

SIDE LETTER OF AGREEMENT
Between
Operating Engineers Local 3
And
Las Gallinas Valley Sanitary District

Regarding

Compensation Time Off

February 5, 2018

The Las Gallinas Valley Sanitary District (hereinafter District) and Operating Engineers Local 3 (hereinafter Union) have met and conferred in good faith and have agreed to the following:

3.6 Pay Differentials.

Employees who are scheduled for standby duty will receive a pay premium of two hours of straight time for each day the employee is assigned stand-by duty. Standby compensation shall be limited to pay only and cannot be converted to compensating time off.

Physical Response to a Plant Alarm or Event

Any employee, including a standby employee, who physically responds to the plant or pump station for an alarm, plant emergency or line stoppage, will receive a minimum of two (2) hours of overtime pay. Under these circumstances the overtime pay will commence when the employee leaves their home and will conclude upon the employees return to their home.

Remote Response to a Plant Alarm or Event

Any employee, including a standby employee, who remotely responds to an alarm or plant notification, will receive a minimum of one (1) hour of overtime pay. Compensation for multiple incidents within the 1 hour window will be compensated for only 1 hour of overtime.

For a remote access response to qualify it must meet all of the following criteria:

- An alarm must be triggered;
- The assigned person must respond and act; and
- The action taken requires a log book entry.

The log book entry will be made upon returning to the treatment plant to report for scheduled duty or by having another Operator enter the action in the log book, if the responding party will not be returning to the treatment plant before the start of the next day's shift.

The decision to physically respond to the plant or pump stations must be in good judgment.

The responding Supervisor or Operator may receive 1 hour of remote access overtime up to 2 hours total for the Stand-by period. Compensation for multiple incidents within the 1 hour window will be compensated for only 1 hour of overtime.

15.11 Compensatory Time Off

Non-exempt employees may elect to take compensatory time off in lieu of overtime wages. Compensatory time is calculated at the same rates as paid overtime. That is, one and one-half hours for each hour worked in excess of forty (40) per workweek or in excess of eight (8) and not more than twelve (12) for the workday, and two (2) hours for each hour worked in excess of twelve (12) in one (1) workday. Employees may accumulate a maximum of 160 hours of Compensatory Time Off.

Employees who have a CTO balance in excess of 220 hours as of July 1, 2014, and who do not use CTO will be allowed to retain their current CTO balance.

Effective July 2018 the CTO accumulation cap shall be reduced to 140 hours.

Employees who wish to receive cash for their accumulated CTO balances, shall not be able to receive cash for their accumulated CTO balances during a pay period in which they received standby compensation. Exceptions to this provision may be granted by the General Manager.

Approved and Accepted:

For The District

Susan Meyer

Date: March 7, 2018

For The Union

[Signature]

Date: March 7, 2018