



# CITY OF HAYWARD

Hayward City Hall  
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## Cover Memo

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**File #:** CONS 22-249, **Version:** 1

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**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

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.

### **ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	Side Letter