

**SIDE LETTER OF AGREEMENT #3  
BETWEEN  
NAPA SANITATION DISTRICT  
AND  
TEAMSTERS LOCAL 315**

December 7, 2016

The Napa Sanitation District, hereinafter "District" and Teamsters Local 315, hereinafter "Union" have meet and agreed to modify Article 8 Overtime of the Memorandum of Understanding (July 1, 2014 – June 30, 2020) between the District and Union in the following manner:

**ARTICLE 8. OVERTIME**

***Compensating Time Off (CTO)***

An employee may choose compensating time off for overtime worked, they shall be compensated at a rate of 1.5 hours of compensating time for each hour worked. Employees shall have a maximum accrual cap of eighty (80) hours of compensatory time off. An employee may use up to a maximum of eighty (80) hours of compensatory time during a fiscal year.

If an employee and the District cannot find an agreeable time to take off then the employee shall be paid for the time.

Compensating time off may, on the approval of the Department Head, be added to vacations.

~~An employee may request, by November 15 or May 15 of each year, to receive payment of accrued CTO in December or June. An employee may request payment for their entire accumulated CTO balance or a portion thereof.~~

If the foregoing is in accordance with your understanding, please indicate your approval and acceptance in the space provided below.

Approved and Accepted

Date: \_\_\_\_\_

FOR THE DISTRICT

\_\_\_\_\_  
\_\_\_\_\_

Date: Nov 28 2016

FOR THE UNION

  
\_\_\_\_\_