

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

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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

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