



1 North San Antonio Road
Los Altos, California 94022-3087

SIDE LETTER AGREEMENT #1

September 20, 2022

Brian Werner, POA President
Los Altos Peace Officers' Association
P.O. Box 1311
Los Altos, California 94023

Dear Mr. Werner,

Pursuant to the provisions of the Meyers-Millias-Brown Act ("MMBA"), this Side Letter Agreement ("Agreement") is entered into by and between the City of Los Altos (City) and the Los Altos Peace Officers' Association (POA) as an amendment to the Memorandum of Understanding ("MOU") effective July 1, 2021 through June 30, 2023.

POA and the City are collectively referred to herein as the "Parties" It is understood and agreed that the specific provisions contained in this Side Letter Agreement shall supersede any previous agreements, whether oral and written, regarding the matters contained herein. Except as provided herein, all wages, hours and other terms and conditions of employment shall remain in full force and effect.

The Parties have met and conferred in good faith on July 27, 2022 concerning the terms and conditions of this Side Letter Agreement and its implementation and agree that Sections 8.31 Additional Salary Increase for 2022/2023 provided as compensation for the benefit of additional holidays as recognized by the City Under Section 15. Holiday Pay, and Section 23.3 Quality of Life / Wellness Employee Reimbursement Program will be added after Association ratification and subsequent Council approval of this Side Letter Agreement.

The POA recognizes the City Council provided these benefits during the term of the current MOU. The POA acknowledges the efforts of the City in creating a culture that supports the mental, emotional, and physical wellbeing of employees. The Parties agree with the MOU updates as outlined in Appendix B.

For the City:




Gabriel Engeland (Sep 21, 2022 10:26 PDT)
Gabriel Engeland
City Manager

Sep 21, 2022

Date

For POA:



Brian Werner (Sep 21, 2022 09:40 PDT)
POA Representative

Sep 21, 2022

Date

SECTION 8. SALARY

- 8.31 ADDITIONAL SALARY INCREASE FOR 2022/2023 SUBSTITUTED FOR INCREASE HOLIDAY IN LIEU PAY: Effective the beginning of the first full pay period immediately following the ratification of this Side Letter Agreement by City Council, base salaries for the classifications listed under Section 15.2 Holiday In Lieu, shall be increased by 1.9%.

SECTION 15. HOLIDAY PAY

15.1 OBSERVED HOLIDAYS: As outlined in the City of Los Altos Personnel Rules and Regulations, the City-observed holidays include, but are not limited to the following:

New Year’s Day	January 1
Martin Luther King Jr. Birthday	Third Monday in January
Cesar Chavez Day	March 31
Presidents Day	Third Monday in February
Juneteenth Day	June 19
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Indigenous Peoples’ Day	October 10
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25

The City will be observing end of year closure on the working days which fall between the Christmas Day holiday and New Year’s Day holiday. These days shall be considered “observed holidays” for the purpose of Section 15.3 of this MOU if they fall on a regularly scheduled work day for a Community Service Officer.

Holidays that fall on Saturday will be observed the prior Friday. Holidays that fall on Sunday will be observed the following Monday.

SECTION 23. HEALTH AND MEDICAL BENEFITS

23.3 QUALITY OF LIFE / WELLNESS EMPLOYEE REIMBURSEMENT PROGRAM

Effective the beginning of the first full pay period immediately following the ratification of this Side Letter Agreement by City Council, the City shall implement a Quality-of-Life Employee Reimbursement Plan that may be used towards reimbursement for the following allowable categories:

- Mental/Emotional Wellness
- Health/Physical Wellness
- Financial/Retirement Wellness

Employees may be reimbursed up to \$1,300 per calendar year (\$50 per pay period) for the qualifying wellness activities outlined in detail within the City policy.










POA Side Letter Agreement - 1.9% Salary Increase and Wellness Benefit

Final Audit Report

2022-09-21

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"POA Side Letter Agreement - 1.9% Salary Increase and Wellness Benefit" History

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