



Human Resources Department

TO: MAILI MADSEN & MARK MAZZAFERRO, ADMINISTRATIVE MANAGERS' GROUP
FROM: DAWN VILLARREAL, DIRECTOR OF HUMAN RESOURCES
SUBJECT: SIDE LETTER OF AGREEMENT: EXTENSION OF COST SAVING MEASURES
DATE: JULY 12, 2010

This side letter will confirm the agreements reached between the City of Vacaville and the Administrative Managers' Group (AMG) through the recent meet and confer process regarding extending the cost saving measures. This agreement was approved by Council on March 23, 2010. The City and AMG have agreed to the following:

- TERM: The term of this side letter is February 1, 2010, through June 30, 2011.
- SICK LEAVE BUYBACK:
 - All AMG members shall forgo participation in Sick Leave Buyback to include award earned in 2010 and cashed out in 2011.
- VACATION:
 - All AMG members shall forgo the Vacation Cashout to include vacation earned in 2010 and cashed out in 2011.
- ADMINISTRATIVE LEAVE:
 - All AMG members shall forgo the Cashout of Administrative Leave. The Administrative Leave hours will continue to accrue, but not available to be cashed out. The current accrual cap is 80 hours, but that will be removed for the term of this agreement.
- MISCELLANEOUS:
 - Performance Award Pay: All AMG members shall forgo the Performance Award Pay to include award earned in 2010 and awarded in 2011.
 - Deferred Compensation:
 - Beginning June 1, 2009, the City contribution to Deferred Compensation was reduced from 3% to 1%. AMG employees shall receive their scheduled .5% City contribution to Deferred Compensation effective January 1, 2011, for a total of 1.5% matching contribution.
- FURLOUGH:
 - Beginning June 2009 through the term of this agreement, all AMG members will participate in one scheduled furlough day per month (equivalent to 4.6%).
 - City Hall will be closed the first Friday of every month.
 - Friday, February 5, 2010
 - Friday, March 5, 2010
 - Friday, April 2, 2010
 - Friday, May 7, 2010
 - Friday, June 4, 2010

- Friday, July 2, 2010
 - Friday, August 6, 2010
 - Friday, September 3, 2010
 - Friday, October 1, 2010
 - Friday, November 5, 2010
 - Friday, December 3, 2010
 - Friday, January 7, 2011
 - Friday, February 4, 2011
 - Friday, March 4, 2011
 - Friday, April 1, 2011
 - Friday, May 6, 2011
 - Friday, June 3, 2011
- A day is equivalent to 7.5 hours or 8 hours; depending on the employees' current work schedule.
 - The week that AMG members furlough, they are considered non-exempt for the purposes of FLSA and they must manage their hours accordingly so they do not go over the regularly scheduled hours in that week. Any overtime must be approved by their supervisor in advance.
 - In the event an AMG employee is required to work on the scheduled furlough day City Hall is closed, it is the responsibility of the employee and his/her supervisor to schedule an alternate furlough day off during the same period.
- PAID TIME OFF:
 - Through the term of this agreement, a bank of 1 day per month will be granted to each AMG member to be used as PTO.
 - One PTO day must be taken off per month (in addition to the scheduled furlough day). If the day is not taken by the end of the month, the hours are forfeited, unless approved by the Department Head in advance on a case-by-case basis.
 - A day is equivalent to 7.5 hours or 8 hours; depending on the employees' current work schedule.
 - It is understood that the PTO day does not impact the FLSA exempt status of the designated exempt AMG classification.
 - PTO days shall not vest with the employee.
 - No PTO days shall be carried over past the term of this agreement.
 - As a result of taking the PTO days, the City does not expect any AMG employees to work any additional hours to compensate for days off.
 - The City has developed an administrative procedure for administration of PTO that includes further details on timesheet reporting, etc.
 - The City is interested in closing City Hall the third Friday of every month in addition to the first Friday, as identified above. The City is in discussions with the other bargaining groups. It is recognized that AMG is agreeable to the closure of City Hall the first and third Friday of every month, and that the PTO would be used on the third Friday of the month. If the City reaches agreement with the other groups, they will notify AMG as to the effective date of implementation.

• WAGE ADJUSTMENT:

- Effective July 1, 2010, the City will implement the scheduled 3% wage adjustment. Beginning July 1, 2010, AMG members will make an equivalent 3% contribution to the PERS Employer Contribution. This is in addition to the 7% Employee Contribution toward PERS and the 2% Employee Contribution towards PARS. The 3% contribution will be made on a pre-tax basis.

For the City of Vacaville:

For the Administrative Managers Group:

Signature on File

Dawn Villarreal
Human Resources Director

Date: 07/30/2010

Signature on File

Maili Madsen

Date: 07/30/2010

Signature on File

Mark Mazzaferro

Date: 07/30/2010