

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA) is entered into between the City of Grants Pass (Employer) and the Grants Pass Employee Association (GPEA).

The intent of this MOA is to implement a one-year trial period for a 40-hour work schedule that allows for four (4) nine (9) hour work days and one (1) four (4) hour work day each workweek (4/9+4).

5.1 Workweek

The official work week for all employees begins at 12:01 a.m. on Sunday and ends at 12:00 midnight the following Saturday.

Full-time employees are normally assigned to a work schedule consisting of five (5) eight (8) hour work days or four (4) ten (10) hour work days, or any combination as determined solely by the City. Employees may be permitted to work a flexible 40-hour workweek consisting of four (4) nine (9) hour work days and one (1) four (4) hour work day.

All employees to the extent consistent with operating requirements shall be scheduled to work on a regular work shift, and each shift shall have regular starting and quitting times. The City will determine which schedule will be in use; however, schedules shall not be changed without ten (10) calendar days' notice or with mutual agreement. Employees who work a 4/10 or 4/9+4 schedule will be required to adjust their day off or 4-hour day when standard scheduled meetings conflict with the day off or 4-hour day. When coverage is known in advance (prior workweek), employees will be required to flex their day off or 4-hour day to provide coverage. Employees held over without prior notice, or scheduled to attend a meeting in the present workweek, will be compensated under the provisions of overtime (Articles 5.4 – 5.8) for hours worked in excess of the scheduled workday.

When operational needs require an unanticipated change to an employee's regular work shift with less than 10 calendar days' notice, the employee's schedule may be flexed within the same workweek by mutual agreement. If not flexed, the hours will be paid as overtime or banked as earned compensatory time at the discretion of the supervisor.

It is expressly understood that the City does not guarantee any number of work hours per week.

6.2 Holiday Pay

Full-time¹ employees shall receive 8 hours pay per holiday; part-time employees shall be compensated in proportion to the number of hours they are normally scheduled to work. In order to be eligible for holiday pay when no work is performed, an employee must be on paid status on the last scheduled work day immediately prior to a holiday and on the first scheduled work day immediately following the holiday, unless the employee shows a justifiable reason to the City.

When an employee's regularly scheduled day off, or partial day off, falls on a designated City holiday, the Department Director or a designee shall designate another work day during the same work week as the employee's "holiday". When not possible to schedule the holiday another day as

¹ The term "full-time" as used in this contract for the purpose of leave accruals shall be an employee with a regular schedule of 2080 hours per calendar year. The term "part-time" for the purposes of any accrual shall be an employee with a regular schedule of less than 2080 hours per calendar year.

indicated, the employee shall, based on the flexible schedule being worked, have four (4) or eight (8) hours straight time placed in the earned compensatory time bank to use at a mutually agreeable time.

Flexible scheduling to allow an employee to work a full 40-hour workweek during a week with a holiday shall not result in overtime unless the employee works hours in excess of 40-hours.

This MOA will automatically expire on August 1, 2023, unless the parties mutually agree to extend it.

City of Grants Pass

Grants Pass Employee Association



Aaron K. Cubic, City Manager



Jason Maki, President

Dated: 08/18/22

Dated: 8/12/2022