

**SIDE LETTER AGREEMENT
NEW EMPLOYEE ORIENTATION ACCESS AND PERSONAL INFORMATION**

The City of Brawley and Teamsters Union Local 542, jointly referred to as "parties", enter into this Agreement to implement the terms of Government Code sections 3555- 3559. It is agreed that the terms of this Agreement are incorporated into an existing MOU by specific reference and, further, that this Agreement will be incorporated into the body of a successor MOU when agreement is reached on such successor MOU.

The parties acknowledge that this Agreement, once implemented by both parties, fully complies with and exhausts the parties' obligation to negotiate pursuant to Government Code Section 3557. Due to such agreement, compulsory arbitration pursuant to Government Code Section 3557 is waived for as long as this Agreement is in effect.

New Employee Orientation

The City shall provide the union with ten (10) days advance notice prior to any new employee orientation when practicable. The union and employer jointly recognize that the City is a small employer, therefore, employee orientation frequently occurs with much less time than ten (10) days between acceptance of an employment offer and new employee orientation. While the City will provide the advance notice required by this section, it is not required to do so if the notice period would delay orientation for a new employee.

The union may elect to participate in the new employee orientation and shall be allotted up to thirty (30) minutes as an opportunity for the Union to discuss the rights and obligation created by the contract and the role of representatives and to answer questions the new employee may have.

Union presentations or other participation in orientation shall be by a recognized steward or union paid staff only. If the union determines it will be a steward who is also a City bargaining unit employee to the orientation rather than its own paid staff, the steward may exercise his right under the provisions of Article 5. Management representatives will excuse themselves during the Union portion of the orientation and the Union agrees in its portion of the orientation not to engage in speech that could cause substantial disruption or material interference with City activities.

Union participation in the new employee orientation relieves the City from providing any information regarding the union to the new employee as the union would fulfill that function exclusively during the orientation.

If the union is unable or elects not to participate in the orientation meeting, it is the sole responsibility of the Union to provide new employees with a new member packet at a later time. All packet materials shall be provided by the Union.

Employee Information Provided

The City shall, no more than thirty (30) days following a new hire, provide the union a digital file via email to the email address designated by the Union containing the following information to the extent the City has on file:

- Name.
- Job title.
- Department.
- Work location.
- Work, home and personal cellular telephone numbers.
- Personal email addresses on file with the City (new hires only).
- Home address.

The City shall provide a list of the above information for all bargaining unit employees every one hundred twenty (120) days (quarterly).

Agreed:

 6/27/2018
City of Brawley Date

 7/26/18
Union Date