

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

**Permanent Part Time Dispatchers**

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 status for Public Safety Dispatcher and reached agreement on this Side Letter of Agreement.

The parties agree to the following:

Shift Sign Ups

Full-time and job-shared positions participate in bi-annual shift sign ups based on seniority. Permanent part-time employees (PPTE) will not participate in shift sign ups. PPTE's will be utilized to fill voids in the schedule.

This may result in a schedule that is inconsistent. Management will make an effort to give advanced notice on changes in the schedule.

Due to the fact that PPTE's are not assigned to a schedule, they will have the first opportunity to sign up for additional mandatory overtime to supplement their schedules.

Vacation Sign Ups

Full time and shared positions participate in annual vacation sign ups. Annual vacation sign-ups are for pre-scheduled vacations consisting of one or two week blocks. PPTEs will be required to submit pre-scheduled vacation at this time. This will consist of time off requests in one or two week blocks. The PPTE sign-ups will be considered separate from the full time and shared positions. Only one PPTE may take pre-scheduled vacation during the same week. In the event of conflict, seniority amongst the PPTEs will decide who will prevail for any given week.

Time Off Requests

The PPTE will comply with Section 7.12 Compensatory Time, of the MOU.

Vacation Time Accrual

Current part time employee's moving to PPTEs shall be credited their years of service with the City of Petaluma for the purposes of determining their vacation accrual rate and limits. PPTEs will accrue vacation at a rate of 60% of the outlined accrual rates in section 12.1 of the MOU.

Order In's for Mandatory Overtime

PPTEs will be subject to being ordered in for mandatory overtime. The dispatch supervisor follows the procedure outlined in a memo titled "communications center staffing and overtime ordering," dated June 4<sup>th</sup>, 2013. The memo states the total number of overtime hours of the past two pay periods will be the general guideline. PPTEs will be considered to have accrued "overtime" for the purposes of mandatory overtime order-in's any time they exceed ten hours in a day or twenty four hours in a week.

Shift Differential

A PPTE who is assigned to hours which qualify for shift differential for a period of four consecutive weeks shall receive the applicable shift differential provided to full-time and job share dispatchers under the Unit 6 MOU.

Comp Time/Overtime Accrual

PPTes 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.

PPTes 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.

PPTes 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 FTE.

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 \_\_\_\_\_ day of October, 2016, by the employer-employee relations representatives whose signature appears below for their respective organizations.

**PEACE OFFICERS’ ASSOCIATION OF PETALUMA**

/s/ Garrett Glaviano	10/6/16
_____ Garrett Glaviano, President, POAP	_____ Date

**CITY OF PETALUMA**

/s/ John C. Brown	10/6/16
_____ John C. Brown, City Manager	_____ Date

/s/ Dianne Dinsmore	10/6/16
_____ Dianne Dinsmore, Director of Human Resources	_____ Date