

**SIDE LETTER AMENDMENT/AGREEMENT TO RESOLUTION 2007-346
MIDDLE-MANAGEMENT UNIT CLASSIFICATION STUDY**

The following sets forth the Amendment to Side Letter, Resolution No. 2007-346, for full-time, regular, Middle-Management Unit employees.

ARTICLE III, COMPENSATION, SECTION 1, Wages

- A. Salary adjustments recommended by the classification and compensation study shall be effective 9/16/07. Implementation will adjust the employees' current salary range and step to the new ranges set forth in the classification and compensation study reports. The employees' step placement in the proposed salary ranges will be to the lowest step that provides at least a 5% salary increase using a one-percent (1%) per step salary scale. The only exception will be an employee whose new range will not allow a five percent (5%) increase, in which case the employee will be placed at the top step of the new range. All employees will retain their normal annual step increase dates.
- B. Reconsideration Procedure
1. The City of San Bernardino and the San Bernardino Public Employee's Association agree that employees of the Middle-Management Unit reserve the right to file a request for a salary reconsideration and resolution on issues brought forth as a result of the classification and compensation study. All reconsiderations must be submitted to the employees' Department Head on or before January 31, 2008. No new reconsideration requests will be accepted or reviewed if received after January 31, 2008.
 2. Employees who have a decision pending from the Civil Service Board concerning their reconsideration request on the classification portion, and are in disagreement with the salary range proposed, must file with Human Resources no later than January 31, 2008. The paperwork should indicate that they are requesting reconsideration of salary pending receipt of the classification decision from the Civil Service Board.
 3. Any member of the Middle-Management Unit requesting reconsideration to the new ranges set forth in the Classification and Compensation study shall utilize the process set forth below to resolve disputes:

Step 1:

The affected employee (s) should present their request for reconsideration in writing to the Department Head. The Department Head shall respond to the employee with his/her recommendation and forward such recommendation to the Human Resources Department within ten (10) working days.

Step 2:

The Human Resources Department shall review all reconsiderations received from the Department Head and respond with a recommendation to each affected employee within fifteen (15) working days.

If deemed necessary, the Human Resources Department, upon mutual agreement between the City and employee(s) or their representative, will contact RSG on clarification for compensation issues presented.

Final Step:

If the request for reconsideration is not resolved at Step 2 of the process, the affected employee may file a written appeal to the City Manager within five (5) working days from the date of delivery of the Human Resource Department's recommendation. The City Manager shall review the appeal and forward a written response to the employee within fifteen (15) working days of receipt the employee's appeal. The decision from the City Manager is final and binding.

DATE: December 19, 2007

ATTEST: Rachel G. Clark
City Clerk

FOR THE CITY:

[Signature]

FRED WILSON, City Manager
City of San Bernardino

[Signature]

LINN LIVINGSTON
Director of Human Resources

**REPRESENTATIVES OF:
MIDDLE-MANAGEMENT UNIT
EMPLOYEES**

[Signature]

San Bernardino Public Employees'
Association (SBPEA)

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