CITY OF REDLANDS AND THE REDLANDS ASSOCIATION OF DEPARTMENT DIRECTORS
SIDE LETTER OF AGREEMENT (2026)

This Side Letter of Agreement amending the July 1, 2026 to June 30, 2029, Memorandum of Understanding between the Redlands Association of Department Directors (RADD) and the City of Redlands ("City") is made and entered into this 3rd day of November, 2026. RADD and the City are sometimes individually referred to herein as a "Party" and, together, as the "Parties."

RECITALS

WHEREAS, on July 7, 2026, RADD and the City agreed to a Memorandum of Understanding ("RADD MOU") for the period of July 1, 2026 to June 30, 2029; and

WHEREAS, the Parties now wish to clarify their intentions with respect to Article 13, of the RADD MOU; and

WHEREAS, representatives of the City and RADD have met and conferred in good faith and now wish to effect changes with respect to Article 13 of the RADD MOU.

NOW, THEREFORE, in consideration of the mutual promises contained herein, RADD and the City agree as follows:

AGREEMENT

Article 13 of the RADD MOU, entitled "Annual Leave" is hereby amended to read as follows:

Article 13. Annual Leave

A. Unit employees shall combine existing sick, vacation, floating holidays, and executive leave balances to Annual Leave upon appointment to a classification represented by this Unit.
B. The purpose of Annual Leave is to provide Unit employees the ability to accrue time for vacation, sick leave and personal leave situations.
C. Unit employees shall accrue Annual Leave hours at a rate of 440 hours per year (16.92 hours per payroll period), regardless of years of service, whether at the City or elsewhere.
D. Except as provided in the Transition Upon Entry into the Unit provision below, the maximum Annual Leave balance shall be 1,000 hours. A Unit employee shall not accrue additional Annual Leave while the employee's Annual Leave balance is at or above 1,000 hours.

Transition Upon Entry into the Unit

Notwithstanding the 1,000-hour maximum Annual Leave balance, an employee who promotes, transfers, or is otherwise appointed into a classification represented by this Unit and whose conversion of existing leave balances pursuant to Section A results in an Annual Leave balance

that would reach or exceed the 1,000-hour maximum, shall be provided an eighteen (18) month transition period beginning on the employee's date of appointment to the Unit.

During the eighteen (18) month transition period:

1. Upon appointment to the Unit, if the employee's Annual Leave balance exceeds 1,000 hours, the City shall automatically cash out 100% of the number of hours above 1,000. The automatic cashout shall occur as the first step of the transition process and shall be based on the employee's Annual Leave balance as of the employee's date of appointment to the Unit.

2. The employee shall continue to accrue Annual Leave at the rate provided in Section C throughout the eighteen (18) month transition period.

3. The employee is encouraged to utilize Annual Leave during the transition period to reduce the employee's balance below the 1,000-hour maximum.

4. Nothing in this provision shall require the forfeiture of Annual Leave lawfully accrued or converted pursuant to this Article during the eighteen (18) month transition period.

5. Upon conclusion of the eighteen (18) month transition period, Section D of this provision will apply.

For an employee appointed to a classification represented by this Unit on or after July 1, 2026, but prior to the execution or approval of this Side Letter Agreement, the eighteen (18) month transition period shall be measured from the employee's actual date of appointment to the Unit.

E. As a matter of City policy, Unit employees are encouraged to use annual leave.

Leave Cash Out

Unit employees may elect to convert up to 440 hours of annual leave earned in the following calendar year to cash to be paid during the first week of May, the first week of September, and the last week of December of each year. For every subsequent year, such election by a unit employee shall be made in November of such year. This election is irrevocable and may not be changed after the election is made. A total of 50 hours of annual leave must remain in the employee's Annual Leave balance at the time of the "cashout" date in order for payment to be made. If a unit employee does not have the elected amount of hours available at the time of payout, they will be paid the hours that are available above the 50 hours required to remain in their accrual bank.

All other provisions in this article remain unchanged.

CITY OF REDLANDS

Mario Saucedo, Mayor

REDLANDS ASSOCIATION OF DEPARTMENT DIRECTORS

Rachel Tolber

Rachel Tolber, President

Attest:

Jeanne Donalson, City Clerk