

**SIDE LETTER #1 TO THE 2024-2027
MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF SANTA FE SPRINGS AND
THE SANTA FE SPRINGS EMPLOYEES ASSOCIATION**

DISCIPLINARY APPEAL PROCESS

This document shall serve as Side Letter No. 1 modifying the 2024-2027 Memorandum of Understanding between the City of Santa Fe Springs ("City") and the Santa Fe Springs Employees Association ("Association"), in the following manner:

The following revisions shall be made to the Appeal Rights and Procedures:

An employee who has been subject to disciplinary action, excluding written or oral counseling, warnings or reprimand shall be entitled to appeal such action to the City in accordance with the following procedures.

Section 1. Appeal Process

1. Within ten (10) calendar days of the receipt of a written notice for a suspension, demotion, or dismissal, the employee may submit a notice of appeal in writing to their Department Head.
2. Within ten (10) calendar days following the receipt of the appeal from the employee, the Department Head will schedule a pre-disciplinary meeting.
3. Following the pre-disciplinary meeting, within ten (10) calendar days, the Department Head will give consideration to the matter and inform the employee in writing as to whether the action of suspension, demotion, or dismissal has been affirmed, revoked, or modified.
4. In the event the employee desires to appeal the decision to the City Manager, the employee may do so within ten (10) calendar days following the receipt of notification of such decision by submitting a written request to the City Manager.
5. Within ten (10) calendar days following the receipt of appeal from the employee, the City Manager or City Manager's designee will schedule a meeting.
6. The City Manager or City Manager's designee shall consider, discuss the appeal with the employee, and/or investigate as he/she deems appropriate, and shall within ten (10) calendar days of the meeting, submit their decision to the employee in writing. The decision of the City Manager or the City Manager's designee shall be final.

This Side Letter Agreement is entered into this 7th day of April 2026.



Joe Angel Zamora, Mayor
City of Santa Fe Springs



Date



Robert Garcia, President
City of Santa Fe Springs Employees Association



Date