



City of Palo Alto

City Council Staff Report

(ID # 10325)

Report Type: Consent Calendar

Meeting Date: 6/17/2019

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



City of Palo Alto and Palo Alto Peace Officers' Association
Proposed Side Letter of Agreement: July 1, 2018 – 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:

Job Code	Job Title	Salary Effective PP following 7/1/2018		Salary Effective PP following 7/1/2019		Salary Effective PP following 7/1/2020	
		Step	Rate	Step	Rate	Step	Rate
				3.45%		3.00%	
617	Police Trainee-Bilingual	1	\$ 46.98	1	\$ 48.61	1	\$ 50.07
617		2	\$ 46.98	2	\$ 48.61	2	\$ 50.07
617		3	\$ 46.98	3	\$ 48.61	3	\$ 50.07
617		4	\$ 46.98	4	\$ 48.61	4	\$ 50.07
617		5	\$ 46.98	5	\$ 48.61	5	\$ 50.07
617		6	\$ 46.98	6	\$ 48.61	6	\$ 50.07
620	Police Trainee	1	\$ 44.77	1	\$ 46.32	1	\$ 47.71
620		2	\$ 44.77	2	\$ 46.32	2	\$ 47.71
620		3	\$ 44.77	3	\$ 46.32	3	\$ 47.71
620		4	\$ 44.77	4	\$ 46.32	4	\$ 47.71
620		5	\$ 44.77	5	\$ 46.32	5	\$ 47.71
620		6	\$ 44.77	6	\$ 46.32	6	\$ 47.71

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

City of Palo Alto

DocuSigned by:
Peter Hoffmann 11/15/2018
Peter Hoffmann... Date

DocuSigned by:
Ruma Porille 11/26/2018
Ruma Porille... Date

DocuSigned by:
Tony Becker 11/26/2018
Tony Becker... Date

DocuSigned by:
Nick Raisch 11/19/2018
Nicholas Raisch... Date

DocuSigned by:
Robert Jansen 11/16/2018
Robert Jansen... Date

DocuSigned by:
Molly Stump 11/19/2018
Molly Stump... Date

DocuSigned by:
Jim Keene 11/27/2018
Jim Keene... Date

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	Signatures: 7
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Grace Castor
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	250 Hamilton Avenue
	Palo Alto, CA 94301
	grace.castor@cityofpaloalto.org
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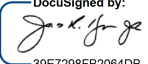
Record Tracking

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11/15/2018 1:53:01 PM	grace.castor@cityofpaloalto.org	

Signer Events

James Keene
 James.Keene@CityofPaloAlto.org
 City Manager
 City of Palo Alto
 Security Level: Email, Account Authentication (None)

Signature

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Molly Stump
 Molly.Stump@CityofPaloAlto.org
 City Attorney
 City of Palo Alto
 Security Level: Email, Account Authentication (None)

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Nick Raisch
 Nicholas.Raisch@CityofPaloAlto.org
 Security Level: Email, Account Authentication (None)

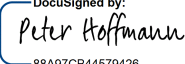
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Peter Hoffmann
 phoffmann@rslawyers.com
 Security Level: Email, Account Authentication (None)

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Robert Jonsen
 Robert.Jonsen@CityofPaloAlto.org
 Security Level: Email, Account Authentication (None)

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Rumi Portillo
 Rumi.Portillo@CityofPaloAlto.org
 Director Human Resources/CPO
 City of Palo Alto
 Security Level: Email, Account Authentication (None)

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Tony Becker
 Tony.Becker@CityofPaloAlto.org
 Police Sgt/Adv
 City of Palo Alto
 Security Level: Email, Account Authentication (None)

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 37928CC95264C8...

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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	11/27/2018 4:44:05 PM
Completed	Security Checked	11/27/2018 4:44:05 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

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