

## LETTER AGREEMENT

### LETTER AGREEMENT BETWEEN CITY OF CHICO AND CHICO POLICE OFFICERS ASSOCIATION REGARDING HOLIDAY TIME BANK

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Pursuant to the provisions of the Meyers-Milias-Brown Act (“MMBA”) and Subarticle 1.6, entitled “Letter Agreement for Variation of Provisions” of the Memorandum of Understanding between the City of Chico (“City”) and Chico Police Officers Association (“CPOA”) effective January 1, 2015 through December 31, 2017 (“2015 MOU-CPOA”), this Letter Agreement is entered into on May 1, 2016, between the City and the CPOA (“Letter Agreement”) as an amendment to the 2015 MOU-CPOA. It is understood and agreed that the specific provisions contained in this Letter Agreement shall supersede any previous agreements, whether oral and/or written, regarding the matters contained herein. Except as provided herein, all wages, hours and other terms and conditions of employment presently enjoyed by CPOA in the 2015 MOU-CPOA shall remain in full force and effect.

Therefore, the City and Union agree as follows:

1. Effective May 1, 2016, the City and CPOA agree that Article 6.2 Holiday Time Bank, subsection, B., shall be amended as follows:

**B. Utilization.** All Employees who are scheduled to work and who are not required to be on duty on designated City holidays may take time off, charging such time against Employees’ Holiday Time Bank. If Employees have previously exhausted their Holiday Time Bank accrual, time off on a holiday would be charged to Employees’ CTO balance, or to Employees’ vacation balance if they do not have CTO. Upon the request of Employee, and upon the approval of Chief of Police, Employees may use vacation for holidays even if they do have CTO available. Employees who are required to be on duty on designated City holidays may use Employees’ Holiday Time Bank accrual for time off on other days that Employees select and which are approved by Chief of Police. Such time off shall be treated as vacation for request and approval purposes. Any Holiday Time Bank hours not taken by December 31 of any calendar year shall be removed, without compensation, from the Employee’s payroll records.

Employees hired on or after March 30<sup>th</sup> of each calendar year who are classified as “trainees” within a Field Training Program, shall be permitted to roll any unused Holiday Time Bank hours to the next calendar year. All hours rolled will be removed, without

