Summary Title: Administrative Cleanup- Police Trainee Pay Rates (PAPOA)

Title: Approval of a Side Letter With Palo Alto Peace Officers Association Regarding Trainee pay Rates-administrative Cleanup (PAPOA)

From: City Manager

Lead Department: Human Resources

Recommended Motion
Staff recommends that Council adopt the attached side letter and revision to the salary schedule for Police Trainee.

Background
Council adopted a new Memorandum of Agreement (MOA) between the City of Palo Alto and the Palo Alto Peace Officers’ Association (PAPOA) effective July 1, 2018 through June 30, 2021. After the MOA was adopted, an oversight was found in regard to Police Trainee pay. Police Trainee is the classification used for new hires while they are attending the Police Academy. Upon successful graduation from the Police Academy, Police Trainees are appointed to the classification of Police Officer. The parties are in agreement that the MOA should have aligned Police Trainee pay to Step 1 of Police Officer, rather than Step 3. The correction is reflected in the attached side letter agreement and the corrected salary schedule.

Resource Impact
There is no impact to the budget, as this change was assumed during the costing of the new MOA.

Environmental Review
This item does not constitute a project requiring review under the California Environmental Quality Act (CEQA).

Attachments:
- Police Trainee Side Letter
Proposed Side Letter of Agreement

City of Palo Alto and Palo Alto Peace Officers’ Association

Effective July 1, 2018 to June 30, 2021
The City of Palo Alto and the Palo Alto Peace Officers’ Association (PAPOA) mutually agree to amend the Memorandum of Agreement (MOA) effective July 1, 2018 – June 30, 2021 to incorporate the following changes to the PAPOA Salary Schedule:

<table>
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<tr>
<th>Job Code</th>
<th>Job Title</th>
<th>Salary Effective PP following 7/1/2018</th>
<th>Salary Effective PP following 7/1/2019</th>
<th>Salary Effective PP following 7/1/2020</th>
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<tr>
<td></td>
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<td>Step 1</td>
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<td>$ 44.77</td>
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</tr>
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</table>

Although this revised PAPOA Salary Schedule contains a reduction in the salary rate identified in the MOA for the identified classifications, the parties mutually agree that persons hired into the identified classifications after July 1, 2018 will be placed within the above PAPOA Salary Schedule pending adoption by the City Council.

The City of Palo Alto and the Palo Alto Peace Officers’ Association further mutually agree to amend Section 7 of the MOA effective July 1, 2018 – June 30, 2021 to incorporate the following clarification to employees’ progression through the PAPOA Salary Schedule:

(g) **Salary Steps & Ranges (Eligibility)**

**New officers** attending the basic police academy will be compensated at the “Police Trainee” level.

**Academy Graduates** and **Lateral Officers** with less than two years experience will be compensated at the “Police Officer” “Step 1” Level or higher.

**Jr. First Class Exam**: Officers become eligible to take the exam anytime after they complete the Field Training Program. However, the pay increase will not become effective until they have successfully completed the test and have been with the
City of Palo Alto and Palo Alto Peace Officers’ Association
Proposed Side Letter of Agreement: July 1, 2018 – June 30, 2021

department for a year from the academy graduation (Laterals a year from hire date). For employees hired prior to July 1, 2018, the pay increase for Jr. First Class is compensated at the “Police Officer” “Step 4” level (Approximate 5% Increase). For employees hired on or after July 1, 2018, the pay increase for Jr. First Class is one step on the salary schedule (approximate 5% increase), no higher than Step 4.

**First Class Exam:** Officers become eligible to take the exam any time after they have successfully completed the Jr. First Class Exam. However, the pay increase will not take effect until one year from the date of the merit increase for the Jr. First Class exam. (Lateral officers’ pay increase may be effective one year from the date of hire) For employees hired prior to July 1, 2018, the pay increase for First Class is compensated at the “Police Officer” “Step 5” Level (Approximate 5% Increase). For employees hired on or after July 1, 2018, the pay increase for First Class is one step on the salary schedule (approximate 5% increase), no higher than Step 5. Subsequent step increases shall be granted at one-year intervals, if the employee has demonstrated continued improvement and efficient and effective service as evidenced by an overall annual performance evaluation of meets standards (or better). For the purpose of determining time requirements, time will commence on the first day of the month coinciding with or following entrance onto a salary step. Step increases shall be effective on the first day of the payroll period in which the time requirements have been met.

Effective the first full pay period following adoption of this MOA by City Council, the City will implement a new step 6 following the same percentage difference as steps 1-5. Employees with one (1) year or more of service with the City of Palo Alto at Step 5 will be moved to Step 6.

**Palo Alto Peace Officers’ Association**

Peter Hoffmann 11/15/2018

Tony Becker 11/26/2018

**City of Palo Alto**

Rumi Portillo 11/26/2018

Nicholas Raisch 11/19/2018

Robert Jonsen 11/16/2018

Molly Stump 11/19/2018

Jim Keene 11/27/2018
City of Palo Alto and Palo Alto Peace Officers’ Association
Proposed Side Letter of Agreement: July 1, 2018 – June 30, 2021
## Certificate Of Completion

**Envelope Id:** 40BC33EB8760424AB977FF2519A530F6  
**Status:** Completed  
**Subject:** Please DocuSign: Police Trainee Side Letter Final.docx

### Source Envelope:
- **Document Pages:** 4  
- **Certificate Pages:** 5  
- **AutoNav:** Enabled  
- **Initials:** 0  
- **Time Zone:** (UTC-08:00) Pacific Time (US & Canada)

### Envelope Originator:
- **250 Hamilton Avenue**  
- **Palo Alto, CA 94301**  
- **grace.castor@cityofpaloalto.org**  
- **IP Address:** 12.220.157.20

### Record Tracking
- **Status:** Original  
- **11/15/2018 1:53:01 PM**  
- **Holder:** Grace Castor  
  - gracetor@cityofpaloalto.org
- **Location:** DocuSign

### Signer Events

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- **Timestamps:**

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Required hardware and software

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                           •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection |

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.
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