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## MEMORANDUM OF UNDERSTANDING

Between

City Of Bellingham

TEAMSTERS 231

### 2021 Furlough of 96 Hours

- I. **PURPOSE:** This Memorandum of Understanding outlines furloughs for Teamsters 231 staff in calendar year 2021.
- II. **SCOPE:** This agreement covers all Teamster 231 positions.
- III. **AGREEMENT:**

WHEREAS, the City of Bellingham has experienced economic challenges related to the COVID 19 pandemic;

WHEREAS, the City has been able to keep full time budgeted employees employed and in full paid status since the pandemic began, but must reduce expenses in budgeting for 2021;

WHEREAS, the City and Teamsters 231 both desire an outcome that does not reduce the number of positions within the bargaining group;

NOW, THEREFORE, the parties agree that:

- Teamsters 231 positions will furlough 96 hours (12 days) in calendar year 2021
- Furloughs will be taken at the rate of 24 hours per quarter (or their part time equivalent)
- FLSA Exempt Employees full time salaries will be adjusted to account for the furlough days and the salary reduction will be spread across the calendar year so pay remains consistent (Example: A Planner 2 at Grade 4, Step 2 monthly wage will be \$6,416 or \$3,208 per pay period. Adjusting for the furloughs the monthly wage will be \$6,120 or \$3,060 per pay period.)
- Part time employees will be furloughed an equivalent number of hours based on their budgeted FTE
- Furlough hours are leave without pay and accrued leave cannot be used to offset furlough hours
- Furloughs will be taken in four-hour increments (4 or 8) and will be scheduled in coordination with the employee's supervisor to ensure business needs continue to be

met. Part time employees may work with their supervisor to schedule furlough hours consistent with their normal shift lengths

- The City reserves the right to discontinue furloughs if City finances allow
- There will be no vacation cash out for calendar year 2021

DATED this 23<sup>rd</sup> day of November, 2020 for **TEAMSTERS 231:**

  
\_\_\_\_\_  
Rich Ewing, Secretary/Treasurer Teamsters


DATED this 10 day of December, 2020 for the **CITY OF BELLINGHAM:**

  
\_\_\_\_\_  
Mayor

ATTEST:   
\_\_\_\_\_  
Finance Director

  
\_\_\_\_\_  
Human Resources Services Manager

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Office of the City Attorney