

**SIDE LETTER OF AGREEMENT TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN THE ORANGE COUNTY EMPLOYEES ASSOCIATION,
MAINTENANCE, CLERICAL AND TECHNICAL UNIT AND
THE CITY OF LAGUNA NIGUEL**

This Side Letter of Agreement is entered into by and between the Orange County Employees Association, Maintenance, Clerical and Technical Unit and the City of Laguna Niguel effective July 1, 2020. The items listed in this Agreement shall supersede any provisions included in the current Memorandum of Understanding (MOU). The parties agree to the following Terms and Conditions:

1. Term

- a. Effective Date: July 1, 2020
- b. Expiration Date: July 1, 2021

2. Salary - Rate Adjustments

- a. The scheduled January 1, 2021 2.5% salary rate adjustment will be delayed until July 1, 2021 due to the COVID-19 health pandemic.

3. Salary – Pay for Performance/Long-term Employee Incentive Program

- a. No merit-based Pay for Performance and/or bonus Pay for Performance will be implemented during the term of this Side Letter Agreement due to the COVID-19 health pandemic.

4. Layoff Provision

- a. City agrees to forego the layoff and/or furlough of any permanent full-time personnel during the term of this Side Letter Agreement.

5. Performance Reviews

- a. An updated performance review process will be completed and implemented by the City on or before October 1, 2020. Personnel with a Performance Review date between July 1, 2020 – September 30, 2020 may elect to receive the existing performance review upon the annual review date, or may defer until the new process is implemented on or before October 1, 2020.

6. Financial Review

- a. City agrees to provide quarterly financial updates to OCEA.
- b. Should City receive COVID-19 related funding from any county, state or federal government, or any other funding source, that permits the use of such funds to restore any Association concessions made herein, including but not limited to past and future merit and/or salary increases, the City will restore such concessions.

7. All Other Terms and Conditions of Employment

- a. All other terms and conditions of employment contained in the parties' MOU shall remain in effect.