

RESOLUTION NO. 15994

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY APPROVING A SIDE LETTER OF AGREEMENT BETWEEN THE CITY OF REDWOOD CITY AND THE SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 521 TO PROVIDE FOR REIMBURSEMENT FOR TELEPHONE AND WORK FROM HOME EXPENSES DURING CITY-REQUIRED TELEWORK

WHEREAS, the City and SEIU entered into an Memorandum of Understanding effective February 1, 2019 - January 31, 2022; and

WHEREAS, the City and the Service Employees International Union (SEIU) Local 521 have met and conferred on reimbursement for telephone and work from home expenses during City-required telework; and

WHEREAS, the City and SEIU have reached Side Letter of Agreement on reimbursement for telephone and work from home expenses during City-required telework, as described in Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF REDWOOD CITY AS FOLLOWS:

1. The recitals set forth above are true and correct and are hereby incorporated by this reference as if fully set forth in their entirety.
2. The Side Letter of Agreement between the City and SEIU regarding telephone and work from home expenses during City-required telework, attached hereto as Exhibit "A", is approved.
3. The resolution shall be effective upon the date of its adoption.

* * *

Exhibit A

**SIDE LETTER BETWEEN CITY OF REDWOOD CITY AND
SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 521
RE TELEPHONE AND WORK FROM HOME EXPENSES DURING CITY-REQUIRED TELEWORK**

This side letter is by and between City of Redwood City ("City") and the Service Employees International Union (SEIU) Local 521 ("Union") (collectively referred to as the "parties"). The side letter is a tentative agreement subject to ratification of the bargaining unit and final approval of City Council.

WHEREAS, the City and Union entered a Memorandum of Understanding (MOU) effective February 1, 2019 - January 31, 2022; and

WHEREAS, since early 2020, the spread of the COVID-19 virus has been declared a global pandemic; and

WHEREAS, a state of emergency has been declared by the President of the United States, the Governor of California, and the County of San Mateo; and

WHEREAS, over the past year, multiple shelter-in-place orders for the State of California have resulted in the City requiring certain employees to work from home;

NOW THEREFORE, the parties hereby agree to the following:

Effective March 16, 2020 through October 10, 2021, to provide for reimbursement of all necessary expenses incurred by employees in the discharge of their duties while required by the City of Redwood City to telework from home or location other than a City worksite, will be entitled to one or both monthly expense stipends provided herein, upon pre-approval of the employee's supervisor.

Stipends will be paid on a monthly basis and will apply for the period of time the employee is required by the City to telework. Stipends for partial months of teleworking will be pro-rated to reflect the amount of time that the employee is required to telework.

In order to be eligible for the cell phone and/or expense stipends, the employee must issue a request to their supervisor for (1) receipt of prospective stipends, and (2) for receipt of retroactive stipend payments between March 16, 2020 and the date of this agreement, if applicable. The following stipend amounts were derived from an analysis of employee costs related to remote work. For the purpose of this side letter, full time employees include library employees who are regularly scheduled to work 38 hours per workweek.

1. Cell Phone Stipend: Teleworking employees required to use a personal cell phone in performance of their job duties on behalf of the City on a regular basis will receive a Cell Phone Stipend. The supervisor will be required to verify that the employee is required to telework from home, and to verify that the employee is required to use their personal cell phone for business purposes.
 - a. For fulltime employees required by the City to telework, who are assigned to telework more than fifty percent (50%) of their regularly assigned work schedule, the Cell

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Phone Stipend will be fifty dollars (\$50) per month during the telework period, in reimbursement for use of their personal cell phone in performance of City job duties.

- b. For full time employees required by the City to telework, who are assigned to telework for fifty percent (50%) or less of their regularly assigned work schedule, the Cell Phone Stipend will be twenty-five dollars (\$25) per month in reimbursement for use of their personal cell phone in performance of City job duties.

Employees who receive an existing City cell phone stipend or use of a City cell phone will not be entitled to receive this stipend.

The employee's direct supervisor must approve this stipend in advance of receipt.

2. Telework Expense Stipend: Employees required to telework will receive a Telework Expense Stipend in reimbursement for costs attributable to working from home, including, but not limited to, the business-related portion of the cost of Internet access, utilities, printer ink, paper and other incidental expenses. The supervisor will be required to verify that the employee is required to telework from home.

- a. For full time employees required by the City to telework, who are assigned to telework more than fifty percent (50%) of their regularly assigned work schedule, the Telework Expense Stipend will be forty dollars (\$40) per month during the telework period, in reimbursement for telework expenses.
- b. For full time employees required by the City to telework, who are assigned to telework for fifty percent (50%) or less of their regularly assigned work schedule, the Telework Expense Stipend will be twenty dollars (\$20) per month in reimbursement for telework expenses.

The employee's direct supervisor must approve this stipend in advance of receipt.

For part-time, covered, teleworking employees, the reimbursement amounts provided above will be provided on a pro rata basis to reflect the amount of time that the employee is regularly scheduled to work. For example, a non-Library employee regularly assigned to work 20 hours per workweek is a 0.5 FTE, and would be eligible for the following amounts:

- Cell Phone Stipend: If the 0.5 FTE Part Time employee is required by the City to telework more than fifty percent (50%) of their regularly assigned work schedule (i.e., more than 10 hours per workweek), the prorated Cell Phone Stipend will be twenty-five dollars (\$25) per month. If the 0.5 FTE Part Time employee is required by the City to telework fifty percent (50%) or less of their regularly assigned work schedule (i.e., 10 hours per

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- workweek or less), the prorated Cell Phone Stipend will be twelve dollars and fifty cents (\$12.50) per month.
- Telework Expense Stipend: If the 0.5 FTE Part Time employee is required by the City to telework more than fifty percent (50%) of their regularly assigned work schedule (i.e., more than 10 hours per workweek), the prorated Telework Expense Stipend will be twenty dollars (\$20) per month. If the 0.5 FTE Part Time employee is required by the City to telework fifty percent (50%) or less of their regularly assigned work schedule (i.e., 10 hours per workweek or less), the prorated Telework Expense Stipend will be ten dollars (\$10) per month.

The above stipends are in addition to: (1) the City's Equipment Loan Program Policy (No. 55), which allows employees to borrow City equipment, such as a laptop, printer, monitor, keyboard, mouse, office chair, scanner, computer cable, Wi-Fi hotspot, and a wrist rest for City-required telework; and (2) the Expanded Professional Development/Educational Reimbursement, provided by the City between July 1, 2020 and June 30, 2021.

Employees who incur additional one-time expenses due to City-required telework may request separate reimbursement, subject to advance supervisory approval.

If the employee has requested telework expenses pursuant to this side letter and has been denied approval by the employee's supervisor, the employee may appeal the denial to Michelle Katsuyoshi, Human Resources Director, within seven (7) calendar days of receipt of the denial. The decision of the Human Resources Director will be final.

Employees who voluntarily request and receive City approval to telework from a location other than a City worksite are not entitled to the expense stipends provided herein.

This letter shall expire on October 10, 2021, unless otherwise extended or amended by the parties. Once expired, the side letter will not be incorporated into the MOU between the parties.

EXCEPT AS EXPRESSLY AMENDED IN THIS SIDE LETTER, THE EXISTING PROVISIONS OF THE MOU BETWEEN THE PARTIES REMAINS UNCHANGED AND IN FULL FORCE AND EFFECT.

SO AGREED:

FORTHECITY

FOR THE UNION



September 21, 2021

Date: September 21, 2021

Date: _____

Passed and adopted by the Council of the City of Redwood City at a
Joint City Council/Successor Agency Board/Public Financing Authority Meeting
thereof held on the 25th day of October 2021 by the following votes:

AYES:	Aguirre, Espinoza-Garnica, Gee, Hale, Reddy, Smith and Mayor Howard
NOES:	None
ABSENT:	None
ABSTAINED:	None
RECUSED:	None



Diane Howard
Mayor of the City of Redwood City

Attest:



Pamela Aguilar, CMC
City Clerk of Redwood City

I hereby approve the foregoing
resolution this 25th day of October 2021.



Diane Howard
Mayor of the City of Redwood City

RESO. # 15994
MUFF # 304