

**Side Letter of Agreement  
Between the  
City of San Mateo  
and  
San Mateo Management Employees' Association  
and  
San Mateo Safety Management Association**

**Re: Police Technical Services Administrator Classification Representation  
May 5, 2025**

The purpose of this Side Letter is to address the wages, benefits, hours and other terms and conditions of employment for the employee in the Police Technical Services Administrator ("PTSA") classification for the period of time between now and the ratification and adoption of a new MOU between the City and San Mateo Safety Management Association ("SMSMA") expiring on June 21, 2026.

In December 2024, the City received a petition to transfer representation of the PTSA classification from the San Mateo Management Employees' Association ("SMMEA") to the SMSMA Unit. The Personnel Officer approved the petitioners' request for a unit modification. No election was held because this is a single incumbent classification.

The amended SMMEA MOU, which expires on April 22, 2028, was adopted by City Council on April 7, 2025. It currently contains provisions related to the terms and conditions of employment of the PTSA classification. Although the PTSA classification is represented by the SMSMA Unit, the current SMSMA MOU does not contain any provisions relating to the terms and conditions of employment of the PTSA classification. The SMSMA MOU expires on June 21, 2026 and it is anticipated that the successor MOU will provide for the terms and conditions of employment for the PTSA classification.

Therefore, the parties agree that:

- Effective April 13, 2025, the PTSA classification will be entitled to any changes to its cost-of-living adjustments ("COLAs") as outlined in the SMMEA MOU dated April 13, 2025 through April 22, 2028.
- Effective the first full pay period following Council adoption, the PTSA classification will be represented by SMSMA. The provisions related to the terms and conditions of employment will apply except for compensation increases (Section 7.3) and all safety related provisions, including but not limited to: Sections 6.3 On-Call Pay, 6.4 Education Incentive Pay, 6.5 Extra Shift Premium Pay, 6.6 Management Incentive Pay or 26.2 Benefits.

- Effective the first full pay period following Council adoption, the PTSA classification will no longer be enrolled in the following: California State Disability Insurance (SDI) Program, Housing Allowance per Section 26.6 of the SMMEA MOU, and the City's Long Term Disability program.
- Effective the first full pay period following Council adoption, the PTSA classification will no longer receive the City contribution or City match regarding the deferred compensation program.

The SMSMA does not currently pay into SDI, Federal Social Security or the City's Long Term Disability programs.

This side letter shall expire upon the ratification of a successor MOU by SMSMA and its adoption by the San Mateo City Council, or new terms and conditions of employment are implemented, whichever is earlier.

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President, SMMEA

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Date: 5/8/2025