

**Side Letter of Agreement Between  
the Peace Officers' Association of Petaluma  
and the City of Petaluma**

**Permanent Part Time Evidence Technician**

Representatives of the City of Petaluma and the Peace Officers' Association of Petaluma (POAP) Unit 6 have met and conferred on the newly created Permanent Part-Time Employee (PPTE) status for Evidence Technician (.5) and reached agreement on this Side Letter of Agreement.

The parties agree to the following:

Vacation Time Accrual

The current part time employee moving to PPTE shall be credited with years of service with the City of Petaluma for the purpose of determining vacation accrual rate and limit. The PPTE will accrue vacation at a rate of 50% of the outlined accrual rates in section 12.1 of the MOU.

Comp Time/Overtime Accrual

PPTE will begin to accrue straight time compensatory time once they exceed their regular number of hours based on their FTE. The employee may instead choose to be paid at the straight time rate for all hours worked in excess of their regular number of hours.

PPTE will accrue compensatory time or overtime at a rate of time and a half in the same manner as Job Share employees once they exceed ten hours in a shift.

PPTE will accrue compensatory time or overtime at a rate of time and a half once they exceed forty hours in a week.

Pro-rated Leave and Benefits

All leave and all benefits shall be pro-rated based on the employee's .5 FTE status.

Merit Pay, Step Increases, and Probationary Period

Standards for merit pay, step increases, and probationary period for the PPTE shall be on the same basis as a regular full-time employee.

Probationary Period

Current part time employees moving to PPTEs will not be subjected to a probationary period.

Any new employee hired as a PPTE will be subjected to a probationary period as outlined in the MOU.

This Side Letter of Agreement is executed the \_\_13\_\_ day of December, 2016, by the employer- employee relations representatives whose signature appears below for their respective organizations.

**PEACE OFFICERS' ASSOCIATION OF PETALUMA**

<u>/s/ Garrett Glaviano</u>	12/13/16
Garrett Glaviano, President, POAP	Date

**CITY OF PETALUMA**

<u>/s/ John C. Brown</u>	12/13/16
John C. Brown, City Manager	Date

<u>/s/ Joanne Narloch</u>	12/13/16
Joanne Narloch, Interim Director of Human Resources	Date