

**AGREEMENT BETWEEN THE CITY OF SAN DIEGO (CITY)
AND
MUNICIPAL EMPLOYEES ASSOCIATION (MEA)
REGARDING SCHEDULE CHANGES DUE TO INCREASED LIBRARY HOURS IN FY
2015**

Whereas the City has satisfied its obligations under the Meyers-Milias Brown Act to meet and confer with the MEA regarding schedule changes and other impacts associated with the increase in Library Hours provided in the FY 2015 budget;

And, the City and MEA have mutually reached the following agreement, after meeting and conferring in good faith on August 7, 2014, August 15, 2014, and September 15, 2014.

The City has made the management decision to increase public service hours for the San Diego Public Library system, as follows:

PUBLIC SERVICE HOURS - CENTRAL LIBRARY

<u>Current</u>		<u>New</u>	
Monday	12:00 p.m. – 8:00 p.m.	Monday	10:00 a.m. – 7:00 p.m.
Tuesday	9:30 a.m. -- 5:30 p.m.	Tuesday	10:00 a.m. – 7:00 p.m.
Wednesday	12:00 p.m. – 8:00 p.m.	Wednesday	10:00 a.m. – 7:00 p.m.
Thursday	9:30 a.m. – 5:30 p.m.	Thursday	10:00 a.m. – 7:00 p.m.
Friday	9:30 a.m. – 5:30 p.m.	Friday	12:00 p.m. – 6:00 p.m.
Saturday	9:30 a.m. --2: 30 p.m.	Saturday	12:00 p.m. – 6:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.	Sunday	12:00 p.m. – 6:00 p.m.

PUBLIC SERVICE HOURS - BRANCH LIBRARIES

<u>Current</u>		<u>New</u>	
Monday	9:30 a.m. – 5:30 p.m.	Monday	9:30 a.m. – 6:00 p.m.
Tuesday	12:30 p.m. – 8:00 p.m.	Tuesday	11:30 a.m. – 8:00 p.m.
Wednesday	12:30 p.m. – 8:00 p.m.	Wednesday	11:30 a.m. – 8:00 p.m.
Thursday	9:30 a.m. – 5:30 p.m.	Thursday	9:30 a.m. – 6:00 p.m.
Friday	9:30 a.m. – 5:30 p.m.	Friday	9:30 a.m. – 6:00 p.m.
Saturday	9:30 a.m. -2: 30 p.m.	Saturday	9:30 a.m. – 3:00 p.m. (23)
		Saturday	9:30 a.m. – 6:00 p.m. (12)
Sunday	1:00 p.m. – 5:00 p.m. (8)	Sunday	12:30 p.m. – 5:00 p.m. (12)

The City and MEA agree to the following:

1. The City will implement the staff schedules listed below as a result of the increased public service hours:

FULL-TIME STAFF SCHEDULES, CENTRAL LIBRARY (MONDAY-FRIDAY SCHEDULE)

<u>Current</u>		<u>New</u>			
Monday	11:00 a.m. – 8:00 p.m.	Mon.	9:00 a.m. – 6:00 p.m.	OR	10:00 a.m. – 7:00 p.m.
Tuesday	8:30 a.m. – 5:30 p.m.	Tues.	9:00 a.m. – 6:00 p.m.	OR	10:00 a.m. – 7:00 p.m.
Wednesday	11:00 a.m. – 8:00 p.m.	Wed.	9:00 a.m. – 6:00 p.m.	OR	10:00 a.m. – 7:00 p.m.
Thursday	8:30 a.m. – 5:30 p.m.	Thurs.	9:00 a.m. – 6:00 p.m.	OR	10:00 a.m. – 7:00 p.m.
Friday	8:30 a.m. – 5:30 p.m.	Friday	9:00 a.m. – 6:00 p.m.		

FULL-TIME STAFF SCHEDULES, CENTRAL LIBRARY (TUESDAY-SATURDAY SCHEDULE)

<u>Current</u>		<u>New</u>			
Monday	OFF	Mon.	9:00 a.m. – 6:00 p.m.	OR	10:00 a.m. – 7:00 p.m.
Tuesday	8:30 a.m. – 5:30 p.m.	Tues.	9:00 a.m. – 6:00 p.m.	OR	10:00 a.m. – 7:00 p.m.
Wednesday	11:00 a.m. – 8:00 p.m.	Wed.	9:00 a.m. – 6:00 p.m.	OR	10:00 a.m. – 7:00 p.m.
Thursday	8:30 a.m. – 5:30 p.m.	Thurs.	9:00 a.m. – 6:00 p.m.	OR	10:00 a.m. – 7:00 p.m.
Friday	8:30 a.m. – 5:30 p.m.	OFF			
Saturday	8:30 a.m. – 5:30 p.m.	Sat.	9:00 a.m. – 6:00 p.m.	OR	Sun 9:00 a.m. 6:00 p.m.

ALTERNATIVE FULL-TIME SCHEDULES, CENTRAL LIBRARY (TUESDAY-SATURDAY OR SUNDAY-THURSDAY)

Mon.	OFF	OR	8:30 a.m. – 5:30 p.m.
Tues.	8:30 a.m. – 5:30 p.m.		8:30 a.m. – 5:30 p.m.
Wed.	8:30 a.m. – 5:30 p.m.		8:30 a.m. – 5:30 p.m.
Thurs.	8:30 a.m. – 5:30 p.m.		8:30 a.m. – 5:30 p.m.
Fri.	8:30 a.m. – 5:30 p.m.		OFF
Sat.	9:00 a.m. – 6:00 p.m.		OFF
Sun.	OFF		9:00 A.M. – 6:00 p.m.

FULL-TIME STAFF SCHEDULES, BRANCH LIBRARIES (MONDAY-FRIDAY SCHEDULE)

<u>Current</u>		<u>New</u>	
Monday	8:30 a.m. – 5:30 p.m.	Monday	9:00 a.m. – 6:00 p.m.
Tuesday	11:00 a.m. – 8:00 p.m.	Tuesday	11:00 a.m. – 8:00 p.m. (no change)
Wednesday	11:00 a.m. – 8:00 p.m.	Wednesday	11:00 a.m. – 8:00 p.m. (no change)
Thursday	8:30 a.m. – 5:30 p.m.	Thursday	9:00 a.m. – 6:00 p.m.
Friday	8:30 a.m. – 5:30 p.m.	Friday	9:00 a.m. – 6:00 p.m.

FULL-TIME STAFF SCHEDULES, BRANCH LIBRARIES (TUESDAY-SATURDAY SCHEDULE)

<u>Current</u>		<u>New</u>	
Tuesday	11:00 a.m. – 8:00 p.m.	Tuesday	11:00 a.m. – 8:00 p.m. (no change)
Wednesday	11:00 a.m. – 8:00 p.m.	Wednesday	11:00 a.m. – 8:00 p.m. (no change)
Thursday	8:30 a.m. – 5:30 p.m.	Thursday	9:00 a.m. – 6:00 p.m.
Friday	8:30 a.m. – 5:30 p.m.	Friday	9:00 a.m. – 6:00 p.m.
Saturday	8:30 a.m. – 2:30 p.m.	Saturday	9:00 a.m. – 3:00 p.m.

2. The City will retain a Monday through Friday schedule (no weekends) for most full-time public service Library staff unless mutually agreed upon by the employee and management (i.e. no full-time staff are being required to work Saturday or Sunday, but may volunteer to do so).
3. The City will make efforts to assign hourly staff to every branch on the days and times that best fit the need(s) of the particular branch, when possible. City retains the right to make assignments, scheduling determinations, and adjust the staff schedules as necessary to fully implement the schedule and associated division or branch-specific coverage issues or business needs.
4. The City will conduct four hourly attendance surveys during the coming year (October 2014, January 2015, April 2015 and June 2015) to gather a more comprehensive analysis

of patron usage which may result in adjustments to closing time in the future.

5. Management and MEA will attend monthly Labor Management Committee (LMC) meetings following the implementation of this agreement for the purpose of informally discussing employee concerns related to staff schedule changes, and soliciting suggestions for resolution. The Parties understand that any discussions or proposals made during LMC meetings are not considered meet and confer negotiations under the MMBA. The meetings will take place in October, November, and December of 2014, and January of 2015, at a mutually agreeable date and time.
 - a. The Parties agree that MEA may convene a sub-committee to report to the LMC on their suggestions for how to best structure and prioritize the completion of former morning pre-opening branch library procedures throughout the day. This sub-committee shall consist of a representation of different levels of library staff, not to exceed eight individuals, meeting no more than once every ten work days.
6. The City will require the following duties and procedures to be completed prior to the library opening to the public. The City reserves its management right to assign and allocate these and other duties.
 - a. Sick calls will be placed no later than 7:30 a.m. daily
 - b. Substitute staff will call-in for assignments by 7:40 a.m. daily
 - c. Circuit will continue to be prioritized
 - d. Branch will be set-up (turn on lights, computers, machines, etc.)
 - e. Newspapers will be processed
7. See appendix A, the City's expectations for duties and procedures to be completed throughout the day, which were formerly opening procedures. The City reserves its management right to assign and allocate these and other duties.
8. The City agrees to eliminate 5 DVD check-out restrictions and other format restrictions.

This Agreement is executed on this 8 day of October, 2014 by the following authorized representatives of each party.

Municipal Employees Association

Signature on File

Nancy Roberts, Supervising Labor Relations Representative

City of San Diego

Signature on File

Misty Jones, Interim Library Director

Signature on File

Karen DeCrescenzo, Senior Human Resources Officer

Signature on File

Anthony Austin, Human Resources Officer

Attached: Appendix A – Duties and Procedures for tasks that were formerly opening procedures, with target implementation date of October 24, 2014

Appendix A

Duties and Procedures for Central and Branch Libraries

(Formerly Opening Procedures)

Duty / Procedure	Description
Holds List (Patron Reserves)	Holds list to be worked on throughout the day.
Meeting Room Set Up (for early patron and staff programs).	Set up time will be moved to the evening before. If there are events the evening before, staff to be coordinated to set up afterward. Possibility to schedule additional hourly Aides to assist.
Daily branch evaluation by Branch Manager (walk around to assess the state of the building and prepare work orders).	Branch Manager to evaluate the building during slow periods.
Book Drop and back date computers for discharging.	Back date book drop computers for entire day or until book drop is completely clear.
Staff Meetings	Branch Manager to schedule meetings during slow periods. Meetings could be split into two groups at larger branches. Possibility to schedule additional hourly Aides to assist.
Daily Cash Deposits	Review statistical data to determine least busy period. Move deposit to a later point in the day. Temporary halt intake of fines and fees (½ hour) to accommodate staff processing of the deposit. Allow smaller, lighter staffed branches to limit deposits to twice a week. Z tape to be run once a week.
Central Library	
Morning briefings (about events taking place in the library that day or in next couple of days), held 20 minutes before opening	Staff starting at opening will discuss the day's events in their work location with staff that attended morning briefing.