



# Human Resources Department

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TO: DAVID TOPAZ, VPOA REPRESENTATIVE  
KEVIN O'CONNELL, VPOA PRESIDENT

FROM: DAWN VILLARREAL, DIRECTOR OF HUMAN RESOURCES

SUBJECT: SIDE LETTER OF AGREEMENT: COST SAVING MEASURES

DATE: MAY 27, 2009

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This side letter will confirm the agreements reached between the City and VPOA through the recent meet and confer process regarding cost saving measures. This agreement was approved by Council on May 26, 2009. The City and VPOA agree to modify the Memorandum of Understanding as follows:

## Section 1 – Term

June 1, 2009 through June 30, 2011.

## Section 4 – Overtime/Compensatory Time Off

CTO Cashout (07/08 value of \$85,000)

- Suspend the CTO Cashout through the term of the agreement.
- The cap of 100 hours is removed for the term of the agreement.

## Section 8 – Sick Leave

8.2 Sick Leave Incentive (08/09 value of \$50,000)

- Suspend the Sick Leave Cashout through the term of the agreement.

## Section 12 – Retirement

Unit employees will receive the scheduled increase on July 1, 2009 (estimated to be in the range of 2.5% - 3.5% based on the labor market survey) and begin paying 2% toward the PERS Employer Rate. This contribution will sunset on June 30, 2011. This additional contribution would be made on a pretax basis. The employee would continue to contribute 9% toward the PERS Employee Rate.

Unit employees will receive the scheduled increase of 3.5% on July 1, 2010 and begin paying an additional 1.5% toward the PERS Employer Rate, for a total contribution of 3.5%. This contribution will sunset on June 30, 2011. This additional contribution would be made on a pretax basis. The employee would continue to contribute 9% toward the PERS Employee Rate.

Paid Time Off:

Beginning July 1, 2009 through June 30, 2010, a bank of 40 hours of paid time off (equivalent to the 2% contribution towards PERS) will be granted to each unit employee to be used as a floating day off.

- Time taken shall generally not cause overtime and shall be pre-approved by a supervisor.
- The 40 hours must be used by June 30, 2010, unless otherwise approved by the Chief.
- This paid time off shall not vest with the employee.
- There is no property right.
- The hours are not available for cashout.
- These hours shall not be carried over past the term of this agreement unless otherwise approved by the City Manager.
- Prior to June 1st, the City will develop an administrative procedure for administration of these additional hours that will include further details on timesheet reporting, etc.

Beginning July 1, 2010 through June 30, 2011, a bank of 72 hours of paid time off (equivalent to the total contribution of 3.5% contribution towards PERS) would be granted to each unit employee to be used as a floating day off.

- Time taken shall generally not cause overtime and shall be pre-approved by a supervisor.
- This 72 hours must be used by June 30, 2011.
- This paid time off shall not vest with the employee.
- There is no property right.
- The hours are not available for cashout.
- These hours shall not be carried over past the term of this agreement unless otherwise approved by the City Manager.
- Prior to June 1st, the City will develop an administrative procedure for administration of these additional hours that will include further details on timesheet reporting, etc.

Other:

City to grant credit of 4 Police Officer positions through attrition at a savings of \$600,000 and 1 Dispatcher position of \$117,781.

- These positions are projected to be vacant in 09/10.

Overtime reduction equal to \$120,000 (savings to be sustained over the remaining term of the agreement)

- This overtime reduction is a result of the covershift that the VPOA and City have established. The shift runs from 0900 – 1900 and 1200 – 2400.
- The covershift shall continue by mutual agreement between the VPOA and the Chief.

Salary Offsets of \$200,000 (savings likely only one year – 09/10)

- The Chief is providing some salary offsets via grants and other funding sources.

The City Council and the bargaining units will be provided with quarterly budget updates.

For the City of Vacaville:

For the Vacaville Police Officers Association:

***Signature on File***

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Dawn Villarreal  
Human Resources Director

***Signature on File***

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David Topaz  
VPOA Representative

Date: **6/2/09**

Date: **6/2/09**

***Signature on File***

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Kevin O'Connell  
President

Date: **6/2/09**