



OFFICE OF LABOR RELATIONS
DEE CONTRERAS
DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

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SACRAMENTO, CA
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November 4, 2003
Rev. May 4, 2007

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Mr. Brent J. Meyer, President
Sacramento Police Officers Association
2014 Capitol Avenue, Suite 109
Sacramento, CA 95814

Re: **Part-Time— Dispatcher IIs - REVISED**

Dear Mr. Meyer:

This is to confirm the agreement of the City of Sacramento and the Sacramento Police Officers Association ("SPOA") regarding part-time for Dispatcher IIs in the Police Department. This letter of understanding supersedes the previous agreement, entitled "Part-Time Trial – Dispatchers IIs" made between the parties on November 4, 2003. Specifically, it is agreed as follows:

1. **General**

Employee participation is voluntary and subject to the Department's approval.

2. **Personnel Policy**

This program will be administered in accordance with City of Sacramento Personnel Policy Instruction II-83-1, Permanent Part-Time and Job Sharing Employment, dated May 12, 1983. Exceptions to this policy are noted below:

- a. **Scope**. Section 2.1. This policy will apply to eligible employees in the Police Department Unit, (unit 02), as outlined in the Program Participation section of this agreement.
- b. **Holidays**. Section 5.1.b. Holidays will be accrued in accordance with the labor agreement on a pro-rated basis. Subsections 5.1.b.2-3 will not apply as Dispatchers do not observe City Holidays.

3. **SPOA Agreement Applicability**

Except as provided herein, nothing in the Part-Time Agreement or Program shall be deemed to override any of the provisions of the City's Agreement with the Sacramento Police Officers Association.

4. **Program Participation**

The Part-Time program will only be available to employees assigned to the ComCenter as follows:

- Permanent employee;
- Active in the classification of Dispatcher II;
- Three (3) years classification seniority for Dispatcher II, or with Deputy Chief approval;
- Lateral candidates or rehires may be eligible with Deputy Chief approval.

Management will determine the number of part-time positions on an annual basis.

5. **Sign-ups**

Management will identify the shift and days off designated as part-time. Sign ups for those positions will be on the basis of part-time classification seniority.

6. **Hours of Work**

Each Part-Time employee will normally work half time, with a regular, defined work schedule of twenty (20) hours per week. He/she may elect to work additional hours, subject to supervisory approval. Part-time employees will not be permitted to work overtime without supervisory approval, defined as working more than ten (10) hours in a day or forty (40) hours in one work week.

7. **Court Overtime**

If a Dispatcher, on his/her scheduled day off, is subpoenaed to appear in court, upon reporting to the court, the Dispatcher will receive a minimum of four (4) hours pay at the applicable rate, or the actual amount of time spent in court, whichever is greater. If a Dispatcher is scheduled to work, and is subpoenaed to appear in court before or after his/her shift, upon reporting to the court, the Dispatcher will receive a minimum of two (2) hours pay at the applicable rate, or the actual amount of time spent in court, whichever is greater.

8. **Call-Back**

If a Dispatcher, on his/her scheduled day off, is called back to work, the Dispatcher will receive a minimum of four (4) hours pay at the applicable rate. If a Dispatcher is called back to work prior to the start of his/her next regularly scheduled shift, the Dispatcher will be compensated for the actual time worked or a minimum of two (2) hours, whichever is greater, at the applicable rate of pay.

9. **Continuing Professional Training (CPT)**

Dispatchers will revert to a forty (40) hour work week when scheduled to attend CPT or other Department mandated training. Such training will be paid at the straight time rate.

10. **Supplemental Benefits**

Career employees working on a part-time basis, are not eligible to receive the following supplemental City benefits:

- Supplemental and Dependent Life Insurance
- Short Term Disability Insurance
- Vision Plan Insurance

11. **Retirement Service Credits**

Eligible employees who work less than 1,720 hours during a fiscal year will accrue PERS service credits on a pro-rated basis.

12. **Vacation Sign-Up**

Part-time employees who have accrued full-time vacation hours, will bid for half the number of hours accrued but still be paid for the full week.

For example, employee A accrues 80 hours vacation as a full-time employee. S/he bids for 20 hours of vacation for July 9th and 10th and another 20 hours for September 10th and 11th. S/he will be paid 40 hours for the week of July 9th and 40 hours for the week of September 10th.

Part-time employees who have accrued part-time vacation hours, will bid for the full number of hours accrued, but selection will be limited to twenty hours in any vacation week.

For example, employee B accrues 40 hours vacation as a part-time employee. S/he bids for 20 hours of vacation for July 9th and 10th and another 20 hours for September 10th and 11th. S/he will be paid for 20 hours for the week of July 9th and 20 hours for the week of September 10th. S/he will not be permitted to bid for 40 hours of vacation for the full week of July 9th.

13. **Termination**

A Part-Time Agreement may be terminated by the City for cause or by the employee upon submission of written notice to the other party. Upon receipt of the written notice, the Part-Time arrangement will be terminated on a date mutually acceptable to the City and the

Brent J. Meyer
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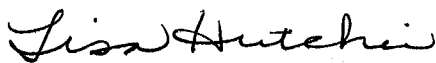
employee or thirty (30) calendar days from the date of the written notice, whichever occurs first.

Employees who elect to vacate a part time position during the year will be placed in a full time position at management's discretion based on the needs of the division. Placement will be permanent until the next sign up opportunity.

In the event of an emergency or other service impairment, management reserves the right to revert a part-time employee's schedule to full-time.

If this is your understanding of the agreement reached, please sign and date as indicated below and return one copy to my office. I have enclosed an additional original for your files.

Sincerely,



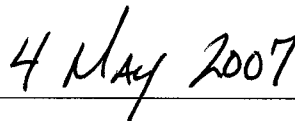
Lisa Hutchin
Labor Relations Officer

AGREED TO:

DATE:



Brent J. Meyer, President
Sacramento Police Officers Association



cc: Albert Najera, Chief of Police