



CITY OF REDDING
 777 CYPRESS AVENUE, REDDING, CA 96001
 P.O. Box 496071, REDDING, CA 96049-6071

January 27, 2017
 P-100-050-126

Becky Kraft, President
 Redding Independent Employees' Organization
 1800 Park Marina Dr.
 Redding, CA 96001

Subject: Side Letter of Agreement between City of Redding and RIEO – Clerical, Technical and Professional Unit Regarding Flexible Staffing Exception

Dear Becky:

The purpose of this letter is to confirm the understanding reached between Redding Independent Employees' Organization (RIEO) and the City of Redding, regarding the exception to the flexible staffing timeline for Joan Twomey, Clerk I, to promote to the classification of Clerk II.

Ms. Twomey was promoted to the classification of Clerk I on December 20th of 2015. As outlined in the classification specification for Clerk I, upon the recommendation of the Department Director and meeting the requirements of the classification, Joan could advance to the Clerk II level once she completed one year of satisfactory performance in the position. As of December 20, 2016, Joan had fulfilled the required time in classification and was recognized by the City Clerk for her exemplary performance in her latest performance evaluation.

The Personnel Policy and Procedures Manual 2.3-3 outlines the timeline for flexible classification actions, which is typically at the time of the employee's next regular step increase date rather than after completing one year in the position. While this has been the City's flexible staffing past practice for classifications in a series (such as Clerk I/II/III), the City will provide an exception to the flexible staffing procedure with the City Clerk's recommendation and the outstanding performance put forth by Joan. This will not change Joan's anniversary date for compensation step increases; it will remain August 17th of each year. This exception is made specifically for Joan Twomey and is non-precedent setting.

If the Organization concurs with the foregoing, please sign and date two copies of this letter, return one to me, and keep the other copy for your records.

Sincerely,

Sheri DeMaagd
 Personnel Director

The Organization concurs with the above:

Becky Kraft, RIEO President

Date

1-31-17

c: Kurt Starman, City Manager
 Pamela Mize, City Clerk
 City Council

