

**City of Arcata and Arcata Police Association**  
**Side Letter**  
**July 24, 2025**

**All changes unless otherwise noted will be effective the first full pay period after signatures.**

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**SECTION 8.6                    LONGEVITY PAY**

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8.6.1    Represented employees shall receive an additional five percent (5%) of base salary after five (5) years of continuous employment with the City of Arcata. Furthermore, represented employees shall receive an additional two and one-half percent (2.5%) of base salary after ten (10) years of continuous employment with the City of Arcata. Represented employees shall receive an additional fifty (\$50) dollars per month after fifteen (15) years of continuous employment with the City of Arcata. Represented employees shall receive an additional fifty dollars (\$50) per month after 20 years of continuous employment with the City of Arcata. (Amended 2024-2027)

In accordance with CalPERS, Longevity Pay is reportable as special compensation for both Classic and PEPRA members. (added 2021-2024)

8.6.2    Effective July 1, 2019, for the purposes of determining longevity pay, former represented employees who return with less than one (1) year of separation will be reinstated at their longevity pay rate at the time of separation. For the purposes of this Section, one (1) year shall mean from the date of separation to the date of the City's offer of (re)employment. The time between separation from and return to City service will not be included in calculating years of continuous employment. Future longevity incentives will be made based on the employee's total years of service in a represented position, both before and after the period of separation. (Added 2019-2021)

8.6.3    **Longevity pay increases will be effective the full pay period which includes the employee's anniversary date.** (Amended 2025)

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**ARTICLE 9                    LEAVES**

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**SECTION 9.1                    PAID HOLIDAYS**

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9.1.1    The following paid holidays are authorized: (Amended 2021-2024 2025)

New Year's Day  
Third Monday in January (Martin Luther King Day)

Third Monday in February (Presidents' Day)

**Cesar Chavez Day (March 31)**

Last Monday in May (Memorial Day)

Juneteenth

Fourth of July

Labor Day

Veterans Day

Thanksgiving Day

Friday following Thanksgiving

Christmas Eve

Christmas Day

#### 9.1.2 Non-Shift Non-Sworn Employees

- (a) If an authorized holiday falls on a Saturday, the preceding Friday shall be granted off. If an authorized holiday falls on a Sunday, the following Monday shall be granted off.
- (b) When Christmas Eve falls on a Friday and Christmas Day falls on a Saturday, the Christmas Eve paid holiday will be observed on Thursday the 23<sup>rd</sup> (i.e. the paid days off will be Thursday 12/23 for Christmas Eve and Friday 12/24 for Christmas Day). When Christmas Eve falls on a Sunday and Christmas Day falls on a Monday, the Christmas Eve paid holiday will be observed on Tuesday the 26<sup>th</sup> (i.e. the paid days off will be Monday 12/25 for Christmas Day and Tuesday 12/26 for Christmas Eve).
- (c) An employee required to work on a paid holiday shall receive time and one-half (T-1/2) holiday pay and straight pay for the actual hours worked, if the hours worked are part of the normal schedule and don't meet the overtime definition in Section 7.1. If an employee works a holiday and those hours meet the overtime definition in Section 7.1 the employee will receive time and one half (T-1/2) holiday pay and time and one half (T-1/2) pay for the actual hours worked. (Amended 2017-2019)

#### 9.1.3 Non-Shift Sworn Employees

- (a) To further clarify, for the purposes of this Section, a non-shift sworn employee is an employee who meets the following criteria: a) Receiving Special Assignment Pay; b) Regular scheduled work days fall within Monday through Friday; and c) Not frequently pulled from special assignment to work patrol.
- (b) If an authorized holiday falls on a Saturday, the preceding Friday shall be granted off. If an authorized holiday falls on a Sunday, the following Monday shall be granted off.
- (c) When Christmas Eve falls on a Friday and Christmas Day falls on a Saturday, the Christmas Eve paid holiday will be observed on Thursday the 23<sup>rd</sup> (i.e. the paid days off will be Thursday 12/23 for Christmas Eve and Friday 12/24 for Christmas Day). When Christmas Eve falls on a Sunday and Christmas Day falls on a Monday, the Christmas Eve paid holiday will be observed on Tuesday the 26<sup>th</sup> (i.e. the paid days

off will be Monday 12/25 for Christmas Day and Tuesday 12/26 for Christmas Eve). (Amended 2017-2019)

- (d) Employees shall receive eight (8) hours of straight time holiday pay for paid holidays that fall on a regular day off, or when it is taken as a day off.
- (e) An employee required to work on a paid holiday shall receive time and one-half (T-1/2) holiday pay and straight pay for the actual hours worked, if the hours worked are part of the employee's scheduled hours and don't meet the overtime definition in Section 7.1. If an employee works a holiday and those hours meet the overtime definition in Section 7.1 the employee will receive time and one-half (T-1/2) holiday pay and time and one-half (T-1/2) pay for the actual hours worked.
- (f) Additionally, per Section 7.1, if the employee is required to work in excess of the assigned hours for that shift, the employee shall also receive time and one-half (T-1/2) for all hours worked in excess of the assigned shift, regardless of actual hours worked within the pay period.

#### 9.1.4 Shift Employees (Sworn and Non-Sworn)

- (a) Shift employees shall be paid for working the actual holiday rather than an observed holiday (as detailed in 9.1.2(a) and 9.1.2(b) for non-shift non-sworn employees; and 9.1.3(b) and 9.1.3(c) for non-shift sworn employees).
- (b) Employees shall receive eight (8) hours of straight time holiday pay for paid holidays that fall on a regular day off, or when it is taken as a day off.
- (c) If an employee works less than eight (8) hours on a holiday, the hours worked will be paid according to Section 9.1.4(d), below. The employee will receive the remainder of the hours, up to eight (8), as straight time holiday pay. For example, if an employee works four (4) hours on a holiday they will receive 4 hours of time and one-half holiday pay, straight pay for the four (4) hours worked (assuming it is not overtime), and 4 hours of straight holiday pay
- (d) An employee required to work on a paid holiday shall receive time and one-half (T-1/2) holiday pay and straight pay for the actual hours worked, if the hours worked are part of the normal schedule and don't meet the overtime definition in Section 7.1. If an employee works a holiday and those hours meet the overtime definition in Section 7.1 the employee will receive time and one-half (T-1/2) holiday pay and time and one-half (T-1/2) pay for the actual hours worked.

To further clarify, an employee who agrees to work for another employee **voluntarily** (i.e. Stress Leave) shall receive time and one-half (T-1/2) holiday pay and straight time for actual hours worked, unless the hours worked meet the definition of overtime in Section 7.1. If an employee works a holiday and those hours meet the overtime definition in Section 7.1 the employee will receive time and one-half (T-1/2) holiday pay and time and one half (T-1/2) pay for the actual hours worked.

Additionally, per Section 7.1.3, if the employee is required to work in excess of the assigned hours for that shift, the employee shall also receive time and one-half (T-1/2) for all hours worked in excess of the assigned shift, regardless of actual hours worked within the pay period. (Amended 2017-2019)

## ARTICLE 10

## HEALTH AND WELFARE BENEFITS

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### SECTION 10.1

### MEDICAL, DENTAL, AND VISION INSURANCE

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10.1.1 (a) Represented employees may choose coverage for health insurance under the REMIF (Redwood Empire Municipal Insurance Fund) contracted plan or a plan chosen by the Arcata Police Association with the City contributing the amount of premium paid under the REMIF-contracted plan.

10.1.2 (a) For health plan year 2024/2025, 2025/2026, 2026/2027 only, an employee who voluntarily opts out of the City's medical coverage due to having other non-City coverage shall receive four hundred dollars (\$400) per month. This payment shall be made through the employee's regular bi-weekly payroll check (\$184.62/pp). Payments are taxable, subject to tax withholding. (Amended 2024-2027)

Per FLSA overtime guidelines, for any work period in which the employee has overtime and is receiving an opt out payment, if the employee elects overtime to be paid rather than banked as compensatory time off (CTO), the opt out payment shall be included in the calculation of the employee's 'regular rate of pay' for the purposes of determining the overtime rate of pay. If overtime is taken as CTO, it is accrued in the customary way, and paid at the regular rate of pay applicable at the time of use or cash out.

In order to be eligible to receive the opt out payment, the employee must provide annual proof of adequate "minimum essential" non-City medical coverage for all applicable dependents and employee (self), and sign an agreement holding the City harmless.

(b) It is further agreed that if at any time during this contract, the City's health plan(s) (currently REMIF Self-Funded Medical Plan) or the REMIF Board changes or limits participation requirements, prohibits an opt out payment, or the opt out payment otherwise negatively impacts the City directly or its participation in the Plan(s), such payment shall be discontinued at that time. Discontinuance of such payment shall not be required to be offset or substituted by the City with any other pay or benefit. (Amended 2019-2021)

10.1.3 The City and employees of the Arcata Police Association will share in the premium costs related to medical insurance as follows:

(a) **EPO 250 Medical Plan** (Amended 2024-2027)

(1) Beginning with the August 2024 premium which is paid in July 2024, represented employees will pay the following *semi-monthly* contribution towards medical insurance:

- Employee Only: \$ 89.77

- Employee + One: \$ 188.12
- Family: \$ 268.50

(2) Beginning with the July 2025 premium, represented employees will pay an additional 40% of any increase over the following total monthly premium rates, for the EPO 250 medical insurance. If there is a decrease or no increase in the listed premium rates, represented employees will continue to pay the applicable contribution rates listed above:

- Employee Only: \$ 1,075.00
- Employee + One: \$ 2,252.00
- Family: \$ 3,215.00

(3) Beginning with the July 2026 premium, represented employees will pay 40% of any increase over the 2025/2026 total monthly premium rates for the EPO 250 Medical Plan insurance. This amount shall be added to the 2025/2026 applicable employee contribution rates. If there is a decrease or no increase in the premium rates, represented employees will continue to pay the applicable employee contribution rates established for the previous plan year (2025/2026).

(b) **EPO 500 Medical Plan** (Amended 2024-2027)

(1) ~~The City shall pay up to the following towards the monthly premiums:~~

~~Employee Only: \$ 798.60~~

~~Employee + One: \$ 1,673.20~~

~~Family: \$ 2,389.80~~

1) Total monthly premiums for the 2025/2026 EPO 500 Medical Plan insurance are the following:

Employee Only - \$ 971.00

Employee + One - \$ 2,037.00

Family - \$ 2,908.00

2) For the 2025/2026 plan year only, beginning with the July premiums paid in June 2025, represented employees will pay the following for the EPO 500 Medical Plan insurance for the 2025/2026 plan year.

Monthly Employee Only - \$ 172.40

Monthly Employee + One - \$ 363.80

Monthly Family - \$ 518.20

Semi - Monthly Employee Only - \$ 86.20

Semi - Monthly Employee + One - \$ 181.90

Semi - Monthly Family - \$ 259.10

- 3) Beginning the Plan Year 2026/2027, the City will pay 60% of any increase over the total monthly premium rates, for the EPO 500 Medical Plan insurance 2025/2026 premium rates for subsequent plan years.
- 4) Beginning the Plan Year 2026/2027, represented employees will pay 40% of any increase over the total monthly premium rates, for the EPO 500 Medical Plan insurance 2025/2026 premium rates for subsequent plan years. This amount shall be added to the applicable employee contribution rates. If there is a decrease or no increase in the listed premium rates, represented employees will continue to pay the applicable contribution rates listed above.

c) High-Deductible Health Plan (HDHP) (added 2025)

- 1) Beginning July 2025 premium paid in June 2025, represented employees will pay the following semi-monthly contributions towards the HDHP premiums:
  - Employee Only - \$ 41.20
  - Employee + One - \$86.25
  - Family - \$123.10
- 2) The City will be contributing the following to the HDHP 2025/2026 plan year premium on a semi-monthly basis.
  - Employee Only - \$ 370.80
  - Employee + One - \$776.25
  - Family - \$1107.90
- 3) High Deductive Health Plan deductible minimum and maximum amounts are set by the Internal Revenue Service. For calendar year 2025, the deductible for employee only is \$1650 and for employee +1 and family is \$3300. For the 2025/2026 plan year, the City will make the following contributions to the employee Health Savings Account on or before July 1, 2025:
  - Employee only - \$1,650.00
  - Employee +1 and Family - \$3,300.00
- 4) For future plan years, represented employees will pay 40% of any increase over the following total monthly premium rates, for health insurance. This amount shall be added to the applicable employee contribution rates listed above. If there is a decrease or no increase in the listed premium rates, employees will

continue to pay the applicable contribution rates listed above. Current Health Insurance Rates for the HDHP for the 2025/2026 plan year are as follows:

- Employee Only - \$824.00
- Employee + One - \$1,725.00
- Family - \$2,462.00

10.1.4 Represented employees may choose coverage for dental insurance under the REMIF (Redwood Empire Municipal Insurance Fund) plan or a plan chosen by the Arcata Police Association with the CITY contributing the amount of premium paid under REMIF's plan.

10.1.5 The CITY will provide REMIF's vision plan for all represented employees.

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## SECTION 10.3

## RETIREE MEDICAL, DENTAL, AND VISION INSURANCE

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10.3.1 The following shall apply to those eligible employees actively employed as of June 30, 2008, and who remain continuously employed until retirement from the City:

- (a) For employees who retire from the City of Arcata with at least ten (10) years of service with the City, and having been covered under the REMIF health plan for a minimum of five (5) years up to the last day of work, and who continue medical, dental, and/or vision insurance through a City-sponsored plan, the City will contribute two percent (2%) up to the applicable REMIF Early Retiree Single rate or Early Retiree Two-Part rate towards the insurance premium(s) for each year of service as an employee with the City rounded to the nearest whole year.
- (b) For employees with at least twenty (20) years of service with the City, and having been covered under the REMIF health plan for a minimum of five (5) years up to the last day of work, who qualify for this benefit and who continue medical, dental, and/or vision insurance through a City-sponsored insurance plan, the City will contribute three percent (3%) up to the applicable REMIF Early Retiree Single rate or Early Retiree Two-Party rate towards the insurance premium(s) for each year of service as an employee with the City, rounded to the nearest whole year.
- (c) While City contributions will not continue past Medicare eligibility, a retiree or dependent may choose, if eligible, to continue the Medicare coverage available, if any, under the City's group plan at the retiree's or dependent's own cost. (Amended 2013-2015)

10.3.2 For employees hired or re-employed on or after July 1, 2008 and before January 1, 2026, the following shall apply:

- (a) For employees who retire from the City of Arcata with at least ten (10) years of service with the City, and having been covered under the REMIF health plan for a minimum of five (5) years up to the last day of work, and who continue medical, dental, and/or vision insurance through a City-sponsored plan, the City will contribute two percent (2%) up to the applicable REMIF Early Retiree Single rate or Early Retiree Two-Party rate towards insurance premium(s) for each year of service as an employee with the City, rounded to the nearest whole year.
- (b) While City contributions will not continue past Medicare eligibility, a retiree or dependent may choose, if eligible, to continue the Medicare coverage available, if any, under the City's group plan at the retiree's or dependent's own cost. (Amended 2013-2015)

10.3.3 For REMIF plans, per its eligibility guidelines, an employee who has at least ten (10) years of continuous employment with a REMIF member entity before retirement and retires under CalPERS may choose to continue medical, dental, and/or vision coverage. This will be at the retiree's own cost if they do not also meet the criteria above to be eligible for a City contribution towards the premium(s). For example, if the employee

had 5 years of service at another REMIF member entity and 6 years with the City of Arcata, the employee would not qualify for a percentage of the retiree premium to be paid by the City as outlined above, but would be able to continue coverage as a retiree at the retiree's own cost. Refer to Appendix A for additional information on City and REMIF retiree health plan eligibility guidelines. (Added 2013-2015)

10.3.4 Medical and Dental Premium COBRA Payments for Survivors of Employee:

(a) For the survivors of an employee who dies while in the employment of the City of Arcata, and who elect to COBRA medical and dental insurance through City-sponsored insurance plans, the City will contribute two percent (2%) of the insurance premium for each year of service as an employee with the City rounded to the nearest whole year for no more than 36 months.

10.3.5 If the REMIF contract allows domestic partners to be covered under health insurance the City of Arcata will provide such coverage according to the rules defined by REMIF. (Added 2019-2021)

10.3.6 **Article 10, Section 10.3, Retiree Medical, Dental and Vision does not apply to employees who start full-time City employment and/or are rehired after January 1, 2026.**

10.3.7 **Effective January 1, 2026, for the purposes of determining eligibility to the retiree medical benefit, former represented employees who return with less than one (1) year of separation will be reinstated at their retiree health benefit at the time of separation. For the purposes of this Section, one (1) year shall mean from the date of separation to the date of the City's offer of (re)employment. The time between separation from and return to City service will not be included in calculating years of continuous employment.** (Added July 2025)

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## SECTION 11.6

## RESIDENCY AND PUBLIC TRANSIT INCENTIVE

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- 11.6.1 Those represented employees who can show actual residency within the city limits of the City of Arcata shall receive ~~sixty~~ **eighty** dollars (\$60 ~~80~~) per month incentive pay for as long as they remain a resident of the City of Arcata. This payment does not qualify as pensionable compensation reportable to CalPERS. The incentive shall be paid at ~~thirty~~-**six** dollars (\$30 ~~36.92~~) per pay period, on the first and second pay period of each month.
- 11.6.2 Should the employee opt to have the City contribute the monthly resident incentive pay to the employee's deferred compensation account the incentive payment shall be ~~seventy~~ **one hundred** dollars (\$70 ~~46.15~~) per month **pay period**. This deferred compensation contribution on behalf of the employee shall not be considered an employee contribution to become eligible for a City contribution or match as provided in Section 11.1 of this MOU.
- 11.6.3 Employee agrees that should they no longer meet the eligibility requirements for the residency incentive pay that they will immediately notify the City. Employee agrees to repay the City for each month (or prorated portion of) in which the incentive pay was received but for which the employee did not qualify. (Amended and renamed 2019-2021)
- 11.6.4 Represented employees and their immediate families are entitled to free transportation on the Arcata and Mad River Transit System upon presentation of proper identification as determined by the Transit Manager or designee with approval of the City Manager.

*Representatives of the Arcata Police Association (APA) and the City of Arcata hereby agree to the above amended terms to Article 8 (Section 8.6), Article 9 (Section 9.1) Article 10 (Section 10.1 and 10.3), Article 11 (Section 11.6), related to the APA MOU 2024-2027.*

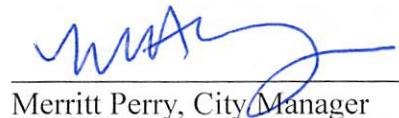
Dated: 7/24/25

ARCATA POLICE ASSOCIATION:

  
Keith Altizer

President

CITY OF ARCATA:

  
Merritt Perry, City Manager