



A Tradition of Stewardship  
A Commitment to Service

County Executive Office  
Human Resources Division

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September 13, 2016

Sabrina Bucklin  
President, Napa Association of Public Employees

Monique Wild  
Field Representative, SEIU 1021

Re: Side Letter Agreement Regarding Observance of Armistice Day, November 11, 2017 Holiday for  
PSE Employees Working at the Napa County Library

Dear Sabrina and Monique:

This will confirm the understanding reached by the County and Napa Association of Public Employees/SEIU 1021 PSE and PSE Supervisory Units regarding observance of Armistice Day, November 11, 2017 holiday for PSE employees working at the Napa County Library. Current language in the Memorandum of Understanding in Section 45.1(a) "Holidays Observed" reads:

45.1(a) Holidays Observed

The holidays listed below are observed by the County. In departments that remain open on a holiday, affected employees may be assigned to work during the holiday.

1. January 1 (New Year's Day)
2. The third Monday in January (King's Birthday)
3. February 12 (Lincoln's Birthday)
4. The third Monday in February (Washington's Birthday)
5. The last Monday in May (Memorial Day)
6. July 4 (Independence Day)
7. The First Monday in September (Labor Day)
8. November 11 (Armistice Day)....

45.1(b) Holidays Falling on a Saturday or Sunday

Except as to subdivision 45.1(a)(12)(i), if any of the following above holidays falls on a Sunday, the holiday will be observed the following Monday, and if any falls on a Saturday, it will be observed the preceding Friday.

## SIDE LETTER AGREEMENT

Since November 11th (Armistice Day) falls on a Saturday in 2017, the County will be observing the holiday on Friday, November 10, 2017, as prescribed in the MOU.

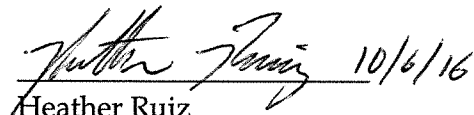
In our meet and confer on September 13, 2016, we agreed, for the 2017 year only, that the Napa County Library would follow normal operating hours on Friday, November 10, 2017, but will be closed in recognition of the actual Federal holiday on Saturday, November 11, 2017.

Staff normally scheduled to work Monday through Friday will take Friday, November 10, 2017 off and be compensated at code 070 (Holiday Paid). The staff normally scheduled to work Tuesday through Saturday will work during normal library hours on Friday, November 10, 2017, when the library will remain open, but will be off Saturday, November 11, 2017 when the libraries are closed. Tuesday through Saturday employees will code 001 (Regular Hours) for the hours they work on Friday, November 10, 2017 and will code 070 (Holiday Paid) on Saturday, November 11, 2017.

For the staff that normally works Monday through Friday, the County observed holiday will be observed on Friday, November 10, 2017 as specified in the MOU. For the staff that normally works Tuesday through Saturday, the County observed holiday will be November 11th.

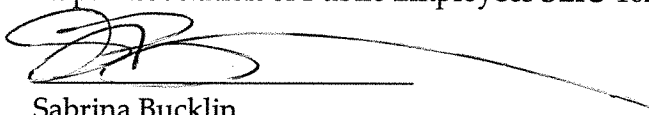
The agreed upon change for November 11, 2017 is a one-time change for Library employees that work a Tuesday through Saturday shift and is not intended to modify any other employees or Departments..

FOR NAPA COUNTY:

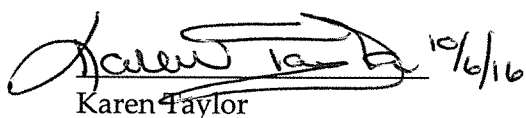
 10/6/16  
Heather Ruiz

Director of Human Resources

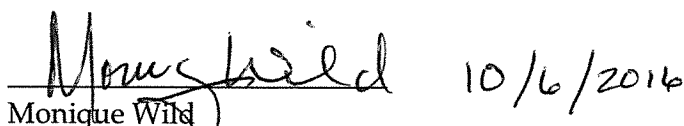
Napa Association of Public Employees SEIU 1021:

  
Sabrina Bucklin

President, Napa Association of Public Employees

 10/6/16  
Karen Taylor

Assistant Director of Human Resources

 10/6/2016  
Monique Wild

Field Representative, SEIU, Local 1021