

SIDE LETTER AGREEMENT

Between

The City of Ukiah

And

The Ukiah Police Officers Association

This Side Letter of Agreement (“Side Letter”) Is entered into by and between the City of Ukiah (“City”) and the Ukiah Police Officers Association (“Association”) (collectively referred to as the “Parties”). Having met and conferred in accordance with Government Code section 3500, *et. seq.*, the Parties agree to add or replace the following sections the Parties’ current Memorandum of Understanding (“MOU”) (including the August 8, 2023, Side Letter of Agreement) and any implicated previous MOUs between the Parties as determined by the Side Letter’s effective date. This Side Letter is effective May 1, 2021.

1. Replace: Article 13. SPECIAL PAYS, section A.

A. Training Specialty Pay

The City shall pay five percent (5%) of the sum of the employee’s base salary plus Officer and Sergeant POST Incentive Pay (if any is qualified for and received under Section (H)(a)-(b)) to employees that are formally, routinely, and consistently assigned as Field Training Officer, Dispatch Trainer, or Training Sergeant.

Subject to the PERL and CalPERS’ regulations and guidance, this is reportable to CalPERS as special compensation.

2. Replace: Article 13. SPECIAL PAYS, section B

B. Bilingual Incentive Pay

The City shall pay compensation to employees who are routinely and consistently assigned to positions requiring communication skills in Spanish and American Sign Language (ASL) as follows: Employees who are designated by the City as fluent in Spanish (includes ability to read and write) or ASL (includes ability to interpret complex conversations) shall receive an additional incentive premium of five percent (5%) of the sum of the employee’s base monthly salary plus Officer and Sergeant POST Incentive Pay (if any is qualified for and received under Section (H)(a)-(b)) as compensation for the additional responsibilities. Employees who are not fluent, but have been designated by the City as possessing the skill to converse in Spanish or ASL well enough to communicate during a basic call for service shall receive an additional incentive premium of three percent (3%) of base monthly salary plus Officer and Sergeant POST Incentive Pay (if any is qualified for and received under

Section (H)(a)-(b)) as compensation for the additional responsibilities. The five percent (5%) pay, and three percent (3%) pay shall not be combined and five percent (5%) is the maximum premium allowed for any combination of the recognized communication skills.

The City may use a variety of techniques to test an employee's proficiency in either language, and may require an employee to re-test on occasion.

Subject to the PERL and CalPERS regulations and guidance, this is reportable to CalPERS as special compensation.

3. Replace: Article 13. SPECIAL PAYS, section C

C. Educational Incentive Pay

The City shall pay employees for completing educational courses, certificates, and degrees that enhance their ability to do their job as follows:

a. Sergeants: An educational incentive premium of two percent (2%) of base salary shall be paid to Sergeants who attain a Bachelor's degree or higher awarded by a community college, college, or university accredited by a national or regional accrediting body recognized by the United States Department of Education.

b. Lieutenants and Captains: An educational incentive premium shall be paid to Lieutenants and Captains as follows:

- i. Two- and one-half percent (2.5%) of base salary for an Associate's degree awarded by a community college, college, or university accredited by a national or regional accrediting body recognized by the United States Department of Education.
- ii. Five percent (5%) of base salary for a Bachelor's degree or higher awarded by a community college, college, or university accredited by a national or regional accrediting body recognized by the United States Department of Education.
- iii. The two educational incentives pertaining to Lieutenants and Captains are exclusive of each other and a Lieutenant or Captain may only receive one of the two education incentives. Thus, the maximum education incentive for Lieutenants and Captains is five percent (5%).

c. Subject to the PERL and CalPERS' regulations and guidance, this is reportable to CalPERS as special compensation.

4. Replace: Article 13. SPECIAL PAYS, section D

D. Detective pay

The City shall pay Police Officers that are routinely and consistently assigned as Detectives an additional five percent (5%) of the sum of base salary plus Officer and Sergeant POST Incentive pay (if any is qualified for and received under Section (H)(a)-(b)).

Subject to the PERL and CalPERS regulations and guidance, this is reportable to CalPERS as special compensation.

5. Replace: Article 13. SPECIAL PAYS, section G

Special Pays – G. Traffic Officer Pay

The City shall pay five percent (5%) of the sum of base salary plus Officer and Sergeant POST Incentive Pay (if any is qualified for and received under Section (H)(a)-(b)) to employees formally, routinely, and consistently assigned as a Traffic Officer.

Subject to the PERL and CalPERS regulations and guidance, this is reportable to CalPERS as special compensation.

6. Add: Article 13. SPECIAL PAYS, section H

H. POST Incentive Pay

The City shall pay employees for obtaining and maintaining Peace Officer Standard Training (“POST”) certification as follows:

- a. Police Officers: A POST incentive premium of five percent (5%) of base salary shall be paid to Police Officers who obtain and maintain a POST Intermediate Certificate.
- b. Police Officers and Sergeants: A POST incentive premium of five percent (5%) of base salary shall be paid to Police Officers and Sergeants who obtain and maintain a POST Advanced Certificate.
- c. Lieutenants and Captains: A POST incentive premium shall be paid to Lieutenants and Captains as follows:
 - i. Two- and one-half percent (2.5%) of base salary for obtaining and maintaining a POST Supervisory Certificate.
 - ii. Five Percent (5%) of base salary for obtaining and maintaining a POST Management Certificate.
 - iv. Lieutenants and Captain’s POST Incentive premiums are exclusive of each other and cannot be combined. Thus, the maximum POST incentive for Lieutenants and Captains is five percent (5%).

d. Police Officers have a maximum combined total of ten percent (10%) POST incentive premium (five percent (5%) for POST Intermediate Certificate plus five percent (5%) for POST Advanced Certificate). Sergeants have a maximum POST incentive premium of five percent (5%). Lieutenants and Captains have a maximum POST incentive premium of five percent (5%).

e. Subject to the PERL and CalPERS' regulations and guidance, this is reportable to CalPERS as special compensation.

7. Replace: Article 14. Miscellaneous Provisions – S. Shift Differential

S. Shift Differential

The City shall pay employees whose regularly scheduled work shift begins at 11:00 AM or later, and ends no later than 7:00 AM the following day, a shift differential of two dollars (\$2.00) per hour for each hour actually worked during their regularly-scheduled shift.

Subject to the PERL and CalPERS regulations and guidance, this is reportable to CalPERS as special compensation.

This Side Letter is not effective until adoption by the Ukiah City Council. Once effective, this Side Letter supersedes any provisions or language in previous policies, the Parties' current MOU and/or other documents that may conflict with the terms of this Side Letter.

For the City of Ukiah



Sage Sangiacomo, City Manager

For the Ukiah Police Officers Association



[Brett Chapman \(Nov 21, 2024 09:06 PST\)](#)

Brett Chapman, POA President