

**Side Letter of Agreement
Between
City of San Mateo
And
San Mateo Police Officer Association (“SMPOA”)**

Police Earned Worked Saved Hours

Purpose and Background

The purpose of the following guidelines is to establish consistency and accountability for mandatory training for which employees receive Police Earned Worked Saved (PEWS) Hours (78 hours). This encompasses a total of four (4) designated training days per patrol team, 18 hours of online training, and 20 hours of essential duties. Training days are designated as workdays and blackout dates for vacation requests or day off requests. Training days will be identified after a comprehensive review of various factors, including holidays, vacation trends, school calendars, and department schedules.

Officers are paid for 80 hours per pay period (2,080 hours/year). Under the rotating 4/11 schedule, they work 2,002 hours per year, which is thirteen 88 hour pay periods, and thirteen 66 hour pay periods. Because of this gap, the 4/11 schedule requires officers to work an additional 78 hours per year. To account for this, it has been agreed that officers working the 4/11-hour schedule will owe 3 PEWS hours per pay period.

Training

Training will include:

- Three 10-hour training days per team (total of 30 hours)
- One 10-hour range training days per team (total of 10 hours)
- 18 hours of mandatory online training per officer
- 20 hours of departmental essential work duties

Patrol PEWS Hours

For officers working a 4 Day / 11-hour schedule, the 78-hour PEWS requirements will be in effect. Completion of the above-mentioned training will account for a total of 58 training hours. All training days will be pre-loaded as workdays into Intime by the Field Operations Administrative Lieutenant. Any non-attendance or missed training hours will result in the deduction of the total missed hours from leave balances of the officers that missed any portion of the training day. The deductions will occur in the pay period in which training day occurs and InTime schedule notes will reference missed PEWS hours.

Special consideration and adjustments will be made in the event of a light-duty assignment, extended leave (to be determined on a case-by-case basis), workers' compensation leave, or a change in duty assignment resulting in a move to or from the 4/11 schedule.

Departmental Essential Work Duties

The remaining 20 PEWS hours will be fulfilled by working departmental essential work duties. This includes mandatory patrol staffing shifts and any other SMPD Field Ops Overtime (which is paid for by the PD, excluding outside detail overtime), court hours per POA MOU, Police Activities League (PAL) events, and training courses outside of the 58 hours of designated departmental training days. Ancillary assignments (e.g., Range, Defensive Tactics (DTAC), Force Response Review Committee (FRRC), Honor Guard, SWAT) shall not be considered qualifying duties for PEWS hours.

In Person Training Topics

The courses and topics will be a Course Topic Designated by Command Staff, Firearms PSP / Range training day, Active Shooter Scenario training day, Taser Recertification, First Aid Skills Demonstration, and Use of Force PSP and Arrest and Control PSP.

Online Training Topics

The online training consists of a total of 18 hours of POST and state-mandated training. This training is required for all Sworn SMPD personnel. The P.O.S.T. Compliance Officer will provide training timeline windows and completion deadlines for all online training. For officers falling under the PEWS requirements, online training is to be done off-duty to fulfill the 18 PEWS hours owed. Officers not falling under PEWS requirements, and Sergeants, will complete the training on duty or on overtime after receiving prior approval through their chain of command. The Training Unit will be responsible for entering PEWS online training hours as they occur for PEWS eligible personnel.

The P.O.S.T. Learning Portal will be utilized to facilitate the required training. These topics and courses include First Aid (8-Hours), DV Update (2-Hours), and Strategic Communication PSP (2-Hours). For the topics of Taser 10 Annual Operator Recertification Course (2-Hours), CLETS Testing (2-Hours), and Sexual Harassment (2-Hours) will be completed on designated online platforms.

Upon finishing each online training session, officers will receive a certificate of completion. Each training will be pre-loaded in each officer's METR training "Employee Portfolio Training Records." Officers will then attach a copy of their certificate in the pre-loaded training record in "Employee Portfolio Training Records." The required training deadlines will be sent out with advanced notice and coincide with the end of a pay period for PEWS hours deductions.

Non-Patrol Attendance

Attendance at these training courses and the completion of the virtual training is essential and mandatory. The San Mateo Police Training Unit will work with the supervisors to ensure proper coverage for work responsibilities during your attendance at the training.

Mandatory Training Guidelines

All department sponsored training days are **mandatory** for all Officers and Sergeants, and attendance is required in accordance with SMPD Policy 208.6.

Employees who are unable to attend any portion of the training, due to exigent circumstances, immediate notification to the supervisor should be made. If an employee has advanced notice of a scheduling conflict with training, the employee should submit a Training Absence Form to **their direct chain of command** for absence approval prior to the training day. The form will then need to be forwarded to the San Mateo Police Training Unit to allow for proper processing and prior approval by the Chief of Police. All unapproved absences at training will be addressed by your Chain of Command.

Designated Training Days within the 4/11 Schedule:

The 4/11 Schedule will have designated training days as outlined above and flexible training hours to fulfill the seventy-eight (78) hours necessary to complete a full work year. A PEWS hours spreadsheet will be maintained by the Support Services Administrative Technician, in which PEWS hours owed will be manually tracked for each employee on the 4/11 schedule.

PEWS Hours

Employees on the 4/11 schedule attending training outside of the pre-scheduled training listed in the current years training plan, on a day off or outside their normal shift, shall be coded with PEWS hours prior to earning overtime for those training assignments. All 20 elective PEWS hours must be worked prior to earning overtime pay for training.

If an employee doesn't work their PEWS hours during the year, they will be required to fulfill their PEWS hours obligation to the City by either working mandatory staffing shifts, court hours per POA MOU, Police Activities League (PAL) events, and training courses or by deducting hours from their leave banks at the end of each year. The Field Operations Administrative Lieutenant will work with employees to schedule extra shifts or code PEWS hours owed as leave. These hours are hours the employee is being compensated for during the normal twenty-six (26) pay periods. The employee must work the hours on a straight time basis or use leave balances for the compensation received throughout the annual Field Operations shift year.

Mid-Year Transfer Out of 4/11-Hour Schedule

When an officer transfers out of the 4/11-hour schedule (e.g., from Patrol to Investigations) and has outstanding PEWS hours owed, the City will recoup those hours.

The officer can satisfy the hours owed by coding the following activities as PEWS hours:

- Working mandatory staffing shifts
- Court hours as outlined in the POA MOU
- Assisting with Police Activities League (PAL) events
- Attending training courses
- Deduct hours from their leave banks on a non-work day with a note that it was due to missed PEWS hours

Transfer into Field Operations

When an officer transfers into the 4/11-hour schedule, the City will calculate owed hours from the date of transfer. The officer will owe 3 PEWS hours per pay period for the remainder of that Field Operations shift year.

Department Separations

Prior to an employee's separation from the City, the Department will reconcile and zero out the employee's PEWS balance. Any hours worked in excess of the required PEWS obligation will be compensated at the MOU-contracted overtime rate of one and one-half (1.5) times the regular rate of pay. For any PEWS hours owed at the time of separation, the Department will deduct the equivalent hours from the employee's accrued leave balances, consistent with the provisions of the officer's signed PEWS agreement. This reconciliation will be completed prior to the submission of the employee's final timecard to ensure accurate processing by the Finance Department.

For San Mateo Police Officer Association

City of San Mateo

By: Kayla Quinlan
Kayla Quinlan, POA President

By: Aracelia Esparza
Aracelia Esparza, Human Resources Director

Date: 10/14/2025

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