



**SIDELETTER AGREEMENT  
BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO (City)  
AND THE MUNICIPAL EXECUTIVES ASSOCIATION (Association)  
Regarding Management Training Funds, Fiscal Year 2020-2021**

1. Due to the Public Health Officer's Shelter in Place Order dated March 16, 2020, many City employees are teleworking to reduce physical interaction in the workplace to limit the community spread of the virus that causes COVID-19. That Shelter-in-Place order has been extended several times, most recently on September 30, 2020.
2. Under Article IV, Section A of the MOU, paragraph 301, employees may use up to \$1,000 of the maximum funds available to them under the Management Training Fund for the purchase of one personal electronic device (from the list below) and other equipment (from the list below), to the extent that these items would be used in the performance of their City duties. The parties agree that effective July 1, 2020 through June 30, 2021, upon prior written approval by the Appointing Authority or appropriate designee, eligible equipment expenses for Management Training Fund reimbursements under paragraph 301 shall also include the following to support teleworking: laptop, desktop computer, mobile phone, printer, tablet, mouse/keyboard, wrist rest/mousepad, external monitor, monitor stand, headset, and ergonomic equipment supporting teleworking such as a desk, ergonomic chair, and sit-stand desk adaptor.
3. This Sideletter does not increase the amount of money available to an employee for reimbursement of eligible equipment listed in paragraph 2 of this Sideletter, which remains set at \$1,000 per employee. Further, if an employee has already received reimbursement for equipment in FY 2020-21, then the employee is not eligible for additional funds for equipment reimbursement, consistent with the MOU limitation for reimbursement to no more than one device per employee per fiscal year.
4. Reimbursement under this Sideletter is limited to employees with a minimum of one (1) year continuous service in any classification represented by MEA at the time of application and whose department has verified in writing that they are regularly teleworking at least 20 hours per week.
5. This Sideletter does not change any other terms, conditions or requirements of the Tuition Reimbursement provision of the MOU. This Sideletter shall not be precedential, and expires June 30, 2021.

**FOR THE CITY**



10/2/2020

**Carol Isen, Employee Relations Director**  
Date

**FOR THE ASSOCIATION**



**Raquel Silva, MEA Executive Director**

Date *October 1, 2020*

**Approved as to Form:**



**Katharine Hobin Porter**  
Chief Labor Attorney