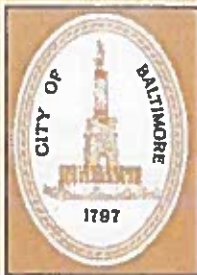


FROM	NAME & TITLE	Deborah F. Moore-Carter Labor Commissioner	CITY OF BALTIMORE MEMO (410) 396-4365	
	AGENCY NAME & ADDRESS	Office of the Labor Commissioner 417 East Fayette Street, Suite 1203		
	SUBJECT	Side Letter Agreement MAPS Employee Furlough Plan - Fiscal Year 2021		

TO:

June 23, 2020

President and Honorable Members
Board of Estimates
204 City Hall

Dear Mr. President and Members:

ACTION REQUESTED OF THE BOARD OF ESTIMATES:

Notation of the Board of Estimates is requested on the attached Side Letter Agreement between the City of Baltimore and the Managerial and Professional Society of Baltimore, Inc. ("MAPS"). This Side Letter Agreement: outlines the Employee Furlough Plan ("furlough plan") for employees represented by or receiving the benefits of MAPS.

AMOUNT AND SOURCE OF MONEY:

N/A

BACKGROUND AND INFORMATION:

The City met with all of the bargaining unions inclusive of MAPS to inform them of the budget shortfall for FY21. The unions and MAPS were given the option of furloughs or wage freezes. MAPS was responsible and responded with the selection of furloughs. The MAPS furlough plan for Fiscal Year 2021, is based on employees' annual salary, will required taking between 4 and 6 furlough days. Deductions for the furloughs days will be taken over a 25 pay period and will start with the payroll checks received on July 24, 2020.

This Side Letter Agreement was approved for form and legal sufficiency by the Law Department.

MBE/WBE PARTICIPATION:

N/A

BALTIMORE CITY RESIDENTS FIRST (BCRF):

BCRF applicable ___ Yes X No
If not, why: X Other (MAPS FY 2020-2021)

LABOR COMMISSIONER:

Deborah F. Moore-Carter
Deborah F. Moore-Carter / Date
6-29-2020

NOTED BY THE BOARD OF ESTIMATES:

Jonathan Hall
Clerk / Date JUL 15 2020

Attachment: Side Letter

JUL 15 '20 PM 2:19

cc: Michael Guye, President, MAPS / Kimberly Morton, CoS, Mayor's Office
Quinton M. Herbert, Director, DHR / Henry Raymond, Director and Robin Scott-Lyles,
Payroll Manager, DOF / Veronica P. Jones, DLC and Yvette Brown, OOH, OLC



**Side Letter Agreement: MAPS Furlough Plan
Fiscal Year 2021**

The MAPS employee furlough plan ("furlough plan") for Fiscal Year 2021 will include all full time and part-time represented and unrepresented employees.

The furlough plan will require a specific number of furlough days to be taken during the Fiscal Year based on the employee's annual salary.

The number of furlough days required by the employee furlough plan shall be in accordance with the following structure:

Employee Salary Range	\$30,000-\$60,000	\$60,000-\$90,000	Greater than \$90,000
Number of Days	4	5	6

The pay reduction for each full time and part-time employee will be taken in equal amounts over **25** pay periods beginning on July 24, 2020 for those employees in payroll group B and on July 31, 2020 for those in payroll group A.

The reduction in pay will be taken as an "adjustment to gross" **and will not** reduce the employees' current salary.

Therefore, there will be no impact on retirement benefits or cash-out rates for accrued leave at termination. Regular overtime rates, if applicable, will be based on the current salary, not the reduced amount.

Agency heads, bureau heads and supervisors shall have the responsibility to manage the use of furlough days. Request to use furlough days must be submitted and approved in advance of their use.

No employee may work during a scheduled furlough day except that in the event of an emergency or exigent circumstances, the appointing authority may revoke a furlough day and the employee shall be paid for the time worked. The employee must reschedule the furlough day.

An employee may not work in excess of their normal workweek reduced by the furlough time taken during such workweek. Therefore, an employee shall not earn overtime or compensatory time during a workweek in which a furlough day is taken.

Side Letter Agreement: MAPS Furlough Plan (FY 2021)

Page 2

Supervisors shall not permit an employee to work overtime during a workweek in which an employee takes a furlough day. In addition, an employee may not use accrued leave to substitute for a furlough day.

Personnel actions such as promotions or reclassifications which occur after August 3, 2020 shall not affect the number of furlough days designated.

An employee on certain types of leave, including but not limited to, donated leave, Family and Medical Leave, and Job Injury Leave or any other paid leave is included in the MAPS employee furlough plan and the furlough days shall be scheduled.

Furlough days will be prorated for an employee hired after August 3, 2020 based on the employee's start date.

Furlough days charged to an employee receiving out-of-title pay is based on the employee's regular rate of pay, not the out-of-title pay.

For leave accrual, furlough days shall be considered paid leave. Therefore, they will not affect the retirement credit earned.

For benefits and seniority purposes, an employee using a furlough day shall be considered on paid leave.

This Side Letter Agreement is signed on 29th day of June, 2020 in Baltimore, Maryland.

Labor Commissioner:

Managerial and Professional Society of Baltimore, Inc. (MAPS):

Deborah F. Moore-Carter ^{MAPS} / 6-29-20
Deborah F. Moore-Carter / Date

Michael A. Guye / 7/1/2020
Michael A. Guye, President / Date

Approved for Legal Form Legal Sufficiency:

Noted by the Board of Estimates:

Gary Gilkey / 7/1/20
Gary Gilkey, Chief Solicitor / Date

Joan M. Pratt
Clerk / Date

JUL 15 2020