

**SIDE LETTER  
BETWEEN CITY OF CAPITOLA AND  
CAPITOLA POLICE OFFICERS ASSOCIATION**

WHEREAS, the City of Capitola (City) and Capitola Police Officers Association (CPOA), have met and conferred in good faith regarding shift changes; and

WHEREAS, the City and the Union have previously agreed on an MOU with a term beginning on July 1, 2021 and expiring on June 30, 2024; and

WHEREAS It was determined that the changes to the language will help retain employees without impacting the Capitola Police Departments ability to provide service.

WHEREAS All other provisions in the MOU remain unchanged and shall remain in effect.

IT IS HEREBY AGREED AS FOLLOWS: The following articles shall be amended to read:

**ARTICLE 7.00 HOURS OF WORK, SHIFT, SCHEDULES, AND REST PERIODS**

**7.02 SHIFT**

For sworn personnel and Community Service Officers, the normal schedule is a 4-day, 10-hour (4/10) work week. For members of the bargaining unit assigned to the Capitola Investigation Unit (CIU), the Chief of Police may assign either a 4-day, 10-hour shift (4/10) or 5–day, 8-hour shift (5/8) based on department needs.

The Records Manager classification may be assigned to either a 4-day, 10-hour shift (4/10) or 5–day, 8-hour shift (5/8) based on department needs.

Nothing in this section shall limit the Chief of Police authority to revise schedules based on the needs of the department.

**ARTICLE 11.00 HOLIDAYS**

Holidays will be expressed as an annual (calendar year) bank of hours and taken as scheduling permits. Employees in the shall receive 15 days of holiday hours based on their permanent work schedule. Personal holidays are included in the 15-days and are not in addition to them.

Employees working 4/10 schedules shall receive 150 hours per calendar year and employees working 5/8 schedules shall receive 120 hours per calendar year. Employees working 4/10 schedules will be debited for 10 holiday hours when they take full day off as a holiday; those working 5/8 schedules will be debited for 8 hours.

Upon separation, if an employee has not actually taken as much holiday time as a pro-rated amount, he/she will be entitled to compensation for the unused portion. For instance, if a 4/10 employee whose last day was June 30 had taken only 55 hours of holiday time, (s)he would be entitled to 20 hours of compensation. If an employee has

taken more than the pro-rated amount, that amount will be taken out of the employee's final check. For instance, if a 4/10 employee whose last day was June 30 had taken 95 hours of holiday time, (s)he would pay back 20 hours on their final paycheck.

**ARTICLE 23.00 SICK LEAVE**

Sick leave accrues at rate of 12-days each calendar year. All unit employees working a 4/10 schedule shall accrue 120 hours per year, and all unit employees working a 5/8 schedule shall accrue ninety-six (96) hours of sick leave per year. The rate at which sick leave accrues is not affected by whether overtime is worked in a pay period. Sick leave accrues on a prorated basis, based upon a 30-day month. Accrued but unused sick leave has no cash value and shall not be cashed out.

Capitola Police Officers Association

City of Capitola

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Jesus Mendoza

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Jamie Goldstein, City Manager

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Dated: \_\_\_\_\_

Dated: \_\_\_\_\_