

**Side Letter of Agreement
Between the
City of Petaluma and the Petaluma Professional &
Mid-Managers Association – Unit 9 and Unit 11**

**Special Project Assignment Pay
May 4, 2010**

Under special circumstances, the City Manager may assign an exempt employee, on a per project basis and by mutual agreement, to a special project. A special project assignment is work which falls outside an employee's regular job assignment and normal duties, but must be similar to normal work responsibilities and authority. Exempt employees at the City are salaried employees and, as such, do not receive additional compensation for any of their work activities. Exempt employees are not subject to the overtime provisions of the Fair Labor Standards Act and are expected to work whatever hours are necessary to satisfactorily accomplish their job functions. A special project assignment is work which falls outside an employee's regular job assignment and normal duties. A special project assignment must be approved in advance, in writing, and for a specific period of time by the City Manager. All qualified employees will be considered for a special project assignment. A special project assignment does not limit in any way the City's ability to provide assignments to employees that fall within their regular job assignment or expected duties, nor shall it create an ability to receive special assignment pay when performing those regular job duties in their regular position. When an employee is assigned to special project work, the City wishes to compensate the employee for that work at his or her regular hourly rate of pay. This side letter outlines the compensation when an employee is assigned by mutual agreement to a special project assignment.

Representatives of the City of Petaluma and the Petaluma Professional & Mid-Managers Association – Unit 9 and Unit 11, have met and conferred, and reached agreement on this Side Letter of Agreement.

The parties acknowledge that the Unit 9 and Unit 11 Memorandum of Understandings (MOUs) are not yet in place. The parties continue to operate under the terms and conditions of the Unit 4 and Unit 9 Compensation Plans until agreement is reached on the terms and conditions of the new MOU. It is the intent of the parties to agree to the terms of this Side Letter separate from the negotiation process and the final adoption of the MOUs. This Side Letter shall be effective May 4, 2010 through June 30, 2011.


City/Unit 9 and Unit 11 Side Letter of Agreement
May 4, 2010

The parties agree as follows:

Special Project Assignment – Compensation

When assigned to a special project assignment, an employee shall be paid at his or her regular hourly rate for all hours worked in the special project assignment.

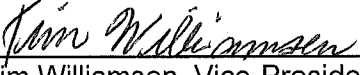
Petaluma Professional & Mid-Managers Association – Unit 9 and Unit 11



Katie Crump, President

5/18/10

Date



Tim Williamsen, Vice-President

5/18/10

Date


City of Petaluma



John C. Brown, City Manager

5-19-10

Date



Pamala Stephens, Human Resources Manager

05-18-2010

Date