

**City of Escondido
Side Letter to the Memorandum of Understanding**

**Maintenance and Operations Bargaining Unit
Teamsters Local 911**

**Hale Avenue Resource Recovery Facility (HARRF)
Wastewater Treatment Plant Operators Work Schedule
Amended**

The City and the Bargaining Unit agree to the following work schedule for Wastewater Treatment Plant Operator I/II/III's and Senior Wastewater Treatment Plant Operators at the HARRF.

PURPOSE:

The schedule presented below is to provide the HARRF with adequate coverage on all shifts, due the increasing process and compliance demands, without increasing staffing. The schedule will also give the Wastewater Treatment Plant Operators increased consecutive days off. The Senior Operators schedule will provide stability with enough rotation to accomplish the desired cross-training and familiarization with all shifts.

NEW WORK SCHEDULE EFFECTIVE: JANUARY 4, 2015

Wastewater Treatment Plant Operator I/II/III

1. All Wastewater Treatment Plant Operator I/II/III will work a 4 day, 10 hours per day (4/10) work schedule, and rotate every 8 weeks.
2. Dayshift hours: 6:30 a.m. to 4:30 p.m.
Swing shift hours: 2:00 p.m. to 12:00 midnight
Graveyard shift hours: 10:00 p.m. to 8:00 a.m.
Split Shift: Comprised of 2 days graveyard shift and 2 days swing shift
3. The meal period for Operators will be paid work time. The meal period is 30 minutes. During the meal period Operators are considered "on duty", required to remain on site (unless approval to temporarily leave the site is granted by the supervisor) and must respond immediately to an emergency or operational need.
4. To maintain appropriate coverage, a Split Shift will be created, which is 2 graveyard shifts followed by 2 swing shifts, followed by 3 consecutive days off per week.

5. All Operators on a 4/10 work schedule will use vacation, sick and holiday leaves in increments up to 10 hours per shift.
6. The Shift Schedule "Bump" system agreement signed on July 1, 1998, will be replaced with the following:
 - a. All Operators will rotate through all shifts.
 - b. Rotations will occur every eight weeks.
 - c. Relief responsibility for day shift is as follows: Days 1 first relief, Days 2 second relief, Days 3 third relief, and so forth. Relief will be used for planned time off, such as vacation, sick leave, military leave, and any other planned time off from work. The relief schedule will be one month intervals.
 - d. Shift trading will be the responsibility of the Operator desiring the trade. The Operator must find someone to trade shifts without creating unnecessary overtime. All shift trades must be reported to and authorized by the Operation Supervisor in advance of the trade. Shift trades will be limited to two trades per person, per calendar year.
 - e. Management reserves the right to designate specific shifts for individuals on an Individual Development Program or for disciplinary actions.
7. Due to the overlap of shifts, Duty Operator Pay will only be authorized for one Duty Operator at any given time, and only when a Senior Operator is not on duty. Duty Operator Pay will be rotated among the Operators on the same shift.

Senior Wastewater Treatment Plant Operators

1. All Senior Wastewater Treatment Plant Operators will work a 4 day, 10 hours per day (4/10) work schedule.
2. All Senior Operators on a 4/10 work schedule will use vacation, sick and holiday leaves in increments of up to 10 hours per shift.
3. The meal period for Senior Operators will be paid work time. The meal period is 30 minutes. During the meal period Senior Operators are considered "on duty", required to remain on site (unless approval to temporarily leave the site is granted by the supervisor) and must respond immediately to an emergency or operational need.
4. Shift rotation length shall be alternating 8 weeks, then 16 weeks rotation.
5. Senior Operators will perform relief for their own group for all scheduled time off.

EVALUATION OF NEW WORK SCHEDULE:

At conclusion of 36 weeks, operations staff representatives and HARRF management will meet to review the new work schedule for Wastewater Treatment Plant Operator I/II/III's and Senior Wastewater Treatment Plant Operators. Any modifications made to the work schedule will be implemented at the beginning of the pay period after an agreement is reached.

**Teamsters Local 911
Maintenance and Operations Bargaining Unit**

Date Dec 22, 2014

Chester Godwin
Name

President Teamster Local 911
Title

Julius Turner
Name

Steward At Large 911
Title

Carlos Chavez
Name

operator
Title

City of Escondido

Date 12.30.2014

Christopher W. McKij
Name

Director of Utilities
Title

Jayalere
Name

SUPERINTENDENT
Title

Matilde Hlawul
Name

Assistant Director of Human Resources
Title