

**SIDE LETTER
BETWEEN CITY OF CAPITOLA AND
ASSOCIATION OF CAPITOLA EMPLOYEES**

WHEREAS, the City of Capitola (City) and Association of Capitola Employees (ACE), 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:

VI. Sick Leave

A. Sick Leave Accrual

Sick leave accrues on a pro-rated basis, based upon a 30-day month. Twelve days accrue each calendar year. Parking Enforcement Officers, Police Records Technicians, and Administrative Analysts if working a regularly scheduled 4/10 shift shall accrue 120 hours (12 days) per calendar year.

VII. Holidays

C. Holiday Hours Bank – Police Department Employees

Police Records Technicians, Parking Enforcement Officers, Administrative Records Analysts, and Police Department Administrative Assistants shall receive a pro-rated bank of holiday hours based on the regularly scheduled shift times. Police Department Employees working 8 hours a day five days a week (5/8) shifts, shall receive a bank of 96 hours (12 days). Employees working 10 hours a day four days a week (4/10) shifts, shall receive a bank of 120 hours (12 days).

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.

MOU: All other provision of the ACE MOU shall remain in effect.

Union and City Rights: All rights for the Union and the City that are not specifically addressed in this Letter remain unchanged.

Association of Capitola Employees

City of Capitola

Ryan Heron, Liuna 792
Labor Relations Representative

Jamie Goldstein, City Manager

Dated: _____

Dated: _____