

**Side Letter of Agreement  
Between the  
City of Petaluma and the Petaluma Professional &  
Mid-Managers Association – Unit 9 and Unit 11**

**Carry Over of Unused Administrative Leave  
June 28, 2010**


The City of Petaluma continues to face a serious and challenging financial situation and wishes to avoid the cash payment of unused administrative leave at the end of the 2009/2010 fiscal year. Therefore, an employee at his or her option may carry over up to forty (40) hours administrative leave into the 2010/2011 fiscal year that would otherwise be paid at the end of the 2009/2010 fiscal year.

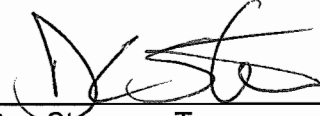
The parties acknowledge that the Unit 9 and Unit 11 Memorandum of Understandings (MOUs) are not yet in place. The parties continue to operate under the terms and conditions of the Unit 9 Compensation Plan until agreement is reached on the terms and conditions of the new MOU. It is the intent of the parties to agree to the terms of this Side Letter separate from the negotiation process and the final adoption of the MOUs. This Side Letter shall be effective June 28, 2010 through June 30, 2011.

Representatives of the City of Petaluma and the Petaluma Professional & Mid-Managers Association – Unit 9 and Unit 11, have met and conferred, and reached agreement as follows:

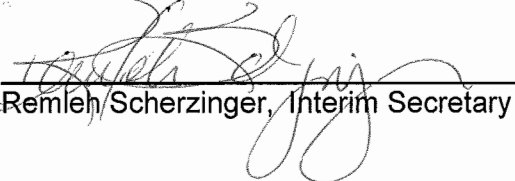
1. Section 8.2 of the Unit 9 Compensation Plan provides for the payment of up to forty (40) hours of unused administrative leave at the end of the fiscal year. Payment is made at the employees' base pay rate as of June 30 and made on the last pay period of the fiscal year.
2. The City continues to face a serious and challenging financial situation and wishes to avoid the cash payment of unused administrative leave at the end the 2009/2010 fiscal year. Therefore, an employee at his or her option may carry over up to forty (40) hours administrative leave into the 2010/2011 fiscal year that would otherwise be paid at the end of the 2009/2010 fiscal year. Any hours carried forward would be placed in the employees' administrative leave bank.
3. The unused carry over administrative leave must be used on or before June 30, 2011 and no cash payment will be made on this carry over leave.
4. Section 8.4 of the Unit 9 Compensation Plan provides for the payment of up to forty (40) hours of unused administrative leave at the time of separation. An employee who separates employment shall receive no cash payment for his or her unused carry over administrative leave from the 2009/2010 fiscal year.

**Petaluma Professional & Mid-Managers Association – Unit 9 and Unit 11**

  
Katie Crump, President      6/29/10      Date

  
Don Streeper, Treasurer      6/30/10      Date

  
Tim Williamsen, Vice-President      6/29/10      Date

  
Remleh Scherzinger, Interim Secretary      6/29/10      Date

**City of Petaluma**

  
John C. Brown, City Manager      6-30-10      Date

  
Pamala Stephens, HR Manager      6-28-2010      Date