

Letter Of Understanding

Between the San Mateo City Employees' Association and the City of San Mateo

The Memorandum of Understanding (MOU) between the San Mateo City Employees' Association (hereafter "Association") and the City of San Mateo (hereafter "City") is set to expire as of 11:59 pm, June 22, 2024. The City and Association seek to be in agreement to increase the holiday-in-lieu pay as a result of The City recognizing Juneteenth as a City holiday. The increase in holiday-in-lieu pay would be effective the first full pay period following adoption by City Council. Therefore, the following will be added to the MOU:

18.0 HOLIDAYS

18.1 Holidays Observed

The holidays to be observed are as follows:

New Year's Day	January 1st
Martin Luther King's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	1st Monday in September
Veterans Day	November 11th
Thanksgiving Day	4th Thursday in November
The day after Thanksgiving	
Christmas Day	December 25th

- Every day approved by the City Council as a public holiday, public fast, thanksgiving or day of mourning.
- Three (3) floating holidays to be taken on working days mutually agreeable to the employee and the department.
- Holidays for General Unit Library employees shall include every day selected by the Library Board as a holiday in lieu of another holiday listed above.

Employees shall accrue twelve (12) hours of floating holiday time during the first full pay period in January and July each year.

18.3 Holiday for Employees on Seven Day Work Week

Employees who are assigned a special holiday schedule because they cannot take holidays when they fall shall not accrue paid leave for the City's designated holidays. In recognition of this, employees shall receive holiday-in-lieu pay at the rate of 5.40% of base pay each pay period.

This provision shall apply to employees in the following classifications:

- Police Records Specialists I & II
- Sr. Police Records Specialists
- Laboratory Analysts I & II
- Facilities Coordinator and Community Engagement & Public Relations Coordinator - limited to incumbents reclassified into these positions as of December 2, 2018

SM CITY EMPLOYEES' ASSOCIATION

Mauricio Gonzalez
Mauricio "Rico" Gonzalez
President, SMCEA

2/14/2024
Date

CITY OF SAN MATEO

Alex Khojikian
Alex Khojikian
City Manager

2/13/2024
Date