

**CITY OF SAN MATEO  
RESOLUTION NO. \_\_ (2025)**

**APPROVING THE LETTER OF UNDERSTANDING BETWEEN THE CITY OF SAN MATEO AND SEIU MAINTENANCE  
UNIT**

WHEREAS, the proposed changes are to provide an increase to the cap on compensatory time on a temporary basis to Wastewater Treatment Operators while transitioning to a new wastewater treatment plant.

WHEREAS, the SEIU Maintenance Side Letter is attached hereto as Exhibit A; and all exhibits are incorporated by reference; and

WHEREAS, the union has been informed of the side letter and has not brought forth any objections or concerns.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY RESOLVES that:

1. This Side Letter is not a project subject to CEQA, because it is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment (CEQA Guidelines Section 15378 (b)4.).
2. The SEIU Maintenance Side Letter attached hereto as Exhibit A is approved.

**Exhibit A**

**Side Letter of Understanding Between the City of San Mateo (“City”) and the SEIU Local 521,  
Maintenance Unit**

**Re: Temporary Increase in Compensatory Time**

The purpose of this Side Letter is to increase compensatory time for Wastewater Treatment Operators on a temporary basis.

**7.5 Compensatory Time in Lieu of Overtime**

As allowable under the Fair Labor Standards Act, a worker may waive direct payment of overtime and in lieu thereof may accumulate time off at the time and one-half 1½ rate to a maximum of eighty (80) hours. Such time off shall be taken at the discretion of the Department Head, with due regard for the desires of the worker and the workload of the department.

Effective the first full pay period following Council adoption through December 31, 2026, the maximum compensatory time in lieu of overtime of eighty (80) hours for the Wastewater Treatment Operators will increase to one hundred (100) hours temporarily due to the newly developed Wastewater Treatment Plant. Effective January 1, 2027, the maximum will revert back to eighty (80) hours and any hours in excess of eighty (80) will be cashed out.

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SEIU Local 521, Maintenance Unit  
Eric Rosenthal

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City of San Mateo  
Aracelia Esparza, HR Director

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Date

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Date