

**CITY OF HAYWARD
and
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 1021
CLERICAL AND RELATED UNIT**

SIDE LETTER OF AGREEMENT

4.02 Overtime Work


Employees eligible to receive overtime compensation, as determined under the provisions of the Fair Labor Standards Act, shall receive overtime for work performed in excess of forty (40) hours per week. All hours paid shall be counted toward the 40- hour threshold for purposes of determining if an employee is entitled to receive overtime compensation. In the event of mandatory overtime, sick leave hours will be counted toward the forty (40) hour threshold. Overtime work shall be recognized only when directly ordered or required by the Department Director or a designated representative. No employee may work overtime without receiving the approval of the appropriate supervisor prior to performing the work. Working overtime without advance approval is grounds for discipline.

The terms of this Side Letter shall supersede and replace the MOU provision and all other side letters on the specific section identified above.

For SEIU 1021, Clerical and Related Unit



Megan Bucci, SEIU 1021 Clerical President



Arlene Taylor, SEIU 1021 Field Representative

Dated

12-22-16

For City of Hayward

Kelly McAdoo, City Manager

Nina S. Collins, Director of Human Resources

Dated
