adequate supervision is provided.

NEXT STEPS:

City Council's approval is required to formalize the side letter agreement between the City and SEIU 1021 General Employees Union and IFPTE Local 21 Mid-Management and Executive Unions.

DOCUMENTS ATTACHED:

- Attachment 1 – Resolution approving City curtailment agreement between the City and SEIU 1021 General Employees and IFPTE Local 21 Mid-Management and Executive Management Unions
- Attachment 2 – SEIU 1021 Side Letter
- Attachment 3 – IFPTE Local 21 Mid-Management Side Letter
- Attachment 4 – IFPTE Local 21 Executive Management Side Letter