

**LETTER OF AGREEMENT
FOR UNION ACCESS TO NEW EMPLOYEE ORIENTATIONS
AND EMPLOYEE INFORMATION**

Between the City of Long Beach and the Long Beach Management Association

I. Purpose

The purpose of this Letter of Agreement (hereinafter, Agreement) is to memorialize the rights and obligations of the City of Long Beach (hereinafter, City) and the Long Beach Management Association (hereinafter, Union) in accordance with Government Code Sections 3555-3559 for Union access to New Employee Orientations (hereinafter, NEOs) and for certain employee information provided to the Union by the City.

II. Application

This Agreement shall apply to all the bargaining units for which Union is the recognized employee organization. New employees include newly-hired employees whose positions are permanent, temporary, full-time, part-time, seasonal or as-needed and regardless of whether the newly hired employee was previously employed by the City.

III. Notice and Access

- A. Written Notice: The City shall provide the Union written notice of, and access to, NEOs as set forth in this agreement. It is the City's intent that NEOs take place as promptly as possible after the first day of employment. However, the City reserves the right to make any changes to any scheduled dates, times, locations and arrangements provided to the Union for any NEOs. The City will notify the union of any changes.
- B. Single Point of Contact: The Union agrees to provide the City a single point of contact (hereinafter, Union NEO Coordinator) and the City agrees to provide the Union with a single point of contact for the Citywide NEOs sponsored by the Human Resources Department (hereinafter, Citywide NEO Coordinator) and a separate single point of contact for each Department sponsored NEO (hereinafter, Department NEO Coordinator) which will be updated by the Union and the City on an as-needed basis.
- C. Citywide NEOs: The Long Beach Managers Association has conveyed there is not a need to attend Citywide NEOs and requested to provide Union materials to the Citywide NEO Coordinator to make available to LBMA represented employees in attendance at the Citywide NEO. Pursuant to the Union's request, the Union declines access to attend the Citywide NEO. The Union will continue to be notified of Citywide NEOs. The Citywide NEOs will be scheduled bi-annually for every other month and any Citywide NEO may be canceled and/or rescheduled at the discretion of the Citywide NEO Coordinator. The Citywide NEO Coordinator shall provide written notice by email to the Union NEO Coordinator with the bi-annual schedule that includes the specific dates, times and location for the Citywide NEOs no less than ten (10) business days prior to the first scheduled Citywide NEO, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the employer's operations that was not reasonably foreseeable.
- D. Department NEOs: The Long Beach Managers Association has conveyed there is not a need to attend Department NEOs and will send Union materials to the Department NEO

Coordinator for new LBMA represented employees identified via the monthly new hire reports. The Union will continue to be notified of Department NEOs.

IV. Employee Information

- A. City Reports to Union: The City shall provide the Union with the information subject to the limitations contained in California Government Code Section 3558, on newly-hired employees to the extent it is made available to the City.

V. Hold Harmless

The Union agrees to hold the City harmless for any disputes that arise between the Union and any represented employee over the application of this Agreement.

In witness thereof, the parties hereto agree to this Letter of Agreement to be executed this 8th day of October, 2018.

FOR THE CITY OF LONG BEACH:

FOR LONG BEACH MANAGEMENT ASSOCIATION:

Alejandrina Basquez 10/8/18
Date
Director of Human Resources
City of Long Beach

Hurley Owens 9-20-18
Date
President
Long Beach Management Association

Dana Anderson 9/26/18
Date
Manager of Labor Relations
City of Long Beach