

**SIDE LETTER BETWEEN CITY OF SAN PABLO  
AND SAN PABLO POLICE EMPLOYEES ASSOCIATION  
RE: SHIFT ASSIGNMENT**

WHEREAS, the City of San Pablo ("City") and the San Pablo Police Employees' Association ("SPPEA" or "Association"), (collectively the "parties"), have entered into a Memorandum of Understanding (MOU) covering a term of July 1, 2022 through June 30, 2027;

WHEREAS, the SPPEA has an interest in removing the limit on shift assignments;

WHEREAS, the City is willing to try such change on a pilot basis;

NOW THEREFORE, the parties hereby agree to modify Section 7 of the Memorandum of Understanding between the parties as follows:

**SECTION 7. SHIFT ASSIGNMENT**

Shift sign-ups will be for within three- or four-month periods, as agreed between Association and Police Department management. The term "seniority" used herein shall mean "time in grade".

- A. The Captain shall determine the distribution of personnel (the number of employees and job classifications to be scheduled for each shift).
- B. Employees shall not exceed a maximum of twelve (12) months of continuous assignment on any one shift, except as provided under Section 6.5 (Hours of Work for Non-Sworn Employees). From the date of the signature on this side letter until June 30, 2027, the parties agree to temporarily suspend the 12-month shift assignment cap, on a pilot basis. Effective July 1, 2027, the parties will revert to the 12-month limit on shift assignments, unless the City and Association mutually agree otherwise.

One (1) Captain will be responsible for compliance.

- C. Employees shall work a minimum of three (3) or four (4) months continuous assignment on any one shift, as agreed between Association and Police Department management, except as provided under Section 6.5 (Hours of Work for Non-Sworn Employees).
- D. Shift sign-up shall be by seniority (time in grade).
- E. The Captain shall have the authority for shift assignment and will have flexibility in assignments for the purposes of addressing:
  - (1) Emergency situations.
  - (2) Needs of the Department.
  - (3) Reasonable and equal distribution of experience and ability on all shifts.

**SIDE LETTER BETWEEN CITY OF SAN PABLO  
AND SAN PABLO POLICE EMPLOYEES ASSOCIATION  
RE: SHIFT ASSIGNMENT**

- (4) Demonstrated need of the individual.
- (5) Mandatory overtime.

F. Shift assignments for departmental "shared" overlap day on a six (6) team schedule shall be determined by the Captain. Schedule changes for the purposes of the "shared" overlap day shall be based on department needs and limited to once per month per employee.

SO AGREED:  
FOR THE CITY

FOR SPPEA



Signature

Matt Rodriguez, City Manager

Name

03/20/25

Date



Signature

Joe Higby, RLS

Name

March 14, 2025

Date: