



# Human Resources Department

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TO: KEITH BUTLER, VCEA PRESIDENT  
FROM: DAWN VILLARREAL, DIRECTOR OF HUMAN RESOURCES  
SUBJECT: SIDE LETTER OF AGREEMENT: COST SAVING MEASURES  
DATE: MAY 28, 2009

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This side letter will confirm the agreements reached between the City of Vacaville and the Vacaville City Employees Association (VCEA) through the recent meet and confer process regarding Cost Saving Measures. This agreement was approved by Council on May 12, 2009. The City and VCEA agree to modify the Memorandum of Understanding as follows:

Term: The term of this side letter is through December 31, 2010.

## Section 7. Retirement Plan

- Effective July 1, 2009, VCEA agrees to contribute their 1.5% Equity Adjustment toward the City contribution of PERS.
  - VCEA members will continue to pay their 7% Employee contribution toward PERS and the 2% Employee Contribution toward PARS. This additional 1.5% contribution will go toward the PERS Employer contribution. As of July 1, 2009, the Employee's contribution toward their retirement will be a total of 10.5% (PERS/PARS). The additional contribution will be made on a pre-tax basis.
- Effective January 1, 2010, VCEA agrees to contribute their 3% Wage Adjustment toward the City contribution of PERS.
  - VCEA members will continue to pay their 7% Employee contribution toward PERS, the 2% Employee Contribution toward PARS, and the 1.5% City Contribution toward PERS. This additional 3% contribution will go toward the PERS Employer contribution. As of January 1, 2010, the Employee's contribution toward their retirement will be a total of 13.5% (PERS/PARS). The additional contribution will be made on a pre-tax basis.

## Furlough:

- Beginning June 2009 through the term of this agreement, all VCEA members will participate in one scheduled unpaid furlough day per month.
  - City Hall will be closed the first Friday of every month, beginning June 5, 2009. If a holiday falls on that Friday, the furlough day will be the following Monday as shown below.
    - Friday, June 5, 2009
    - Monday, July 6, 2009
    - Friday, August 7, 2009
    - Friday, September 4, 2009
    - Friday, October 2, 2009
    - Friday, November 6, 2009
    - Friday, December 4, 2009
    - Monday, January 4, 2010
    - Friday, February 5, 2010
    - Friday, March 5, 2010
    - Friday, April 2, 2010
    - Friday, May 7, 2010
    - Friday, June 4, 2010

Paid Time Off:

- Effective July 1, 2009, the City will institute a bank of 2 paid floating days off (equivalent to 1.5% contribution toward PERS) to be used as follows:
  - A day is equivalent to 7.5 hours or 8 hours; depending on the employees' classification.
  - These days must be taken before December 31, 2009.
  - These days will not be carried over or cashed out.
  - These days shall not vest with the employee.
  - If they are not used, they will be forfeited.
  
- Effective January 1, 2010, through the term of the agreement, the City will institute 1 paid floating day off (equivalent to 1.5% and additional 3% contribution toward PERS) per month to be used as follows:
  - A day is equivalent to 7.5 hours or 8 hours; depending on the employees' classification.
  - One floating day must be taken by the end of each month. If the day is not taken by the end of the month, the hours are forfeited, unless approved by the Department Head in advance on a case-by-case basis.
  - Any unused days must be taken before December 31, 2010.
  - These days will not be carried over or cashed out.
  - These days shall not vest with the employee.
  - If they are not used, they will be forfeited.

The City Council and bargaining units will be provided with quarterly budget updates. The parties agree that if the City does not achieve the needed savings through the cost saving measures described above the City will request to meet with VCEA to obtain further cost reductions, which may include additional furlough days and/or layoffs, on the condition that the City will have similar discussions with other bargaining units.

For the City of Vacaville:

For the Vacaville City Employees Association:

**Signature on File**

Dawn Villarreal  
Human Resources Director

**Signature on File**

Keith Butler  
President

Date: 6/8/09

Date: 6/9/09