



**Side Letter of Agreement between the County of Mendocino  
and Mendocino County Association of Confidential Employees  
September 9, 2022**

This letter confirms the intent of the County of Mendocino (County) and the Mendocino County Association of Confidential Employees (MCACE) to establish an agreement outside of the parties' Memorandum of Understanding.

The parties agree to the following clarification of the program guidelines concerning County Policy #57, "Telework Policy and Program Guidelines." On page four of the "Mendocino County Telework Program" guidelines, the third paragraph within the "Department's Rights Reserved" section shall be interpreted as follows:

*Should an applicant's telework request be rejected, ~~the decision is final and not subject to the grievance procedure or any other appeal.~~ The ~~the~~ employee may request to meet with the Department Head/Elected Official or designee to discuss ~~the reason for or~~ contest the denial. That meeting shall occur within 14 calendar days of the denial of the request. If the meeting does not occur, the employee can contact the Human Resources Department. The decision of the Department Head/Elected Official or designee is final and not subject to the grievance procedure.*

For the County of Mendocino:

Jenica Maldonado

For the MCACE:

Robert Reveles

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September 9, 2022