

**Side Letter Agreement**  
**Between the City of San Leandro**  
**and the**  
**San Leandro City Employees Association (SLCEA)**

This Side Letter Agreement is made between the City of San Leandro (City) and the San Leandro City Employees Association (SLCEA) to amend certain terms in the current Memorandum of Understanding for Public Safety Dispatchers, Senior Public Safety Dispatchers, and Public Safety Dispatcher Supervisors to address emergent staffing issues. All amended terms below shall be effective December 20, 2022

The City and the SLCEA agree to the following special adjustments to be reflected in the salary schedule:

**Special Salary Adjustments**

*The following classifications will receive a one-time 12.5% special salary adjustment as reflected on the attached SLCEA salary schedule:*

- *Public Safety Dispatcher – will move from salary range 66 to salary range 71*
- *Senior Public Safety Dispatcher – will move from salary range 68 to salary range 73*
- *Public Safety Dispatcher Supervisor – will move from salary range 71 to salary range 76*

The City and the SLCEA also agree to make the following modifications (italicized) to the MOU:

**Section 7. Annual Vacation Leave**

*New lateral hires in the classifications Public Safety Dispatcher, Senior Public Safety Dispatcher, and Public Safety Dispatcher Supervisor shall accrue vacation at the rate commensurate with their years of experience as a POST-certified dispatcher.*

Note: The City agrees to adjust the vacation accrual rate for Public Safety Dispatcher Khushboo Sharma, who was a lateral hire as a dispatcher, to include credit for the years based on her POST Basic certificate obtained on 12/11/2013.

**21.2 Differentials for Civilian Police Department Employees**

For the period of time that *Public Safety Dispatchers, Senior Public Safety Dispatchers, Public Safety Dispatcher Supervisors, Police Service Technicians, Police Services Supervisors, and Administrative Specialists - Police* are assigned to work in a training capacity, they shall receive an additional twenty-five dollars (\$25.00) per day differential.

*For the period of time that Public Safety Dispatchers, Senior Public Safety Dispatchers, and Public Safety Dispatcher Supervisors are assigned to work in a training capacity, they shall receive an additional seventy-five dollars (\$75.00) per day differential.*

**\*NEW\* POST Certification Pay**

*Public Safety Dispatchers, Senior Public Safety Dispatchers, and Public Safety Dispatcher Supervisors shall be eligible for POST certification pay as follows:*

- *POST Dispatcher Intermediate Certificate: 2.5% of current base pay*
- *POST Dispatcher Advanced Certificate: 5% of current base pay*

*Employees may only receive compensation for one certificate in an amount not to exceed 5% of current base pay. Payment shall be included in the employee's biweekly paycheck.*

**Section 41. Standby Pay**

**A. Compensation**

All employees (~~except Civilian Police Employees — see C. below~~) who are assigned to standby duty to respond to emergencies, service calls, shift coverage or lone operator support during their off shift hours, will be paid at the rate of two (2) hours pay at the employee's straight time hourly rate for each normal workday (commencing with the end of the regular scheduled shift). Employees who are required to standby on regularly scheduled days off (i.e. a twenty-four (24) hour consecutive period) shall receive a total of three (3) hours pay at the employee's regular hourly rate for each day. Employees who are required to standby on a City holiday (i.e. a twenty-four (24) hour consecutive period) shall receive a total of three (3) hours pay at the employee's regular hourly rate for each holiday. With the exception of Public Works (below) each department will establish its own rules for standby assignments.

[Section B. Public Works remains unchanged.]

**C. Civilian Police Employees**

Upon notification, the dispatcher will call the communications center as soon as possible, within a maximum of forty-five (45) minutes. The standby dispatcher will be advised of the shift and time they are to report for duty. Standby dispatchers are to remain in a condition and location that will allow them to respond in a timely manner to the Police Department, fit for duty. A timely manner is defined as being at their duty station within one and one-half (1 1/2) hours. Failure to respond to the notification may result in disciplinary action.

When it is determined that a shift needs to be filled, dispatch or the on-duty supervisor will do the following in sequential order.

1. Determine if on-duty personnel can cover the shift.
2. Call the remainder of the available personnel in order of seniority.
3. If no dispatcher is found to work the vacant shift, the standby dispatcher will be called.

~~Public Safety Dispatchers will receive one (1) hour of pay at the overtime rate for each day assigned to standby.~~ A dispatcher assigned standby duty may elect to take compensatory time off in an amount equal to the applicable hourly compensation for standby pay.

For required call out or court appearance on a normal workday, a minimum of two (2) hours pay at the overtime rate will be paid for the first such call out or court appearance, provided, however that court appearances immediately before or after schedule duty hours shall be deemed an extension of the shift and the two (2) hour minimum shall not apply. For required call out or authorized work related appearance on a normal day off, a minimum four (4) hours pay at the overtime rate will be paid for each of the first two (2) such call outs, provided, however, that a call out on a normal day off immediately before or after scheduled duty hours shall be deemed an extension of the shift and the four (4) hour minimum shall not apply. For court appearance on a normal day off, a minimum four (4) hours pay at the overtime rate will be paid, plus payment of necessary and actual related expenses. For court appearances that extend through the courts lunch period and the employee is required to return on the same case that same afternoon, the employee will be paid for that period of time at the overtime rate except for a one (1) hour lunch period. At the employee's request and with the approval of the Police Chief, compensatory time off may be granted in an amount equal to one and one-half times (1.5x) the overtime worked in lieu of pay.

FOR THE CITY OF SAN LEANDRO

FOR THE SAN LEANDRO CITY  
EMPLOYEES ASSOCIATION

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Frances Robustelli, City Manager

\_\_\_\_\_  
Jeff Duritz  
Local 21 Representative/Organizer

\_\_\_\_\_  
Patrick Grajeda  
SLCEA President

\_\_\_\_\_  
Danielle Fowler  
Senior Public Safety Dispatcher