

August 29, 2026

Heather Hoekstra, President
Sacramento City Exempt Employees Association
1017 L Street #503
Sacramento, California 95814

Lina Balciunas Cockrell, Counsel
Messing, Adam, Jasmine & Shore LLP
2150 River Plaza Drive, Suite 140
Sacramento, California 95833

Re: Letter of Understanding – SCXEA Release Time Bank

Dear Mss. Hoekstra and Cockrell:

This Letter of Understanding (LOU) confirms the agreement reached between the City of Sacramento ("City") and the Sacramento City Exempt Employees Association ("SCXEA" or "Association"), collectively, the "Parties," regarding the above-referenced matter.

Specifically, the agreement is as follows:

Effective upon full execution of this Letter of Understanding, Article 4.2 (Release Time) of the Parties' existing Labor Agreement shall be deleted and replaced with the following:

4.2 RELEASE TIME

- a. SCXEA-represented employees shall utilize the Association Release Time donation [forms](#) and/or associated procedures to authorize donation of their leave balances for Release Time purposes.
- b. Eligible SCXEA Board members shall be allowed to use this Release Time to attend meetings with the City and for other Association activities not prohibited by law. Use of the Release Time bank shall be subject to the approval of SCXEA and the employee's supervisor.
- c. Employees may donate up to forty (40) hours each calendar year from accrued leave balances, excluding sick leave, to a bank of employee-donated SCXEA Release Time. Employee donations shall be irrevocable and not returnable to the donating employee. The maximum cumulative number of hours donated by all members to this bank shall not exceed one thousand forty (1,040) hours per calendar year. Any unused employee-donated hours in the bank on December 31 shall be carried

over into the next calendar year. The total amount of Release Time in each calendar year bank shall at no time exceed one thousand forty (1,040) hours.

- d. In addition to the employee-donated hours in subsection 4.2(c), effective January 1, 2026, and on January 1 of 2027 and 2028, the City shall provide SCXEA with a Release Time bank of one thousand forty (1,040) hours for use by SCXEA Board members for Association business. Any unused portion of the 2026 or 2027 allocation shall expire and be forfeited on December 31 of the calendar year in which the allocation was provided to SCXEA. This subsection, 4.2(d), shall expire and be of no further force or effect on September 16, 2028, except that any unused portion of the city-provided 2028 allocation shall remain available to the Association until exhausted. Any such remaining city-provided hours shall count toward the combined total Release Time limit established in subsection 4.2(f). No additional Release Time hours shall be provided by the City under this subsection after the 2028 allocation.
- e. Board members shall endeavor to provide forty-eight (48) hours' advance notice before using Release Time by emailing their supervisor and copying the SCXEA President. Use of Release Time is subject to the approval of the employee's supervisor.
- f. During the term of this Agreement, and thereafter for so long as any portion of the 2028 Release Time hours provided under subsection 4.2(d) remains available, the Association's combined total of all calendar-year Release Time banks shall not exceed two thousand eighty (2,080) hours. All new donations to the employee-donated Release Time bank made pursuant to subsection 4.2(c) shall be suspended until the total Release Time hours fall below two thousand eighty (2,080) hours.

This agreement does not establish precedent, nor does it interpret any employee rights under the language of the Labor Agreement, the Rules and Regulations of the Civil Service Board, or any applicable policies and procedures of the Department of Human Resources or the City of Sacramento except as expressly stated herein.

This agreement memorializes and constitutes the entire understanding between the parties as to all matters referred to or included herein and supersedes and replaces all prior negotiations and proposed discussions, whether written or oral.

If this is your understanding of the agreement reached, please sign and date as indicated below.

Sincerely,


Aaron Donato (Aug 29, 2026 16:02:09 PDT)

Aaron Donato
Labor Relations Manager

FOR THE CITY:

AGREED TO:

Maraskeshia Smith

Maraskeshia Smith (Aug 31, 2026 15:52:05 PDT)

Maraskeshia S. Smith Aug 31, 2026
City Manager

AGREED TO:

[Signature]

Ryan Moore on behalf of Aug 31, 2026
Leyne Milstein
Assistant City Manager

AGREED TO:

[Signature]

Samantha Hardy (Aug 31, 2026 14:00:43 PDT)

Samantha Hardy Aug 31, 2026
Interim Human Resources Director

FOR THE ASSOCIATION:

AGREED TO:

Heather Hoekstra

Heather Hoekstra Sep 4, 2026
SCXEA President

AGREED TO:

[Signature]

Ryan Meyerhoff (Sep 3, 2026 09:36:17 PDT)

Ryan Meyerhoff Sep 3, 2026
SCXEA Director B

AGREED TO:

Lina Balciunas Cockrell

Lina Balciunas Cockrell Sep 4, 2026
Counsel

Approved as to form:

Maila Hansen

Maila Hansen (Aug 31, 2026 13:45:17 PDT)

Maila Hansen Aug 31, 2026
Senior Deputy City Attorney