

**SIDE LETTER OF AGREEMENT  
BETWEEN  
CITY OF ROCKLIN  
AND  
ROCKLIN POLICE OFFICERS ASSOCIATION**

The City of Rocklin (“City”) and the Rocklin Police Officers Association (“RPOA”) are parties to an extended Memorandum of Understanding (“MOU”) establishing terms and conditions of employment for RPOA represented employees through June 30, 2022.

Section 43.2 of the MOU contains provisions describing work hours and work schedules for non-sworn bargaining unit employees.

Section 43.2.5 of the MOU allows the parties to alter the existing work schedules for non-sworn employees during the term of the MOU.

The City supports work/life balance for employees through the use of alternative work schedule arrangements where operationally feasible.


The City and RPOA have met and conferred and agree that non-sworn employees in specified classifications should have the option to work an alternative schedule where operationally feasible.

**AGREEMENT**

1. The City and RPOA agree that non-sworn employees in the classifications of Senior Records Clerk, Police Records Clerk and Crime Analyst, in addition to the existing 5/8 work schedule described in section 43.2.1 of the MOU, may work a 9/80 schedule or a 4/10 schedule per fourteen (14) day pay period. These alternative work schedules shall include one thirty (30) minute paid meal break per shift.
2. Employees desiring to work a 9/80 schedule or 4/10 schedule shall submit a written request to their Department manager. The Chief of Police shall have final authority to grant or deny an employee’s request to work an alternative schedule.
3. Each request shall be evaluated based on the following criteria. If the employee’s request does not meet all of the following criteria, their request shall be denied and may be reevaluated when the employee becomes eligible.
  - a. No attendance related discipline in the last six (6) months;
  - b. No performance related discipline in the last six (6) months;
  - c. Job duties do not require Monday – Friday presence (e.g. job duties require employee to serve at front counter reception during business hours and there is no other staff member that can provide back-up on the regular day off (RDO); and
  - d. Staffing patterns, department coverage, and hours of public access will be sufficiently maintained.

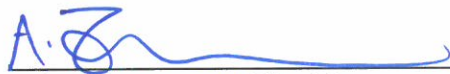
4. Additional consideration should be given to the following when reviewing an employee's request for an alternative work schedule request:
  - a. Access to building (during alternative hours)
  - b. Ability to communicate effectively with supervisor, co-workers, and internal and external customers
  - c. Personal safety of employee (being at worksite alone or with minimal staffing)
  - d. Ability to access technical support
  - e. Availability to attend standing meetings or special events
  - f. Emergency or unexpected department events (how to respond)
  - g. Feasibility of a longer workday (work accuracy, productivity)
5. Classifications covered under this side letter agree to adhere to the terms and conditions of the alternative work schedule policy adopted by the City.
6. Except as described in this side letter agreement, all provisions of the extended MOU shall remain unchanged.

FOR THE CITY OF ROCKLIN:

  
\_\_\_\_\_  
Jonas Wilks, President  
Rocklin Police Officers' Association

11/3/2021

FOR ROCKLIN POLICE OFFICERS  
ASSOCIATION:

  
\_\_\_\_\_  
Aly Zimmerman, City Manager  
City of Rocklin