



# CITY OF STOCKTON

HUMAN RESOURCES DEPARTMENT  
 400 E. Main Street, 3rd Floor, Stockton, CA 95202  
 209 / 937-8233 Fax 209 / 937-8558 www.stocktonca.gov

June 1, 2020

VIA ELECTRONIC MAIL:

**RE: TEMPORARY MOU CHANGES TO LIFT VACATION ACCRUAL MAXIMUM  
 (CAPS)**

**Stockton Police Officers' Association**

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**Operations and Maintenance/  
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**Stockton Firefighters Local 456  
 Stockton Fire Management Unit**

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## Temporary MOU Changes to Lift Vacation Accrual Maximum (CAPS)

Page 2 of 3

June 1, 2020

Due to the ongoing COVID-19 pandemic the City identified essential workers that were expected to maintain status quo and excluded from the Governor of California and local government Stay-At-Home order. As a result, requests for time-off have been carefully monitored to ensure that departments and City services maintain optimal staffing levels. This letter serves as notice that Harry Black, City Manager is proposing to temporarily remove the vacation accrual maximum CAPS retroactively to the date the City declared a local state of emergency.

All bargaining unit memorandum of understanding contain language specifying vacation accrual maximum CAPS and once the maximum accrual limit is reached employees may no longer accrue leave hours until they bring accruals under the specified limit.

During the declared state of emergency, March 16, 2020 and until further notice the City is proposing to temporarily lift maximum accrual CAPS for all employees above their current allotted cap amount and as outlined in their respective MOU. All annual hours earned above the cap on the day the City Manager determines the end of the impacts from the local declared emergency will remain in the employee's accrual bank through December 31, 2021, and must use the excess amount or lose it. The employee may also cash out excess hours in accordance with their respective MOU. The process for lifting the vacation accrual maximum CAPS is outlined as follows:

Process:

- At the request of the City Manager, and upon approval by City Council to lift the vacation accrual maximum CAPS, payroll will lift the accrual maximum CAPS retroactively to March 16, 2020
- Upon official notice from the City Manager that the state of emergency has been declared over and/or no later than December 31, 2020, payroll will close the accrual maximum CAPS.
- Any amount in excess of the vacation accrual maximum CAPS will remain in the employee's accrual bank through December 31, 2021. Employee's will be allowed to use the excess amount or cash out in accordance with their respective MOU's.
- Employee's will not begin accruing additional leave hours until they have brought their vacation accrual maximum CAPS under the amount outlined in their respective MOU.
- Employee's will forego any hours in excess of the vacation accrual maximum amount remaining in their vacation accrual banks as of January 1, 2022.
- Through the approved duration of the extension for use or cash out of excess vacation hours, any employee that separates from City employment will only receive a payout consistent with the vacation accrual maximum CAP identified in their respective MOU.

These temporary provisions are non-precedent setting, and if approved by City Council will be effective beginning March 16, 2020. The City Manager is proposing this request to City Council on a date to be determined.

Temporary MOU Changes to Lift Vacation Accrual Maximum (CAPS)

Page 3 of 3

June 1, 2020

Employees who are at or nearing their accrual limits should continue to submit request for time off. The department head or their designee will make every effort to approve leave requests to aid in this process.

If you have any questions, concerns or would like to discuss the proposed changes please contact, Adrian Johnson, Assistant Director of Human Resources directly at (209) 937-8938.

or via email at: [adrian.johnson@stocktonca.gov](mailto:adrian.johnson@stocktonca.gov) no later than June 12, 2020. If we do not hear from you by this date, this item will be presented for City Council's consideration at a date to be determined.

ROBERT BONNER  
DIRECTOR OF HUMAN RESOURCES



ADRIAN JOHNSON  
ASSISTANT DIRECTOR OF HUMAN RESOURCES

RB:AJ:mg

cc: