

**Side Letter of Agreement
Between the City of Petaluma and the Peace Officers' Association of Petaluma
Unit 6**

Public Safety Dispatcher 4/10 Work Schedule

Representatives of the City of Petaluma and the Peace Officers' Association of Petaluma (POAP) Unit 6 have met and conferred and reached agreement on this Side Letter of Agreement.

The parties agree to the following:

1. Employees assigned to work in the Dispatch Center shall be assigned a 4/10 work schedule (Table 1).
2. The agreed upon 4/10 schedule will consist of each dispatcher working four (4) ten hour shifts each week, for a total of forty (40) hours per week.
3. Shift times shall be as follows:
 - a. Day Shift – 0600-1600
 - b. Day Shift – 1000 - 2000
 - c. Swing Shift – 1600 – 0200
 - d. Graveyard Shift – 2000 – 0600
4. Public Safety Dispatchers shall sign up for available shifts by seniority.
5. Employees assigned to work the assigned 4/10 work schedule shall be paid overtime for hours worked in excess of the assigned 10 hour shift, or forty (40) hours per week at the overtime rate of time and one-half.
6. The City shall pay FLSA overtime based upon a 7-day work week.
7. Employees regularly assigned to work the swing shift and the graveyard on the 4/10 work schedule as defined in Section 3 of this side letter shall receive Shift Differential Compensation in accordance with Section 9.1 and 9.2 of the MOU.
8. Each employee in the job-share position shall share the 4/10 work schedule and work an equal amount of hours in each two-week pay period. Their work schedule will be agreed to at the beginning of each shift rotation and consistent throughout the remainder of the rotation.
9. In the event dispatch staffing falls below a total of 7 full time dispatchers, dispatch may revert back to the 3/12 and a ¼ schedule, until which time dispatch staffing is restored to 7 full time dispatchers.

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

PEACE OFFICERS' ASSOCIATION OF PETALUMA

/s/ Garrett Glaviano
Garrett Glaviano, President, POAP

9/21/16
Date

CITY OF PETALUMA

/s/ John C. Brown

9/27/16

John C. Brown, City Manager

Date

/s/ Dianne Dinsmore

9/27/16

Dianne Dinsmore, Director of Human Resources

Date

Table 1

Dispatcher	Sunday	Monday	Tuesday	Wednesday	Friday	Saturday	
	0600-1600	0600-1600	0600-1600	OFF	OFF	0600-1600	
	OFF	OFF	OFF	0600-1600	1000-2000	1000-2000	
	OFF	OFF	0600-1600	0600-1600	0600-1600	OFF	
	0600-1600	0600-1600	OFF	OFF	0600-1600	0600-1600	
	1600-0200	OFF	OFF	OFF	1600-0200	1600-0200	
	2000-0600	1600-0200	1600-0200	1600-0200	OFF	OFF	
	OFF	1000-2000	1000-2000	1000-2000	OFF	OFF	
	2000-0600	2000-0600	OFF	OFF	2000-0600	2000-0600	
	OFF	OFF	OFF	2000-0600	2000-0600	2000-0600	
	OFF	2000-0600	2000-0600	2000-0600	OFF	OFF	
MOT	1600-2000		0200-0600				
	4		4				8