

SIDE LETTER AGREEMENT

BETWEEN
THE CITY OF SAN JOSE
AND
THE SAN JOSE POLICE DISPATCHERS' ASSOCIATION (SJPDA)

AMENDED TERMS FOR MEMORANDUM OF AGREEMENT (MOA) BETWEEN CITY AND SJPDA

The City and SJPDA agree that the SJPDA MOA with the City of San Jose will be amended with the provision(s) outlined below. The parties further agree to changes below related to City-paid parental leave.

WAGES

Fiscal Year 2023-2024

Effective September 17, 2023, all salary ranges for employees holding positions in classifications assigned to SJPDA shall be increased by 1.00% for a total pensionable general wage increase of 6.00%. The 1.00% increase shall be based on the rate of pay as of June 24, 2023.

Effective September 17, 2023, the Crisis Intervention Training non-pensionable premium pay shall be a total of approximately 3.75%. Employees who sign-up or have completed the Crisis Intervention Training by September 17, 2023, will be eligible to receive the Crisis Intervention Training non-pensionable premium pay.

Fiscal Year 2024-2025

Effective the first pay period in Fiscal Year 2024-2025, all salary ranges for employees holding positions in classifications assigned to SJPDA shall be increased by approximately 4.00%.

Effective the first full pay period in January 2025, all salary ranges for employees holding positions in classifications assigned to SJPDA shall be increased by approximately 1.00%.

Fiscal Year 2025-2026

Effective the first pay period in Fiscal Year 2025-2026, all salary ranges for employees holding positions in classifications assigned to SJPDA shall be increased by approximately 3.50%.

If the revised 5-Year Forecast included as part of the 2025-2026 Proposed Operating Budget includes a \$10 million dollar surplus or more in Fiscal Year 2025-2026, the general wage increase effective the first full pay period of Fiscal Year 2025-2026, for employees holding positions in classifications assigned to SJPDA shall be 4.00%.

CITY-PAID PARENTAL LEAVE

Effective June 25, 2023, the Paid-Parental Leave Program will become permanent and will be incorporated into the City's Administrative Policy Manual.

For eligible births, adoptions, or foster care placements that occur on or after January 1, 2023, full-time employees will receive a maximum total of three hundred and twenty

(320) hours of paid time off and shall be eligible to use up to a maximum total of one-hundred and twenty (120) hours of their available sick leave for City-Paid Parental Leave reasons.

- For the period of January 1, 2023 through the effective date of this agreement, no retroactive timecard adjustments will be allowable and any additional City-paid parental leave hours as provided for herein may only be used on a prospective basis.

City-Paid Parental Leave and the use of available sick leave balances for City-Paid Parental Leave reasons must be used and completed no later than 12 months from the birth or placement of a child.

HOLIDAYS/PERSONAL LEAVE DAYS

An additional 8 hours of personal leave will be provided at the time the City amends its holiday schedule for other City employees to observe Lunar New Year in lieu of New Year's Eve. At that time the following changes will be implemented:

ARTICLE 10 LEAVES

10.2.14 Personal Leave. Each full-time employee shall be entitled to a total of ~~twenty-four~~thirty-two (~~24~~32) hours per payroll calendar year, eight (8) hours of which is granted in recognition that City employees may wish to observe a personal holiday that is not observed by the City. Such leave may be scheduled in fifteen minute increments, at any time, subject to approval of the supervisor. Personal leave does not accrue. Any such leave not taken by the date of separation for employees separating during the year, or by the end of the last pay period in the calendar year for other employees, shall not be paid out nor carried over to subsequent years. Under no circumstances, such as promotion, transfer, and/or rehire, shall an employee receive more than ~~24~~32 hours of Personal Leave in any given calendar year.

10.2.14.1 Full-time employees hired on or after July 1st shall be entitled to only ~~twelve~~sixteen (~~12~~16) hours of personal leave in the first payroll calendar year in which they were hired.

10.2.14.2 Each benefited part-time employee shall be entitled to annual personal leave of ~~twelve~~sixteen (~~12~~16) hours per year except that, in the first payroll calendar year of employment, employees hired before July 1st will get ~~twelve~~sixteen (~~12~~16) hours of annual personal leave and employees hired on or after July 1st will get ~~six~~eight (~~6~~8) hours of annual personal leave.

10.2.14.3 An employee on a reduced work week schedule will receive Personal Leave as indicated in the chart below, even if the actual hours worked exceed that amount.


Side Letter Agreement – Amended Terms for Memorandum of Agreement between City and SJPDA

| Scheduled Work Hours per Week | Benefit Level | Hours of Personal Leave |
|-------------------------------|---------------|-------------------------------|
| 35 – 39.9 hours per week | 100% | 24 <u>32</u> hours |
| 30 – 34.9 hours per week | 75% | 18 <u>24</u> hours |
| 25 – 29.9 hours per week | 62.5% | 15 <u>20</u> hours |
| 20 – 24.9 hours per week | 50% | 12 <u>16</u> hours |
| Less than 20 hours per week | Unbenefited | None |


10.2.14.4 An employee who is promoted or demoted into an SJPDA-represented classification will have the number of Personal Leave hours they receive upon promotion or demotion reduced on an hour-for-hour basis based on their usage of Personal Leave and/or Executive Leave within the same payroll calendar year.

The terms of this Side Letter Agreement shall become effective when signed by all parties below and approved by the City Council in open session and shall be incorporated into the current successor SJPDA Memorandum of Agreement.

FOR THE CITY:

 8/24/2023
 Jennifer Schembri Date
 Director of Human Resources
 Director of Employee Relations

FOR THE UNION:

 8/24/23
 Mary Sunzeri Date
 President, SJPDA