



# STAFF REPORT

## CITY of YORBA LINDA

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### ADMINISTRATION DEPARTMENT

**DATE:** FEBRUARY 4, 2025

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** DAVID ALBAUGH, ADMINISTRATIVE SERVICES DIRECTOR

**SUBJECT:** TERMS OF EMPLOYMENT FOR MISCELLANEOUS EMPLOYEES

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### **RECOMMENDATION**

It is recommended that the City Council adopt Resolution No. 2025-5928 relating to the terms of employment for Miscellaneous employees.

### **BACKGROUND**

Pursuant to Chapter 2 of the Yorba Linda Municipal Code, the classification, compensation, and terms of employment for City employees are established by resolution of the City Council. In accordance with the Myers-Milias-Brown Act, the City of Yorba Linda (City) met and conferred with the Yorba Linda Chapter of the Orange County Employees Association representing Miscellaneous employees (Association) to negotiate and approve a Letter of Understanding (LOU) modifying the terms and conditions of employment contained the Association's Memorandum of Understanding (MOU) pertaining to leave time accrual and use.

### **DISCUSSION**

The City initiated the meet and confer process with the Miscellaneous bargaining group at the Association's request on October 1, 2024, to discuss the consolidated Annual Leave accrual option available to Management and Mid-Management Employees. While the Association did not propose adopting annual leave for their Miscellaneous members during contract negotiations in 2024, they were not aware that the City was open to extending the option to the Association's members and asked to reopen the contract on this single issue.

Currently, the Association's MOU allows employees to accrue separate banks of sick and vacation leave based on years of service and time worked during the year. Alternatively, annual leave time is an accrual that replaces separate sick and vacation leave banks with a single leave bank that can be used for any reason, including sick days, personal necessity leaves, and vacations. By switching to annual leave, employees' long-term accruals are generally reduced in exchange for greater flexibility of use.

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The City met with the Miscellaneous bargaining group to identify the existing policies and practices pertaining to annual leave accrual and use by other groups, and to draft language applying annual leave provisions to employees represented by the Association. The Association has ratified the proposed LOU. All other terms and conditions of employment are proposed to remain the same.

If adopted by City Council resolution, the amended language in the LOU modifies the terms of employment in the existing MOU pertaining to leave accrual and will be included in successor MOUs between the parties unless otherwise amended or modified in future negotiations.

### **FISCAL IMPACT**

There is no notable fiscal impact associated with these changes. The impact of these changes in the short term is cost-neutral and may result in modest savings for the City over time.

### **ATTACHMENTS**

1. Resolution No. 2025-5928
  2. Miscellaneous Letter of Understanding
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