



CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-2181

DATE: October 21, 2025
TO: City Council
FROM: Steve Williams, Interim City Administrator
RE: Resolution 25-083 – Approving a Side Letter Agreement to the Memorandum of Understanding with the Exempt Employees regarding Out-of-Class Pay.

RECOMMENDATION:

Approve the Resolution to authorize a side letter agreement to the Memorandum of Understanding with the Exempt Employees regarding Out-of-Class Pay.

BACKGROUND:

The City of Angels and the Exempt Employees (ACPOA) are parties to a Memorandum of Understanding (MOU) that governs wages, hours, and other terms and conditions of employment.

DISCUSSION:

The current MOU includes no provision for compensating an employee who temporarily fills the role of another employee within the bargaining unit during an absence or leave.

During the last three (3) months, two different employees of the Exempt Group have been tasked with assuming the responsibilities of another job classification within the same Exempt Group and one employee continues to assume the responsibilities of another job classification. No mechanism exists to compensate those employees for these additional responsibilities.

I recommend adding Section 26 (Out-of-Class Pay) to the Exempt MOU which would state:

“Employees who are assigned by the City Administrator or the City Council to work out of their classification and perform a substantial portion of that classification’s duties for more than five (5) consecutive workdays, in addition to their regular duties, shall receive a premium payment of five percent (5%) of their base salary for the duration of the out-of-classification assignment. This premium shall be paid retroactively to the first day of the assignment once the five (5) day threshold has been met. This premium shall not be provided for duties that are incidental or reasonably included within the scope of the employee’s current job description or classification, even if those duties are occasionally performed at a higher level.”

I further recommend that this Section be effective retroactively to July 1, 2025.

FINANCIAL IMPACT:

This side letter does not create any additional fiscal impact beyond what was already contemplated within the existing adopted budget.

ATTACHMENTS:

- A. Side Letter
- B. Resolution 25-083