



**DATE:** April 19, 2022

**TO:** Mayor and City Council

**FROM:** Fire Chief

**SUBJECT:** Adopt a Resolution to Execute a Side Letter Agreement Amending the Memoranda of Understanding between the City of Hayward Local IAFF 1909 to Adjust the 56-Hour Work Schedule

### **RECOMMENDATION**

That Council adopts a resolution (Attachment II) authorizing staff to execute a side letter agreement (Attachment III) amending the Memoranda of Understanding (MOU) between the City of Hayward and Hayward Firefighters, IAFF Local 1909, to adjust the 56-hour work schedule.

### **SUMMARY**

In January 2010, the City of Hayward adopted an MOU with Hayward Firefighters, IAFF Local 1909 (L1909). The MOU between the City and L1909 states that sworn staff will work a 56-hour workweek and shall alternately be on duty for five 24-hour shifts, with a 24-hour duty period off between each shift. Following the fifth duty shift scheduled, employees shall then be off for six consecutive calendar days.

New industry standards recommend focusing shift schedules to improve overall well-being. In January 2021, Council authorized a one-year schedule change pilot program with the intent to minimize staff contact and Covid-19 exposures. The pilot and proposed permanent schedule continue to be a 56-hour workweek; however, staff is on-duty for two consecutive 24-hour shifts, twice per week, with two calendar days rest between shifts.

Throughout the pilot program, staff have observed improved mental health and work-life balance. The L1909 side letter (Attachment III) proposes formalizing the pilot program as a permanent schedule adjustment.

### **BACKGROUND AND DISCUSSION**

In January 2010, the City adopted an MOU with L1909. Per the MOU, sworn staff will work a 56-hour workweek and shall alternately be on duty for five 24-hour shifts, with a 24-hour duty period off between each duty shift. Following the fifth duty shift scheduled, employees

shall then be off for six consecutive calendar days. This schedule is known and referred to as a 5/6 schedule.

The side letter (Attachment III) proposes a new 56-hour/week work schedule and states all employees on a 56-hour work week will be on duty for two consecutive 24-hour shifts. All shifts will commence at 0800 and end at 0800 two calendar days later. Following the two consecutive 24-hour shifts, employees shall then be off for four consecutive calendar days. This schedule structure is referred to as a 2/4 schedule.

Industry standards have pivoted from the 5/6 schedule in an effort to focus on employee health and happiness initiatives. The proposed 2/4 work schedule provides more quality rest and stronger resiliency for mental and physical health than the traditional 5/6 schedule. Additionally, the new schedule will align shift schedules with all neighboring jurisdictions, achieving better interoperability and collaboration with outside agencies.

In January 2021, Council authorized a one-year schedule change pilot program, with the initial intent to minimize sworn staff contact and unnecessary Covid exposures. Throughout the pilot program, staff have observed improved mental health and overall well-being. The attached side letter in Attachment III formalizes the 2/4 schedule change to permanent status.

## **STRATEGIC ROADMAP**

This agenda item supports the Strategic Priority of Improve Organizational Health. Specifically, this item relates to the implementation of the following project:

Project 20, Part 20.a: Employee Wellness during Covid-19; Develop and Implement a Citywide Safe Return to Work Strategy/Plan

Project 20, Part 20.d: Employee Wellness during Covid-19; Enhance and Implement a more rigorous Employee Wellness Program

## **FISCAL IMPACT**

The City anticipates a reduction in overtime costs of approximately \$100,000 annually. The new schedule decreases holdover time during the 0800 shift change. In addition, staff adjusted training schedules by consolidating classes and activities that minimize staff time on task and instructor costs, thus increasing operational efficiency.

## **NEXT STEPS**

Upon Council approval, staff will finalize the side letter agreement and obtain the necessary review by the City Attorney and approval by the City Manager to execute it and implement these changes.

*Prepared by:* Shanalee Gallagher, Management Analyst

*Recommended by:* Garrett Contreras, Fire Chief

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

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Kelly McAdoo, City Manager