



Human Resources Department

TO: KEITH BUTLER, VCEA PRESIDENT
FROM: DAWN VILLARREAL, DIRECTOR OF HUMAN RESOURCES
SUBJECT: SIDE LETTER OF AGREEMENT: EXTENSION OF COST SAVING MEASURES
DATE: MARCH 24, 2010

This side letter will confirm the agreements reached between the City of Vacaville and the Vacaville City Employees Association (VCEA) through the recent meet and confer process regarding Cost Saving Measures. This agreement was approved by Council on March 23, 2010. The City and VCEA agree to modify the Memorandum of Understanding as follows:

Term: The term of this side letter is March 1, 2010 through December 31, 2010.

Section 7. Retirement Plan

- Effective March 1, 2010, VCEA agrees to contribute an additional 4.6% toward the PERS Employer Contribution.
 - VCEA members will continue to pay their 7% Employee contribution toward PERS, the 2% Employee Contribution toward PARS, and 4.6% toward the PERS Employer Contribution as outlined in the Side letter of Agreement; Cost Saving Measures, dated May 28, 2009. This additional 4.6% contribution will go toward the PERS Employer contribution. As of March 1, 2010, the Employee's contribution toward their retirement will be a total of 18.1% (PERS/PARS). The additional contribution will be made on a pre-tax basis.
- PAID TIME OFF
 - Beginning March 1, 2010, through the term of this agreement, a bank of two paid time off (PTO) days per month will be granted to each VCEA employee.
 - A day is equivalent to 7.5 hours or 8 hours; depending on the employees' current work schedule.
 - PTO days shall not vest with the employee.
 - City Hall will be closed the first Friday of every month.
 - 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

- Unless otherwise approved, all VCEA employees shall not work on the day City Hall is scheduled to be closed and must use PTO leave from this bank to cover the day. In the event a VCEA 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.
- All VCEA employees must take a second PTO day per month in which an employee must use PTO leave from this bank. This day must be taken by the end of each month. 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.
- PTO days shall not be carried over past the term of this agreement or cashed out.
- As a result of taking the PTO days, the City does not expect any VCEA 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 will continue to provide quarterly budget updates.

For the City of Vacaville:

For the Vacaville City Employees Association:

Signature on File

Dawn Villarreal
Human Resources Director

Signature on File

Keith Butler
President

Date: 07/19/10

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