

CITY OF MANTECA
AND
OPERATING ENGINEERS LOCAL UNION NO. 3
LETTER OF AGREEMENT

This Side Letter Agreement ("Side Letter") is made and entered into on DATE, pursuant to meet and confer with the Operating Engineers Local Union No. 3 (OE3). City and the OE3 are sometimes referred to in this Side Letter as "Party" or, collectively, as the "Parties."

All other provisions of the parties' Memorandum of Understanding (MOU) effective July 1, 2023 through June 30, 2026, shall remain unchanged unless otherwise agreed to by the parties or as a result of subsequent negotiations over a successor MOU.

SECTION VI. – MISCELLANEOUS

Flexible Staffing - Employees who hold positions in certain class series classifications represented by OE3 may move from one class to the next higher class, pursuant to the flexible staffing criteria, as outlined under Attachment 1.

ATTACHMENT 1 – FLEXIBLE STAFFING CRITERIA OE3

The following job classes will be eligible for flexible staffing reclassifications:

Facility Maintenance Engineer I/II/III	Vehicle and Equipment Technician I/II
Custodian I/II	Wastewater Plant Operator in Training
Equipment Mechanic I/II	Wastewater Plant Operator I/II/III (Based on certification level)
Meter Reader I/II	Wastewater Maintenance Worker I/II/III
Parks/Golf Maintenance Worker I/II/III	Water Distribution Operator I/II/III (Based on certification level)
Water Regulatory Compliance Specialist I/II	Water Systems Maintenance Worker I/II/ III
Water Regulatory Compliance Technician I/II	Water Systems Maintenance Worker I/II to Water Distribution Operator I (Based on certification level)
Solid Waste Equipment Operators I/II/III	Well Mechanic /Operator I/II
Streets Maintenance/Equipment Operator I/II/III	Urban Forestry Maintenance Technician Trainee to Urban Forestry Maintenance Technician (Based on license level)

Advancement from one classification to the next, is not automatic, but based on the following criteria:

- 1) Employee must meet the minimum number of years of experience required, pursuant to the job description.
- 2) An overall rating of satisfactory or above based on the employee's latest performance evaluation.
- 3) Meet the education, license(s) and/or certification requirements pursuant to the job description.
- 4) Meet the knowledge and ability requirements pursuant to the job description.
- 5) Supervisor recommendation and Department Head approval, taking into consideration Department staffing goals and sufficient budget.

SALARY ADJUSTMENT AND NEW ANNIVERSARY DATE

When an employee is reclassified, they shall receive a salary equal to, or greater than the minimum rate for the higher class, and at least five percent (5%) above the employee's current base salary.

The date of the reclassification will become the anniversary date for merit increases and employee performance evaluations.

RECLASSIFICATION REQUEST

The Supervisor shall forward a written memorandum recommendation requesting a reclassification for an employee, along with justification to their respective Department Head.

The Department Head shall verify the department has the budget necessary to cover the salary and/or benefit increases for the reclassification and shall make the recommendation to the Director of Human Resources.

The Director of Human Resources or designee shall review the employee's credentials against the required criteria pursuant to the requested reclassified job description to ensure the employee meets the minimum qualifications.

PROCESSING AND EFFECTIVE DATE OF CHANGE

The Human Resources Department shall ensure the Personnel Action Form is processed.

The date of the department memorandum will determine the effective date. If the memorandum is dated between the 1st and the 15th, the date of the reclassification will be made the first of that month. If the memorandum is dated between the 16th and the end of the month, the reclassification will be made effective the first of the following month.

There may be times when the reclassification may not be processed immediately, due to a delay in Human Resources receiving the memorandum, or if more time is required to evaluate an employee's qualifications before processing a personnel action form. However, retroactive pay will be provided to reflect the effective date as defined above.

EFFECTIVE DATE: October 21, 2025

Executed this 18th day of September, 2025.

MANTECA OPERATING ENGINEERS
LOCAL UNION NO. 3


Mike De Anda, Business Representative
Operating Engineers Local No. 3

CITY OF MANTECA


Stephanie Van Steyn, Director of Human
Resources