

# Memo

**To:** Mayor & Council Members  
**From:** Sonia Hall, City Administrator  
**Date:** 2/13/2020  
**Re:** Addendum to the Agenda, Emergency Item

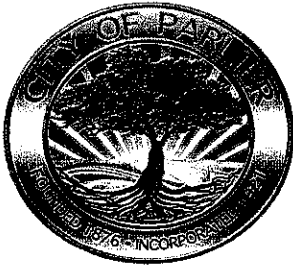
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The attached agenda items arose after the agenda was posted and need to be added to the agenda of February 13, 2020, by a 4/5 vote, as follows:

**ADD ITEM: Agenda item #3**

**SUBJECT:** A resolution of the City Council of the City of Parlier Setting Work Schedule for all Non-Sworn Peace Officer Positions, with the Exception of Specific Maintenance Workers and Employees Operating the Preschool (Academy of Excellence).

**RECOMMENDATION:** City Council to approve Resolution 2020-04 A resolution of the City Council of the City of Parlier Setting Work Schedule for all Non-Sworn Peace Officer Positions, with the Exception of Specific Maintenance Workers and Employees Operating the Preschool (Academy of Excellence).



AGENDA ITEM:

3

MEETING DATE: 07/03/19

## REPORT TO CITY COUNCIL

**SUBJECT:**

A resolution of the City Council of the City of Parlier Setting Work Schedule for all Non-Sworn Peace Officer Positions, with the Exception of Specific Maintenance Workers and Employees Operating the Preschool (Academy of Excellence).

**RECOMMENDATION:**

City Council to approve Resolution 2020-04 A resolution of the City Council of the City of Parlier Setting Work Schedule for all Non-Sworn Peace Officer Positions, with the Exception of Specific Maintenance Workers and Employees Operating the Preschool (Academy of Excellence).

**Prepared by:**

Senia Hall  
City Administrator

RESOLUTION NO. 2020-\_\_\_\_\_

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**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF PARLIER SETTING WORK SCHEDULE FOR ALL  
NON-SWORN PEACE OFFICER POSITIONS, WITH THE EXCEPTION  
OF SPECIFIC MAINTENANCE WORKERS AND EMPLOYEES  
OPERATING THE PRESCHOOL (ACADEMY OF EXCELLENCE)**

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**WHEREAS**, on January 22, 2020, the City Council, by Minute Order, approved a proposal for implementation of a specific work schedule for all employees of the City, with the exceptions noted below; and

**WHEREAS**, since the adoption of the mandatory work schedule, with the exceptions noted below, is not being fully complied with, the City Council wishes to outline, in this resolution, the precise requirements of the new work schedule.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The forgoing recitals are true and correct.
2. Effective immediately, with the exceptions noted in Item 3 of this Resolution, below, all employees of the City shall adhere to a work schedule of Monday through Friday of each week (with the exception of holidays) beginning at 8:00 a.m. and concluding at 5:00 p.m. each work day. All employees, with the exceptions noted in Item 3 of this Resolution, shall have a one-hour unpaid meal break which may alternated by the City Administrator so that the meal break commences at 12:00 p.m. for most employees, and 1:00 p.m. for others, all as directed by the City Administrator so that City Hall does not need to close during the lunch hour. Failure to adhere to this schedule can be grounds for appropriate disciplinary action.
3. This directive concerning the work schedule does not apply to sworn peace officer position or to certain maintenance workers required to perform maintenance activities either prior to or after 8:00 a.m. or 5:00 p.m., all as determined by the City Administrator. This work schedule also does not apply to employees at the preschool (Academy of Excellence), but only to the extent they are required by the nature of the operation of the daycare center to either report to work prior to 8:00 a.m. or to leave work after 5:00 p.m.

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The foregoing Resolution was approved and adopted at a special meeting of the City Council of the City of Parlier held on February \_\_\_\_, 2020, by the following vote:

AYES: COUNCIL MEMBERS

NOES: COUNCIL MEMBERS

ABSTAIN: COUNCIL MEMBERS

ABSENT: COUNCIL MEMBERS

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Alma Beltran, Mayor of the  
City of Parlier

ATTEST

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Bertha Augustine, City Clerk