

**SIDE LETTER OF AGREEMENT
TO THE MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF POMONA AND
THE POMONA MID-MANAGEMENT/CONFIDENTIAL EMPLOYEES' ASSOCIATION
(PMMCEA)
REGARDING THE IN-SOURCING OF INFORMATION TECHNOLOGY SERVICES**

PREAMBLE

On May 7, 2018, the City Council approved the in-sourcing of Information Technology (IT) services, currently performed by Conduent, a private contractor. The contract with Conduent is scheduled to end June 30, 2018.

In order to ensure the continuity and security of the City's information technology systems, it is critical that the hiring process for the new position be completed in a timely manner and filled with qualified staff. Conduent currently employs four (4) employees assigned to the City of Pomona who are familiar with the information technology operations of the City of Pomona.

The City of Pomona Personnel Rules and Regulations require that full-time positions be filled through an open, promotional or continuous examination process (Section IV.D). However, the provisions of the Memorandum of Understanding with PMMCEA supersede the provisions of the Personnel Rules and Regulations.

The parties desire to enter into this Side Letter Agreement in order to facilitate a smooth and timely transition of IT services from Conduent to internal staff.

HIRING PROVISIONS RELATED TO THE INFORMATION TECHNOLOGY TRANSITION IN 2018

The parties agree that the standard recruitment procedure in the Personnel Rules and Regulations shall be waived on a one-time basis. Instead, the following procedures will apply to the Information Technology Transition from Conduent to internal operations in 2018.

1. The four (4) Conduent employees may submit a paper application to the Human Resources Department to express their interest and desire in working for the City of Pomona. The application will also include the IT position(s) for which they are applying. The paper applications shall be submitted within one week of the Conduent employees being informed of this procedure. This deadline may be extended by the Human Resources/Risk Management Director.
2. The Human Resources Department will forward the applications received from the Conduent employees to the Information Technology (IT) Director for consideration.
3. The interested candidates will, at a minimum, be interviewed by the IT Director. The IT Director may also include other interviewers and selection procedures as part of the hiring process.
4. The IT Director will inform the Human Resources Department regarding the candidates he is interested in considering for employment for each position.
5. The candidates will be processed the same as any other new hire for full-time positions. They will be subject to the same reference, background checks, and medical examinations as any other new employee. The Human Resources/Risk Management

Director may waive certain steps if the employee has already passed a similar pre-hire process as a result of their position with Conduent.

General Provisions

1. The City is not obligated to hire any of the Conduent employees. The City is allowing the Conduent employees to be considered prior to a recruitment being opened for the positions.
2. If the Conduent employee is hired, he/she shall serve the same probationary period and be subject to the same salary, benefit and other terms and conditions of employment as any new full-time hire.
3. Any position not filled through this procedure shall be filled through the regular recruitment process pursuant to the Personnel Rules and Regulations.
4. These procedures apply only to this particular transition and to the four (4) Conduent employees assigned to the City of Pomona as of May 7, 2018. This agreement does not set any precedent or requirements for the future.

Except as modified herein, all other wages, hours and terms and conditions of employment in the 2016-17 MOU are to remain the same.

CITY OF POMONA

Dated: _____

By: _____
Linda Lowry, City Manager

Dated: _____

By: _____
Linda Matthews,
Human Resources/Risk Management Director

POMONA MID-MANAGEMENT/CONFIDENTIAL EMPLOYEES ASSOCIATION

Dated: _____

By: _____
Mark Robledo, Association President