

SIDELETTER AGREEMENT
BETWEEN THE CITY AND THE COUNTY OF SAN FRANCISCO (City)
AND THE MUNICIPAL EXECUTIVES ASSOCIATION (Association)

1. Due to the Public Health Officer's Shelter in Place Order dated March 16, 2020, many City employees are teleworking to reduce physical interaction in the workplace to limit the community spread of the virus that causes COVID-19. That Shelter-In-Place order has been extended several times, most recently through May 31, 2020.
2. Under Article IV, Section A of the MOU, paragraph 301, employees may use up to \$1,000 of the maximum funds available to them under the Management Training Fund for the purchase of one personal electronic device (from the list below) and other equipment (from the list below), to the extent that these items would be used in the performance of their City duties. The parties agree that effective May 6, 2020 through June 30, 2020, upon prior written approval by the Appointing Officer or appropriate designee, eligible equipment expenses for Management Training Fund reimbursements under paragraph 301 shall also include the following to support teleworking: laptop, desktop computer, mobile phone, printer, tablet, mouse/keyboard, wrist rest/mousepad, external monitor, monitor stand, headset, and ergonomic equipment supporting teleworking such as a desk, ergonomic chair, and sit-stand desk adaptor.
3. This Sideletter does not increase the amount of money available to an employee for reimbursement of eligible equipment listed in #2 of this sideletter, which remains set at \$1,000 per employee. Further, if an employee has already received reimbursement for equipment in FY 2019-20, then the employee is not eligible for additional funds for equipment reimbursement, consistent with the MOU limitation for reimbursement to no more than one device per employee per fiscal year.
4. Reimbursement under this Sideletter is limited to employees with a minimum of one (1) year continuous service in any classification represented by MEA at the time of application and whose department has verified in writing that they are regularly teleworking at least 20 hours per week.
5. This Sideletter does not change any other terms, conditions or requirements of the of the Tuition Reimbursement provision of the MOU. This Sideletter shall not be precedential, and expires June 30, 2020.

FOR THE CITY



Carol Isen, Employee Relations Director

Date 5/26/2020

FOR THE ASSOCIATION



Raquel Silva, MEA Executive Director

Date May 20, 2020

Approved As To Form:



Katharine Porter, Chief Labor Attorney

Date 5/27/2020

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FOR THE CITY

Carol Isen, Employee Relations Director
Date

FOR THE ASSOCIATION

Raquel Silva
Raquel Silva, MEA Executive Director
Date *May 20, 2020*