

**Side Letter of Agreement between the County of Mendocino  
and Mendocino County Management Association  
February 20, 2024**

The County of Mendocino and Mendocino County Management Association agree to extend the sunset language in Article 5, Section 5.10 of the Management Memorandum of Understanding to June 30, 2024.

**5. COMPENSATION**

**5.10 Flex Time Off (FTO)**

- A. Employees represented by Management Association are exempt under the Fair Labor Standards Act and are therefore not entitled to overtime pay or compensatory time off in lieu of overtime. Flexible time off (FTO), computed at the direct rate of one times the hours worked beyond the regular forty (40) hours per week by Exempt service employees, may be accumulated to a maximum of eighty (80) hours. Accumulated FTO hours may be taken by an employee as time off with pay upon the request of the employee and approval of the appointing authority. Accumulated FTO hours shall not be paid at any time. The choice of using Flexible Time Off, Vacation Leave, or Management/Personal Leave for an approved absence from work is at the election of the employee.
- B. Employees represented by the Association may accrue an additional forty (40) hours FTO during the term of this MOU. Section 5.10(B) of this Article shall sunset on June 30, 2024, and any hours above eighty (80) will be forfeit.

For the:

County of Mendocino

  
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Cherie Johnson  
Deputy CEO

Date: February 20, 2024

Management Association

  
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Jennifer Thompson  
Management Representative

  
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Jena Conner  
Management Representative

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Kirk Ford  
Management Representative