

CITY OF ORLAND

TEMPORARY ADDITIONAL-DUTIES COMPENSATION AGREEMENT

This Temporary Additional-Duties Compensation Agreement (“Agreement”) is entered into by and between the City of Orland (“City”) and Jody Meza (“Meza”), the City’s Library Director, and is effective on July 22, 2026.

The office of City Manager is presently vacant and the City is experiencing an administrative staffing shortage. The Interim City Manager has assigned Meza, and expects to continue to assign Meza, general administrative duties in support of City Hall operations that are outside the regular duties of her classification of Library Director. The City Council approved this Agreement by motion on July 21, 2026. Therefore, the parties agree as follows:

1. **Additional Duties.** Meza shall perform general administrative duties in support of City Hall operations as assigned from time to time by the City Manager, Interim City Manager, or Acting City Manager (“City Manager”). Meza shall continue to perform all regular duties of the Library Director classification, and her classification, salary range, benefits, and status (including her exempt status under the Fair Labor Standards Act) are otherwise unchanged by this Agreement.
2. **Additional Compensation.** For so long as the additional duties continue, the City shall pay Meza additional compensation equal to ten percent (10%) of her base monthly salary, prorated for any partial month, paid through the City’s regular payroll and subject to all applicable withholdings. The additional compensation applies prospectively only, beginning on the effective date of this Agreement, and does not apply to any period before that date.
3. **Term; Termination; Review.** The additional compensation shall automatically terminate on the earlier of: (a) the first day of employment of a permanent City Manager; or (b) a determination by the City Manager that the additional duties are no longer required. The City Manager shall review the continued need for the additional duties monthly. The City Council may modify or terminate this Agreement at any time, prospectively, by motion.
4. **Retirement Reporting.** The parties acknowledge and agree that the additional compensation under this Agreement is not special compensation reportable to CalPERS under 2 California Code of Regulations section 571, is not “compensation earnable” or pensionable compensation, and that this Agreement is not an out-of-class appointment to a vacant position within the meaning of Government Code section 20480. The additional compensation is not part of Meza’s base salary for any purpose.
5. **No Property Right.** This Agreement creates no property interest in the additional duties or the additional compensation, and no right to continued receipt of either. Nothing in this Agreement alters Meza’s rights or status with respect to her underlying position as Library Director.
6. **Entire Agreement.** This Agreement is the entire understanding of the parties regarding the additional duties and additional compensation and may be amended only in writing approved by the City Council and signed by both parties.

JODY MEZA

DATED: July ____, 2026

Jody Meza, Library Director

CITY OF ORLAND

DATED: July ____, 2026

Terrie Barr
MAYOR

APPROVED AS TO FORM:

Scott Drexel, City Attorney

ATTEST:

Jennifer Schmitke, City Clerk