

**SIDE LETTER RE: HOURS OF WORK**  
**BETWEEN THE CITY OF HEALDSBURG AND**  
**HEALDSBURG POLICE OFFICERS' ASSOCIATION**

1. This Side Letter Agreement is between the CITY OF HEALDSBURG, hereinafter referred to as "City", and the HEALDSBURG POLICE OFFICERS' ASSOCIATION ("HPOA") collectively called "the parties".
2. The intent of the Side Letter Agreement is to modify VI.A Hours of Work and Overtime of the Memorandum of Understanding ("MOU") between the parties. Amended language is reflected in bold.

**"The City shall have full authority to schedule employees regular patrol shifts that meet the 4/10 or 3/12 shift model as needed to meet operational demands in accordance with HPOA V."**

*"A work week for safety members covered under this agreement, except Detective and Sergeant, shall consist of four (4) consecutive ten (10) hour shifts followed by three (3) consecutive days off. For the classification of Sergeant, the work week will consist of three (3) consecutive twelve (12) hour shifts with an eight (8) hour shift consecutive to the twelve (12) hour shifts every other week or four (4) consecutive ten (10) hour shifts followed by three (3) consecutive days off."*

**"A work week for safety members covered under this agreement, except Detective and Sergeant, consists of either four (4) consecutive ten (10) hour shifts followed by three (3) consecutive days off OR three (3) consecutive twelve (12) hour shifts with an eight (8) hour shift consecutive to the twelve (12) hour shifts every other week followed by three (3) consecutive days off. For the classification of Sergeant, the work week will consist of three (3) consecutive twelve (12) hour shifts with an eight (8) hour shift consecutive to the twelve (12) hour shifts every other week or four (4) consecutive ten (10) hour shifts followed by three (3) consecutive days off."**

*"For the Special Assignment of Detective, a fourteen day work period shall consist of five (5) consecutive nine (9) hour shifts followed by two (2) consecutive days off then three (3) consecutive nine (9) hours shifts and one (1) eight (8) hour shift, with four of the eight (8) hours worked in each designated seven day work week, followed by three consecutive days off. For the purpose of computing time worked in this section, all paid leave taken during a work week shall be computed as time worked."*

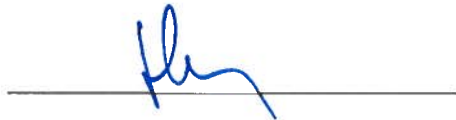
**"For the Special Assignment of Detective, a fourteen day work period consists of either five (5) consecutive nine (9) hour shifts followed by two (2) consecutive days off then three (3) consecutive nine (9) hours shifts and one (1) eight (8) hour shift, with four of the eight (8) hours worked in each designated seven day work week, followed by three consecutive days off OR four (4) consecutive ten (10) hour shifts followed by three (3) consecutive days off OR three (3) consecutive twelve (12) hour**

**shifts with an eight (8) hour shift consecutive to the twelve (12) hour shifts every other week followed by three (3) consecutive days off. For the purpose of computing time worked in this section, all paid leave taken during a work week shall be computed as time worked.”**

3. The terms and conditions set forth in this Side Letter Agreement have been mutually agreed upon by the designated bargaining representatives of the City and HPOA.
4. Upon adoption, this Side Letter will amend the MOU between the parties and remain in effect for the duration of the 2022-2024 HPOA MOU.

**Agreed to this 23<sup>rd</sup> day of January, 2023.**

**On behalf of the City:**



Jeff Kay, City Manager

**On behalf of HPOA:**



Frank Patane, HPOA President