

**LETTER OF AGREEMENT
BETWEEN
THE CITY OF BURBANK
AND
THE BURBANK MANAGEMENT ASSOCIATION (BMA)**

Subject: DEVELOPMENT AND TRAINING POSITIONS

The City and the BMA agree to establish a Citywide Development and Training Program. The program will allow management, when mutually agreed upon with the designated BMA employee, to assign him or her work assignment(s) outside the scope of the employee's current job classification for the purpose of development and training. The selection and placement of employees in these development and training positions will be solely at the discretion of management. By agreeing to participate in the Development and Training Program, the employee and the BMA agree to waive the provisions of the Working out of Class language outlined in the BMA MOU Article II. H.

An individual who is in a development and training position may choose to terminate from the program at any time without any penalties and be returned to his/her previous position and responsibilities. Conversely, if the employee is not performing up to the required standard in the department management's judgment, management may return the employee to his/her previous position at any time without the requirement of any administrative action and/or appeal process.

The BMA agreed to this side letter for BMA-represented employees at Burbank Water and Power (BWP) on May 23, 2012 for a one year period, and later agreed to extend it until May 23, 2014, and again for another two years until May 23, 2016. The parties have further agreed to extend this program to all BMA-represented employees in any department, effective April 1, 2016. This side letter will cease to be in effect on May 23, 2017, unless otherwise modified or extended.

Date: July 13, 2016



Betsy Dolan
Management Services Director



Scott Mellon
BMA President

Approved as to Form:



Amy Albano
City Attorney