



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/20/2024

ITEM NO: 12

DATE: August 9, 2024
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Approve and Authorize the Town Manager to Execute a Side Letter of Agreement between the Town of Los Gatos and the Police Officers' Association (POA) for Patrol 12-Hour Shift Schedules

RECOMMENDATION:

Approve and authorize the Town Manager to execute a Side Letter of Agreement between the Town of Los Gatos and the Police Officers' Association (POA) for Patrol 12-hour shift schedules.

BACKGROUND:

The Los Gatos-Monte Sereno Police Department currently deploys four Patrol teams consisting of Officers, Corporals, and Sergeants on 12.33-hour shifts. The 12.33-hour shifts are worked Monday – Wednesday and every other Thursday or Friday – Saturday and every other Thursday. This schedule can result in 6.31 hours of overtime per Patrol team member per pay period or 12.33 hours of overtime per month. The complexity of the 12.33 shift schedule can create administrative challenges for payroll processing and adjustments.

DISCUSSION:

In collaboration with POA, the Police Department proposed 12-hour shift schedule that would eliminate the additional 0.33 hours per shift. By eliminating the additional 0.33 hours per shift, the proposed schedules would ease the administrative complexity of the current shift schedule and reduce the overtime of each Patrol team member by a minimum of two hours per pay period. The new schedules result in 84 hours of work per pay period. These schedules result in four hours more than 80 hours each pay period. The four hours would be used as needed at the discretion of the Watch Commander based on staffing and operational needs.

PREPARED BY: Cheryl Parkman
Human Resources Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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SUBJECT: POA Shift Change Side Letter

DATE: August 9, 2024

DISCUSSION (continued):

In addition, a swing shift will be added from 3:00 p.m. to 1:00 a.m. for certain teams. This new shift would allow for the Police Department to have additional staffing during peak call volume periods. This will not reduce minimum staffing levels.

CONCLUSION:

Staff has met its obligation to meet and confer with POA on the proposed Side Letter. In addition, the proposed schedules have been reviewed with the Town's outside employee relations consultant for FLSA compliance. POA has indicated support for the proposed schedules.

COORDINATION:

The preparation of this report was coordinated with the Human Resources Department, Police Department, Finance Department, Town Attorney's Office, and Town Manager's Office.

FISCAL IMPACT:

This change will result in a costing savings due to the decrease in overtime costs. Based on the overtime costs for the pay periods in July 2024, there would be a minimum savings of \$11,000 per month.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachment:

1. POA Shift Change Side Letter