

**SIDE LETTER AGREEMENT**

BETWEEN

THE CITY OF SANTA CLARA

AND

THE PUBLIC SAFETY NON-SWORN EMPLOYEES ASSOCIATION  
(UNIT 10)

**PUBLIC SAFETY DISPATCHER RETENTION BONUS PROGRAM**

The Police Department Communications Dispatch Center has experienced significant staffing shortages in 2023. The City has been and continues to actively recruit for Public Safety Dispatcher positions. While the City has been successful in filling some of the vacant positions in this Division of the Police Department, vacancies still exist.

In recognition of the permanent Public Safety Dispatchers continuing employment with the City of Santa Clara and working overtime in the Police Department Communication Dispatch Center that is operational 24/7, the City and the Public Safety Non-Sworn Employees Association (Unit 10) agree to the following Public Safety Dispatcher Retention Bonus Program:

1) Eligibility

- a. Permanent employees who are actively employed in the classifications of Public Safety Dispatcher I (Job Code 339), Public Safety Dispatcher II (Job Code 340), Public Safety Dispatcher III (Job Code 341), or Senior Public Safety Dispatcher (Job Code 725) (collectively "Qualifying Classifications") on any of the following dates shall be eligible for the retention bonus program:
  - i. December 5, 2023
  - ii. The first day of the first full pay period in December 2024
  - iii. The first day of the first full pay period in December 2025

2) Retention Bonus Program

- a. Permanent Dispatchers employed in one of the Qualifying Classifications listed above on the dates listed below shall be eligible to receive a Retention Bonus totaling no more than \$8,000, subject to applicable taxes and/or withholding, pursuant to the following time frames:
  - i. Permanent employees actively employed in one of the Qualifying Classifications on December 5, 2023, shall receive a one-time lump sum

payment of \$4,000, to be included in a separate check and issued on December 15, 2023. Employees may elect to have the \$4,000 Lump Sum payment deposited into their Deferred Compensation Account (subject to IRS maximum contribution limits). Employees shall be required to complete and submit a One-Time Election Form no later than December 6, 2023, to make this election. If the employee does not elect to deposit the Lump Sum Payment into their Deferred Compensation Account or if the money cannot be lawfully deposited, the one-time payment shall be issued. The Parties intend and understand that this lump sum payment is non-pensionable and will not be reported to CalPERS. The parties also agree that this payment is intended to be specific to the pay period in which it is paid and is to be considered part of the regular rate for this pay period only.

- ii. Permanent employees actively employed in one of the Qualifying Classifications on the first day of the first full pay period in December 2024, shall receive a one-time lump sum payment of \$2,000, to be included in a separate check and issued on the pay date for completion of the first full pay period in December 2024. Employees may elect to have the \$2,000 Lump Sum payment deposited into their Deferred Compensation Account (subject to IRS maximum contribution limits). Employees shall be required to complete and submit a One-Time Election Form no later than the first day of the full pay period of December 2024, to make this election. If the employee does not elect to deposit the Lump Sum Payment into their Deferred Compensation Account or if the money cannot be lawfully deposited, the one-time payment shall be issued. The Parties intend and understand that this lump sum payment is non-pensionable and will not be reported to CalPERS. The parties also agree that this payment is intended to be specific to the pay period in which it is paid and is to be considered part of the regular rate for this pay period only.
- iii. Permanent employees actively employed in one of the Qualifying Classifications on the first day of the first full pay period in December 2025, shall receive a one-time lump sum payment of \$2,000, to be included in a separate check and issued on the pay date for completion of the first full pay period in December 2025. Employees may elect to have the \$2,000 Lump Sum payment deposited into their Deferred Compensation Account (subject to IRS maximum contribution limits). Employees shall be required to complete and submit a One-Time Election Form no later than the first day of the full pay period of December 2025, to make this election. If the employee does not elect to deposit the Lump Sum Payment into their Deferred Compensation Account or if the money cannot be lawfully deposited, the one-time payment shall be issued. The Parties intend and understand that this lump sum payment is non-pensionable and will not be reported to

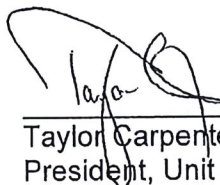
CalPERS. The parties also agree that this payment is intended to be specific to the pay period in which it is paid and is to be considered part of the regular rate for this pay period only.


- 3) This Side Letter Agreement shall not establish precedent for future agreements and shall not be construed or implied to obligate the City or Unit 10 to enter into any similar agreements in the future.
- 4) This Side Letter Agreement shall become effective when signed by all parties below and upon approval by City Council.

**FOR THE CITY:**

  
\_\_\_\_\_  
Jovan D. Grogan                      11/20/23  
City Manager                              Date

**FOR UNIT 10:**

  
\_\_\_\_\_  
Taylor Carpenter                      11/17/2023  
President, Unit 10                              Date

  
\_\_\_\_\_  
Aracely Azevedo                      11/17/2023  
Director of Human Resources                              Date