



SIDE LETTER OF AGREEMENT

CITY OF HAWTHORNE AND HAWTHORNE EXECUTIVE GROUP (HEG)

This side letter is executed pursuant to the June 1, 2016 – June 30, 2020 Memorandum of Understanding (MOU) between the City of Hawthorne and the Hawthorne Executive Group. The City and HEG have met and conferred in good faith and have reached agreement to modify articles within the MOU. All other terms and conditions of the MOU for July 1, 2016 – June 30, 2020, shall remain in full force and effect except as to the specific changes stated below.

Article 4 – Compensation

Add the following classifications to Section 4.2 Classifications as follows:

	Salary Range
Airport Manager	11
Director of Housing/CDBG	35

Article 6 – Benefits Related to Time

Insert the following language into Section 6.2 Floating Holidays as follows:

Effective July 1, 2020, all full time employees shall be entitled to forty (40) hours of personal holidays per year. For the remaining 2020 calendar year, all full time employees will receive eight (8) additional hours of personal holiday. All full time employees covered under this MOU who are hired prior to September 1 in 2020 shall be entitled to forty (40) hours of floating holiday. All full time employees covered under this MOU who are hired after September 1 but prior to December 1 in 2020 shall be entitled to twenty (20) hours of personal holiday.

Insert the follow language into Section 6.4 Vacation Leave as follows:

- I. Effective May 26, 2020 – June 20, 2021, the cash out provisions for vacation leave are suspended and no leave cash payments will be available to employees. Employees may accrue vacation leave without a cap in place during this time.

Insert the following language into Section 6.5 C as follows:

5. Effective May 26, 2020 – June 20, 2021, the cash out provisions of Section 6.5 C are suspended and no leave cash payments will be available to employees. Employees may accrue sick leave without a cap in place during this time.

Sick leave upon separation as identified in Section 6.5 pursuant to “Voluntary Quit” or “Retirement” shall remain in effect.

Article 17 – Term of the Agreement

Extend the term of the MOU by one year up to and including the 30th day of June 2021.

This side letter of agreement was approved via Resolution by the City Council on May 26, 2020.

For the City:



Arnie Shadbeh, Interim City Manager

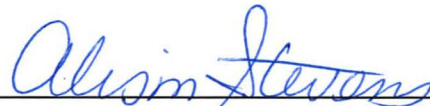


Christine Tomikawa, Director of Human Resources



Russell Miyahira, City Attorney

For HEG:



Alison Stevens, HEG President