



**CONFIRE**

## STAFF REPORT

**DATE: November 26, 2024**

**FROM: Henry Perez  
Communications Director**

**TO: Administrative Committee**

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**SUBJECT: Side Letter Agreement**

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### **Recommendation**

Approve a Side Letter Agreement to the Emergency Services Unit 2022-25 Memorandum of Understanding to compensate employees who are required to work evening or night shift tours of duty, over and above the established base rates of pay effective September 11, 2024.

### **Background Information**

On September 10, 2024, CONFIRE management met with representatives from San Bernardino County Human Resources Labor Negotiations and the Emergency Services Unit (ESU) to meet and confer on a Side Letter to the current 2022-25 Memorandum of Understanding (MOU).

The purpose of the Side Letter is to revise the following Differentials Section 1: Night Differential subsection d. Compensation, paragraphs 1 and 2 of the MOU.

- (1) Employees whose assigned tour of duty, with or without intervening meal time, includes work hours between 5:00 p.m. and 7:00 a.m. shall receive shift differential of one dollar seventy cents (\$1.70) for all hours worked between 5:00 p.m. and 7:00 a.m.
- (2) Compensation under this Article shall not apply to employees whose shift begins between 7:00a.m. and 10:59 a.m.

These paragraphs are being revised as follows:

- (1) Employees whose assigned tour of duty, with or without intervening meal time, includes work hours between 7:00 p.m. and 7:00 a.m. shall receive shift differential

of one dollar seventy cents (\$1.70) for all hours worked between 7:00 p.m. and 7:00 a.m.

- (2) Compensation under this Article shall not apply to employees whose shift begins between 7:00a.m. and 8:59 a.m.

The previous swing shift schedule of 11:00 a.m. – 11:00 p.m. was changed by management to 9:00 a.m. – 9:00 p.m. to improve call pick up times, based on call data. Due to the schedule change ESU requested a revision to the MOU to enable employees to be paid the night differential for the last two hours of the swing shift.

The effective date is retroactive to September 11, 2024, which is the date of signature of the Side Letter by ESU's representative and the County Labor Relations Chief.

### **Fiscal Impact**

The impact of the Side Letter is estimated to create a savings by reducing the night differential paid from four to two hours.