



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/18/2024

ITEM NO: 10

DATE: June 10, 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) to Modify the Vacation Accrual Cap through June 30, 2025

RECOMMENDATION:

Approve and authorize the Town Manager to execute a Side Letter of Agreement (Attachment 1) between the Town of Los Gatos and the Police Officers Association (POA) to modify the vacation accrual cap through June 30, 2025.

REMARKS:

On May 2, 2023, the Town Council approved a side letter with POA to temporarily increase POA members' vacation accrual maximum cap by 100 hours (from 344 hours to 444 hours). This was done due to unusually low staffing levels in the Police Department that prevented many POA members from using their accrued vacation leave. This vacation accrual maximum cap increase is currently set to end on June 30, 2024.

The Town's negotiating team met and conferred in good faith with POA representatives to negotiate a one-year extension of that side letter (Attachment 1). If approved, the temporary vacation accrual maximum cap increase would end June 30, 2025, and effective July 1, 2025, the vacation accrual maximum cap would return to 344 hours. At that time, if an employee's vacation balance is above 344 hours, the hours will remain in the employee's vacation leave bank for future use or cash out per the terms of the Memorandum of Understanding (MOU), and vacation accruals will not resume until an employee's balance is below 344 hours.

PREPARED BY: Katy Nomura
Assistant Town Manager

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

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REMARKS (continued):

The parties agree that the preceding language temporarily modifies the maximum accrual of vacation hours as indicated in **Section 23. Vacation Schedule** of the 2024-2027 Memorandum of Understanding (Attachment 2). The parties acknowledge that this side letter is subject to Council approval.

FISCAL IMPACT:

The maximum fiscal impact of the side letter will be absorbed in the Police Department's Fiscal Year 2024/25 operating budget. If any adjustments are needed, they will be requested at that time.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. 2024 POA Vacation Side Letter of Agreement
2. 2024-2027 POA Memorandum of Understanding