

# Capitola City Council

## Agenda Report



**Meeting:** May 26, 2022

**From:** City Manager Department

**Subject:** Association of Capitola Employees and the Capitola Police Officers  
Association Side Letters

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**Recommended Action:** Authorize the City Manager to sign side letters with the Association of Capitola Employees and Capitola Police Officers Association, approving the option of ten-hour shifts for some Police Department Personnel.

**Background:** The City of Capitola has existing employment agreements with the Association of Capitola Employees (ACE) and the Capitola Police Officers Association (CPOA) valid through June 30, 2024. Employment agreements define wages, benefits, shifts, and working conditions for the employees in each specified group.

**Discussion:** The City received modification requests to existing agreements from both ACE and the CPOA, to allow Police Department office staff to work four-day a week, 10-hour a day work schedule (4/10) rather than the standard five-day, eight-hour a day (5/8) schedule. Police management has reviewed the request and feels this proposed 4/10 schedule would continue to allow for necessary public-hours while also providing time for staff to complete tasks during non-public hours; allowing staff to complete work that can be difficult to manage while balancing customer service tasks. If a possible 4/10 schedule is approved, the Chief of Police has the flexibility to adjust shifts as needed for the benefit of the police department.

Proposed side letters to the existing ACE and CPOA employee agreements are included as Attachments 1 and 2 and contain the proposed allowance of a 4/10 schedule. In addition to this requested schedule, corresponding modifications to sick leave accrual and holiday banks for employee classifications affected by the 4/10 schedule are included in the side letters.

If approved, the changes will go into effect on May 29, 2022.

**Fiscal Impact:** Annual increase of sixty hours in annual leave (sick time and holidays), due to potential ten-hour shifts.

### Attachments:

1. Association of Capitola Employees Side Letter
2. Capitola Police Officers Association Side Letter

**Report Prepared By:** Larry Laurent, Assistant to the City Manager

**Reviewed By:** Chloé Woodmansee, City Clerk

**Approved By:** Jamie Goldstein, City Manager