

LETTER OF UNDERSTANDING

Between the San Mateo City Employees Association and the  
City of San Mateo

The Memorandum of Understanding (MOU between the San Mateo City Employees Association (hereafter "Association") and the City of San Mateo (hereafter "City") is set to expire as of 11:59pm, May 14, 2021.

MOU Section 24.11, Retirement Health Savings Account, states that the Association may elect to change the conversion of separation pay arrangement for each successive calendar year of the Agreement.

The Association has elected to change the conversion of separation pay arrangement for calendar year 2020.

All employee service or disability retirements occurring between January 1, 2020 and December 31, 2020 shall be handled in the following manner:

<u>Years of Merit Service</u>	<u>Contribution Elections</u>
Less than 30 years	100% of all eligible accrued leaves shall be contributed to RHSA
30-45 years	All eligible accrued sick leave shall be contributed to RHSA, and all other eligible accrued leaves shall be in cash
More than 45 years	100% of all eligible accrued leaves shall be contributed to RHSA

At the time of non-retirement separation from City merit employment, employees shall contribute no accrued leaves to his/her RHSA.

The association may elect to change the above conversion of separation pay arrangement for each successive calendar year of this Agreement. The Association must notify the City's Human Resources Department in writing no later than November 30 of the change(s) to be made for the following calendar year.

During the term of this MOU, employees in this bargaining unit may elect to contribute a set amount of salary to the RHSA. The City shall be notified of any such election sixty (60) days prior to the effective date.

CITY EMPLOYEES ASSOCIATION



Jason Reed, President, SMCEA

CITY OF SAN MATEO



Casey Echarte, HR Director

cc: Shawn Mason, City Attorney  
Janie Berry, Payroll Supervisor  
Human Resources Staff