

**SIDELETTER BETWEEN THE  
SAN DIEGO COMMUNITY COLLEGE DISTRICT  
AND  
SAN DIEGO COMMUNITY COLLEGE POLICE OFFICERS ASSOCIATION**

The parties agree when planned overtime becomes available, the Department will notify all qualified unit members (excluding those in field training) via Department email. For the purpose of voluntary assignments, planned overtime is defined as an overtime need the department was aware of at least 10-days in advance. To ensure fairness, assignments will be published as soon as practical, with a minimum 4-day response window for standard openings.

Voluntary assignments are awarded based on a Continuous Rotating Seniority List

- The shift is awarded to the volunteer who currently sits highest on the seniority list.
- Once a member accepts and works a voluntary overtime shift, their name is moved to the bottom of the list.
- Members who decline or do not volunteer for an available shift retain their current position at the top of the list.
- Newly qualified unit members are added to the bottom of the existing list.

If no unit member volunteers for a planned overtime assignment, the Department will utilize a separate Mandatory Overtime List based on inverse seniority (juniority).

- The most junior qualified member eligible to work (where the shift does not interfere with their regular schedule) shall be assigned the overtime.
- Once a member is assigned work a mandatory shift, they are moved to the bottom of the Mandatory List (making them the last person to be "forced" again) until the list cycles through all other members.
- If an officer or CSO is assigned mandatory overtime but finds an alternate officer to work the shift on their behalf, they are still moved to the bottom of the list.

An officer or CSO who must work past their normal shift due to an on going call or other unplanned event is not considered Mandatory Overtime for the purpose of this section.

Both lists will reset at the beginning of the calendar year.

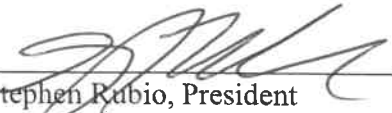
For non-emergency voluntary overtime with less than 10-days of prior notice, a notification will be sent via department email. The first to respond to the email will be assigned the overtime.

The District retains the right to make assignments in a timely manner. A unit member's failure to respond within a reasonable timeframe (as defined by the exigency of the opening) results in a forfeiture of that specific opportunity and is not subject to the grievance process.

Jared Burns, PhD, JD, MHRM, PHR  
Digitally signed by Jared Burns,  
PhD, JD, MHRM, PHR  
Date: 2026.06.01 17:23:06 -07'00'

Jared Burns, Vice Chancellor  
People, Culture, and Technology Services

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

  
Stephen Rubio, President  
Police Officers Association

Date: 6-4-26

*Bradley M. Fields*  
Bradley M. Fields, Esq.  
Labor Relations Representative  
Police Officers Association

Date: 6/4/2026