MEMORANDUM OF UNDERSTANDING

between the

CITY OF MONTEREY

and the

MONTEREY POLICE ASSOCIATION (MPA) /
LABORERS INTERNATIONAL UNION OF NORTH AMERICA (LIUNA) /
UNITED PUBLIC EMPLOYEES OF CALIFORNIA (UPEC)

July 1, 2016 through June 30, 2019
# TABLE OF CONTENTS

SECTION 1 - IMPLEMENTATION .......................................................................................... 1
SECTION 2 - TERM OF AGREEMENT .............................................................................. 1
SECTION 3 - SALARY ADJUSTMENTS ............................................................................. 1
SECTION 4 - LONGEVITY PAY ....................................................................................... 1
SECTION 5 - MERIT SALARY STEPS .............................................................................. 1
SECTION 6 - INSURANCE COVERAGE ............................................................................ 1
SECTION 7 - "SECTION 125 PROGRAMS" ...................................................................... 5
SECTION 8 - PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) ............................... 5
SECTION 9 - RETIREMENT HEALTH SAVINGS PLAN (RHSP) ...................................... 6
SECTION 10 - DEFERRED COMPENSATION - MATCH PROGRAM ............................. 6
SECTION 11 - TOTAL COMPENSATION ........................................................................ 7
SECTION 12 - UNIFORM ALLOWANCE ......................................................................... 7
SECTION 13 - CALL BACK COMPENSATION ................................................................. 7
SECTION 14 - SPECIAL ASSIGNMENT DIFFERENTIAL PAY ...................................... 8
SECTION 15 - SHIFT DIFFERENTIAL PAY .................................................................... 9
SECTION 16 - BI-LINGUAL PAY ................................................................................... 10
SECTION 17 - POST ADVANCED CERTIFICATE PAY ............................................... 10
SECTION 18 - STAND-BY COMPENSATION ................................................................ 10
SECTION 19 - COURT TIME COMPENSATION ............................................................ 10
SECTION 20 - OVERTIME, COMPENSATORY TIME OFF, HOLIDAY TIME, AND SPECIAL SERVICES
MINIMUMS 11
SECTION 21 - TRAINING TRAVEL TIME ..................................................................... 12
SECTION 23 - TUITION REIMBURSEMENT .................................................................. 12
SECTION 24 - VACATION AND SICK LEAVE ............................................................... 13
SECTION 25 - SICK LEAVE/INDUSTRIAL DISABILITY RETIREMENT ...................... 13
SECTION 26 - SICK LEAVE PAYOUT .......................................................................... 14
SECTION 27 - SICK LEAVE USED AS PERSONAL LEAVE ........................................ 14
SECTION 28 - VOLUNTARY UNPAID LEAVE TIME ................................................... 14
SECTION 29 - HOLIDAY SCHEDULE ......................................................................... 14
SECTION 30 - DEFINITION OF 4/10 PLAN AND UTILIZATION ................................. 15
SECTION 31 - CHANGE OF SHIFT ASSIGNMENT ....................................................... 17
SECTION 32 - WELLNESS PROGRAMS ........................................................................ 17
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between the
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MONTEREY POLICE ASSOCIATION (MPA) /
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July 1, 2016 through June 30, 2019

This Memorandum of Understanding is entered into pursuant to the Meyers-Milias-Brown Act (Government Code Sections 3500-3510) and the Employee Relations Regulations of the City of Monterey (City Code Section 25-16) and is made by and between the City of Monterey (hereinafter referred to as "City"), and the Monterey Police Association/Laborers’ International Union of North America (LIUNA) (hereinafter referred to as "Association"). The City and the Association recognize all members of the Monterey Police Department in the rank of Police Officer and Police Sergeant, herein referred to as "employee(s)," are governed by this agreement.

SECTION 1 - IMPLEMENTATION

This Memorandum of Understanding constitutes a mutual recommendation to be jointly submitted to the City Council. It is agreed that this Memorandum of Understanding shall not be binding upon the parties either in whole or in part unless and until ratified by the Association’s membership, and unless and until the City Council acts, by a four-fifths vote, formally to approve this Memorandum of Understanding; appropriates the necessary funds required to implement the provisions of this Memorandum of Understanding which require funding; and takes any other action required.

SECTION 2 - TERM OF AGREEMENT

This Agreement shall be effective on July 1, 2016, and shall terminate at 12:00 midnight on June 30, 2019.

This agreement shall be effective July 1, 2016. This agreement is for a period of three (3) years and shall terminate at 12:00 Midnight on June 30, 2019; except that its provisions, except as noted, shall continue from year to year thereafter, unless and until either party fulfills the requirements set forth below.

In the event either party desires to negotiate a successor agreement, such party shall serve upon the other during the month of April of the last year in the term of this agreement, its written notice to commence negotiations, as well as its initial written proposals for a successor agreement.

Negotiations shall begin no later than 30 days from the timely receipt by one party of the other party’s notice and initial proposals for a successor agreement.
SECTION 3 - SALARY ADJUSTMENTS

During the term of this agreement by the City and the Association, the following salary increases shall be made to the classifications represented by the Association in accordance with the procedures established by the Finance Director.

3.1 Effective July 1, 2016, the pay rates for employees in this representation unit shall be increased by Four Percent (4.0%).

3.2 Effective July 1, 2017, the pay rates for employees in this representation unit shall be increased by Three Percent (3.0%).

3.3 Effective July 1, 2018, the pay rates for employees in this representation unit shall be increased by Three Percent (3.0%).

SECTION 4 - LONGEVITY PAY

Employees hired on or after June 6, 2017, the date of ratification of this Agreement by the membership and approval by the City Council, shall not be eligible for Longevity Pay.

Represented employees hired before June 6, 2017 with at least twenty (20) years of continuous full time City of Monterey service, will receive a 5.0% longevity pay.

Represented employees hired before June 6, 2017 with at least twenty-five (25) years of continuous full time City of Monterey service, will receive an additional 5.0% longevity pay.

Represented employees hired before June 6, 2017 with at least thirty (30) years of continuous full time City of Monterey service, will receive an additional 5.0% longevity pay.

SECTION 5 - MERIT SALARY STEPS

There shall be a one-year performance review period between each step of the salary range, with exceptions allowed in accordance with the Personnel Rules and Regulations in Section 25-5 of the Monterey City Code.

SECTION 6 - INSURANCE COVERAGE

The following is a brief summary of insurance benefits. To the extent that the insurance programs detailed below continue to be available, the City will continue to offer these programs. Employees should refer to the plan documents for a complete description of benefits, coverage and limitations. If, during the term of this agreement, a change in insurance plans or coverage is necessary, the City shall provide notice thirty (30) days in advance if at all possible, and, upon request, meet with representatives of the Association.
6.1 Major Medical

The City and the Association agree to continue in the Public Employees Medical and Hospital Care Act (PEMHCA).

6.2 Dental/Orthodontia

The City shall pay the full cost for employee dental insurance administered by Coastal or an equivalent third party administrator up to the annual maximums described in the plan description.

The City will afford eligible employee dependents the opportunity to participate in an open enrollment every three years. An employee electing coverage for dependent(s) shall pay the full cost for dependent dental premiums.

6.3 Vision Care

The City will continue to provide vision care insurance, and pay the full cost of premiums, for employees and dependents. The plan will provide for expenses incurred up to the annual maximums described in the plan description.

6.4 Life Insurance

The City will provide a $20,000 Term Life Insurance and Accidental Death and Dismemberment Policy for each employee covered by this agreement. Employees, at their own option and at their own cost, may purchase up to an additional $50,000 of Term Life Insurance and Accidental Death in $10,000 increments at the prevailing premium assessed by the City's carrier and subject to the conditions of the City's carrier. Further, with the insurance carrier's approval, the cap may be removed. The purchase of additional insurance shall be in accordance with payroll deductions procedures established by the Finance Director, the underwriting requirements of the insurance carrier, and any limitations imposed by Federal or State laws relating to the pre-tax purchase of life insurance.

6.5 Cafeteria Plan

During the term of this agreement, the following conditions shall apply to the insurance programs provided by the City in a cafeteria plan format. The provisions of this cafeteria plan require participation by the Association in the Public Employees Medical and Hospital Care Act (PEMHCA). In accordance with State Law, the nonelective contribution/premium paid by the City toward the medical for active employees shall be adjusted annually by the PERS board to reflect any change to the medical care component of the Consumer Price Index and shall be rounded to the nearest dollar.
6.5.1 The City shall continue the existing flexible benefits plan for employees through the term of this Agreement.

6.5.2 The City shall make a direct contribution equal to the minimum employer contribution for agencies participating in the Public Employees Medical and Hospital Care Act (PEMHCA) on behalf of each active employee and qualified retiree.

6.5.3 Effective the 16th day of July 2017 by, the City shall make a non-elective employer contribution to the flexible benefits plan on behalf of each active employee in an amount which, together with the minimum PEMHCA contribution (of $128.00 as of 2017) equals the following:

- $1,988.00 per month - family coverage
- $1,689.00 per month - two-person coverage
- $878.00 per month - single coverage

[EXAMPLE: If the PEMHCA minimum contribution is $128, then the City shall make a flexible benefits plan contribution of $1,860.00 per month for family coverage, $1,561.00 per month for two person coverage and $750.00 per month for single coverage.]

Employees who opt out of a City Medical Plan, and provide proof of alternate group medical insurance will be entitled to $600.00 per month. To qualify, an employee must provide proof of alternate group coverage to Human Resources. Alternate coverage must be acceptable by the City and compliant with the Affordable Care Act.

6.5.4 For the plan year beginning January 1, 2018, the City shall make a non-elective employer contribution to the flexible benefits plan on behalf of each active employee which, together with the 2018 minimum PEMHCA contribution (of $133.00) equals the following:

(1) For Two-Person Coverage and Family Coverage: the applicable 2017 City flexible benefits contribution increased by (a) any increase in the PEMHCA minimum contribution for the plan year plus (b) the increase in premiums for the PERS Choice plan for the 2018 calendar year. In the event of a rate increase in the premiums for these tiers, the City shall increase these two tiers by the necessary amount to keep employees in these tiers at the same out-of-pocket contribution levels, up to a maximum increase of 9.0%. Employees shall be responsible for any increases above this 9.0%.
(2) For Single Coverage: $878 per month.

Employees who opt out of a City Medical Plan, and provide proof of alternate group medical insurance will be entitled to $600.00 per month. To qualify, an employee must provide proof of alternate group coverage to Human Resources. Alternate coverage must be acceptable by the City and compliant with the Affordable Care Act.

6.5.5 For the plan year beginning January 1, 2019, the City shall make a non-elective employer contribution to the flexible benefits plan on behalf of each active employee which, together with the 2019 minimum PEMHCA contribution equals the following:

(1) For Two-Person Coverage and Family Coverage: the applicable 2018 City flexible benefits contribution increased by (a) any increase in the PEMHCA minimum contribution for the plan year plus (b) the increase in premiums for the PERS Choice plan for the 2019 calendar year. In the event of a rate increase in the premiums for these tiers, the City shall increase these two tiers by the necessary amount to keep employees in these tiers at the same out-of-pocket contribution levels, up to a maximum increase of 9.0%. Employees shall be responsible for any increases above this 9%.

(2) For Single Coverage: The 2018 Single premium contribution increased by any increase in the minimum PEMHCA contribution for the plan year.

Employees who opt out of a City Medical Plan, and provide proof of alternate group medical insurance will be entitled to $600.00 per month. To qualify, an employee must provide proof of alternate group coverage to Human Resources. Alternate coverage must be acceptable by the City and compliant with the Affordable Care Act.

6.5.6 Consistent with applicable laws and regulations, each employee may use his/her allocated amount for any benefits permitted by law and provided for in the flexible benefit plan document. As of the execution of this agreement, those benefits include:

- Health insurance in accordance with PERS regulations and Federal law;
- Dependent dental coverage;
- Additional life insurance, provided by the City’s insurance carrier, up to the maximum allowed by the City’s carrier;
- Dependent Care Assistance Plan (DCAP);
- Flexible Spending Account (FSA);
• To take any unused cash value after selecting from the above options as taxable cash-in-lieu.

SECTION 7 - "SECTION 125 PROGRAMS"

Employees may elect to participate in three Section 125 programs offered by the City. The available programs are Premium Conversion, Dependent Care, and Flexible Spending Account. Each of these programs will be administered in accordance with the IRS Code. Employees will pay any administration fee for this service through payroll deductions. The Flexible Spending Account carries a maximum participation of $5,000 per employee, per year.

For purposes of information, the following is a description of premium conversion, dependent coverage and flexible spending account.

- Premium Conversion: Permits payment of health insurance premiums subject to salary deduction with pre-tax income.
- Dependent Care: Permits payment of eligible dependent care expenses (minor and/or adult) with pre-tax income.
- Flexible Spending Account: Permits payment of eligible health care expenses not reimbursed by health insurance with pre-tax income.

The City allows the health premiums for those employees who participate in the LIUNA Medical Trust to be deducted on a pre-tax basis, subject to the conditions set forth by the Public Employees Retirement System.

The above descriptions are not intended to supersede current Internal Revenue definitions or how these definitions may change from time to time. The descriptions are for informational purposes only.

SECTION 8 - PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

8.1.1 For "Classic" employees, as defined by the Public Employees' Retirement System (PERS), hired prior to January 1, 2013, retirement benefits for employees shall be those established by the Public Employees' Retirement System (PERS) for Local Safety Members 3% at age 50 Formula, highest single year.

8.1.2 For new employees, as defined by the Public Employees' Retirement System
(PERS), hired on or after January 1, 2013, retirement benefits shall be those established by the Public Employees’ Retirement System (PERS) for Local Safety Members 2.7% at age 57 Formula, highest three years.

8.1.3 Effective January 1, 2018, “Classic” employees, as defined by the Public Employees’ Retirement System (PERS), shall contribute a Three Percent (3%) additional member contribution over and above the Normal Contribution for “Classic” members toward the employers contribution, for a total member contribution rate of twelve Percent (12%).

SECTION 9 - RETIREMENT HEALTH SAVINGS PLAN (RHSP)

The "Retirement Health Savings Plan" is a City funded health benefit savings program that allows employees to accumulate assets to pay for medical premiums and allowable health expenses at retirement (or upon meeting eligibility criteria) on a tax-free basis. The "Retirement Health Savings Plan" has the following components:

Eligibility: Employee must retire or separate from City service and have reached a minimum of age 50. Under certain circumstances the age requirement may be waived if the employee qualifies as disabled from work under the PERS retirement plan or under Workers’ Compensation.

The City will contribute $50.00 per month per employee to the Retirement Health Savings Plan (RHSP). The City’s contribution and related investment results will then be provided to the employee upon separation, or retirement, as long as the employee reaches 10 years of City service in a sworn police position.

If an employee does not reach at least 10 years of City service or more, the City’s contribution and investment results shall return to the City to offset further contribution costs.

The City will attempt to find a way in which employees may contribute to a health savings plan. If such a program is found, and complies with all Internal Revenue Service regulations, or any other applicable law, the City will make such a program available to MPA as soon as it is feasible.

The above descriptions are not intended to supersede current Internal Revenue Service regulations or how these regulations may change from time to time. These Internal Revenue Service regulations may affect the City’s ability to provide this program. The descriptions are for informational purposes only.

SECTION 10 - DEFERRED COMPENSATION - MATCH PROGRAM

Effective the pay period beginning on June 16 and ending June 30, 2017, the City will
match up to $35.00 per pay period ($70.00 per month) of an employee’s contribution to a City authorized Deferred Compensation Plan authorized under Internal Revenue Code Section 457. The employee’s contribution does not need to be an increase from any existing contribution to count towards the amount the City will match. The combined contribution between the City’s and the employee’s contribution to the City’s Deferred Compensating Plan(s) cannot exceed the maximum permitted by law.

SECTION 11 - TOTAL COMPENSATION

The City and the Association agree that the principles of total compensation as used at one time in earlier agreements no longer apply. All adjustments to salary and benefits during the term of this agreement shall be as set forth herein.

SECTION 12 - UNIFORM ALLOWANCE

The City will contribute the following monthly uniform allowance:

The City will contribute $115.00 monthly for uniform allowance or $155.00 monthly for Special Unit* uniform allowance.

*Special Unit is defined as those personnel assigned to the Traffic Unit, Community Action Team (CAT), and the Canine Unit (and their successor units should titles change in the future).

Additionally, personnel newly appointed to the Traffic, Canine and CAT units will receive a one-time payment of $450 to apply to uniform and equipment purchases.

Duty uniforms (shirts and pants) may be either 100% wool, a synthetic blend (such as polyester/rayon), or a blend of wool and synthetic material, as long as all such garments meet “LAPD specifications” related to material and color. All such garments shall also meet additional Department uniform specifications (i.e., brand, cut, badge tab, creases, pocket designs, shoulder epaulets, etc), which are in keeping with the current uniform requirements.

In addition to the above requirements, all sworn personnel shall maintain at least one, Class A Uniform (shirt and pants) that is 100% wool.

SECTION 13 - CALL BACK COMPENSATION

Employees shall be entitled to call back compensation when they are summoned to work outside their regularly scheduled duty time. If an employee’s required to report for duty or any other required work assignment, the employee shall receive a minimum of two hours overtime or be compensated for the actual time worked, whichever is greater (see exceptions.)

MPA MOU July 1, 2016 – June 30, 2019
Agreement #: Ag-7025 - Page 11 of 27
Exception 1: If the call back is within one hour of an employee's regularly scheduled duty start time they will be compensated for actual time worked.

Exception 2: If an employee has been given the option of fulfilling the duty requirement (e.g., training, semi-annual shoot, etc.) during their regularly scheduled duty time and opts to respond at another time that is outside their regularly scheduled duty time, they will not be entitled to the two-hour minimum, unless prior approval has been obtained from a supervisor.

Exception 3: If an employee attends and/or participates in a job related event that is outside their regularly scheduled duty time when their attendance and/or participation in such event is optional, they will not be entitled to the two-hour minimum, unless prior approval has been obtained from a supervisor. This exception shall not apply to optional overtime duty for special event staffing, for which the two-hour minimum call back compensation shall apply, provided no other exceptions are applicable.

Exception 4: If the call back requires a job related court appearance by an employee, they shall be compensated as specified in the Court Time Compensation Section of the MOU.

 Instances where call backs may occur include but are not limited to: 1) Staffing shortages, 2) Major criminal or accident investigation/staffing, 3) Hostage and critical incident responses, 4) Special event staffing, 5) Physical agility testing, 6) Range qualification, or any other circumstance that would require an employee to report for duty outside their regularly scheduled duty time.

Employees shall be compensated in cash at the rate of 1 1/2 times their regular rate of pay, or in lieu of pay, an employee may receive credit of compensatory time off at the rate of 1 1/2 times the number of hours worked.

Effective November 1, 2008, call back compensation shall be increased from a minimum of two hours to a minimum of four hours, in conjunction with the requirements of this section. If the callback is within three hours of an employee's regularly scheduled duty start time, they will be compensated for actual time worked.

SECTION 14 - SPECIAL ASSIGNMENT DIFFERENTIAL PAY

A 5% pay differential over base salary shall be paid to an employee in the classification of Police Officer or Police Sergeant who is formally assigned to and capable of performing the duties in accordance with departmental procedures of those positions that are identified as special duty assignments. Special duty assignment differential is provided for these positions because: 1) duties are substantively different from those of a Patrol Officer or a Patrol Sergeant; and 2) they require knowledge, skills and abilities distinct from those of a Patrol Officer or a Patrol Sergeant. For the purposes of this section, neither the Canine Officer positions nor the maximum six (6) Field Training
Officer (FTO) positions are considered Patrol Officers.

The following list of special duty assignments shall receive the Special Assignment Differential Pay:

POLICE OFFICER
Canine Officer, Community Action Team (CAT) Officer, Field Training Officer (FTO), Public Education Officer (PEO), School Resource Officer (SRO), * Detective, Traffic Officer, and Senior Traffic Officer**

*Detective receives a 7.5% pay differential (over police officer base salary) based upon their job requirements, duties and function.

**Senior Traffic Officer receives a 10% pay differential (over police officer base salary) based upon their job requirements, duties and function.

POLICE SERGEANT
Community Policing Sergeant, Detective Sergeant, Traffic Sergeant, Training Sergeant, FTO Sergeant

Additionally, employees serving as Canine Officers will be credited nine (9) hours per pay period (deduct 9 hours from normal scheduled time) for time spent outside regularly scheduled hours.

Temporary "Light Duty Assignments" are not considered special duty assignments.

New special duty assignments, within the definition of this section, may be created and/or authorized by the Police Chief with the approval of the City Manager.

SECTION 15 - SHIFTS DIFFERENTIAL PAY

Employees assigned to the graveyard shift (9:30 p.m. to 7:30 a.m.), and in a pay status for the majority of the month, shall receive a 5.0% shift differential over base salary per month.

Employees assigned to the swing shift (4:30 p.m. to 2:30 a.m.), and in a pay status for the majority of the month, shall receive 2.5% shift differential over base salary per month.

Employees assigned to the swing shift (4:30 p.m. to 2:30 a.m.), and in a pay status for the majority of the month shall receive 2.5% shift differential over base salary per month.
SECTION 16 - BI-LINGUAL PAY

Employees shall have the opportunity to demonstrate foreign or sign language proficiency and subsequently be bilingual certified. An employee who receives such certification shall be eligible to receive compensation equal to 5% of his/her base monthly salary.

To maintain eligibility an employee must meet all of the requisite policy criteria, including but not limited to: 1) Target language must be approved by Police Chief, 2) Must demonstrate language proficiency through standardized testing, 3) Must be successfully re-certified every 36 months, and 4) Target language must continuously meet existing needs of department, City, and community.

SECTION 17 - POST ADVANCED CERTIFICATE PAY

Effective the pay period beginning on June 16 and ending June 30, 2017, employees who possess a POST Advanced Certificate shall receive a Five Percent (5%) premium pay over base salary.

Employees who are eligible for the advanced POST certificate and who have applied for it, shall be eligible for the 5% premium beginning the date of application for the certificate. If the application for the advanced POST certificate pay is denied, the employee will reimburse the City for the premium pay received.

SECTION 18 - STAND-BY COMPENSATION

Employees assigned as Detectives in the General Investigations unit of the City of Monterey Police Department shall be paid an additional $200 per week when assigned to stand-by in accordance with departmental procedures. Where an assignment is made for less than one week the allowance shall be pro-rated. Stand-by shall be defined as that circumstance which requires an employee who is not on duty and assigned by the department to:

A. Be ready to respond immediately to a call for service;
B. Be readily available at all hours by telephone or other agreed upon communication equipment; and
C. Refrain from activities which might impair their assigned duties upon call.

SECTION 19 - COURT TIME COMPENSATION

When an employee is summoned to appear in court outside their regularly scheduled duty time and the court appearance is as a result of actions taken in their official capacity as a police officer, the employee shall receive a minimum of three hours overtime or be compensated for the actual time worked, whichever is greater. An
exception shall be that if the court time is within 1 1/2 hours of the employee's regularly scheduled duty start time they will be compensated for actual time worked.

If an employee appears in court on a regularly scheduled work day during a period when they have opted to utilize approved or noticed leave (i.e., vacation, comp. time, sick time, bereavement, etc) for more than 1/2 their regular work shift, they shall receive the three-hour minimum compensation. An employee who is on administrative leave as a result of a disciplinary action shall not be entitled to the three-hour minimum.

Court time shall be compensated in cash at the rate of 1 1/2 times their regular rate of pay, or in lieu of pay, an employee may receive credit of compensatory time off at the rate of 1 1/2 times the number of hours worked.

Effective November 1, 2008, the minimum court time compensation shall increase from three hours to four hours. An exception shall be that if the court time is within three hours of the employee's regularly scheduled duty start time, they will be compensated for actual time worked.

SECTION 20 - OVERTIME, COMPENSATORY TIME OFF, HOLIDAY TIME, AND SPECIAL SERVICES MINIMUMS

Overtime shall be defined as those hours authorized and worked by an employee who is eligible for overtime compensation in excess of eight (8) hours per day for an employee on a regular 5/8 hour work schedule; in excess of ten (10) hours per day for an employee on a 4/10 hour work schedule; or hours worked on an employee's regularly scheduled day off.

Employees shall be paid cash at the rate of one-and-one-half times their regular rate of pay for the actual hours worked. In lieu of pay for overtime work, an employee may receive credit of compensatory time off (CTO) at the rate of one-and-one-half times the actual hours worked. Department approval is required for all requests for the use of CTO prior to being granted. In no event shall an employee regularly assigned to a 4/10 schedule be authorized to use compensatory time if such will require overtime based on departmental staffing policy. CTO may be accumulated to a maximum of 160 hours; hours in excess will be paid as cash. CTO will be scheduled in accordance with established Police Department procedures for time off.

Overtime paid in cash and compensatory time will be paid in accordance with procedures established by the Finance Director.

On October 31 of each year, employees may either receive pay for unused CTO or maintain unused CTO as CTO leave. If an employee does not make a selection, the entire CTO balance as of October 31 will be paid. Any payments will be made the
second payday in November. In no case may an employee maintain more than 160 hours of accrued CTO in their leave bank.

Overtime minimums for the following activities that are contracted through the City are:

A. For special traffic control (including parades and commercial filming) and similar services, the officer(s) shall be guaranteed a minimum of four (4) hours.
B. For dances, private parties, special events and other similar services, the officer(s) shall be guaranteed a minimum of four (4) hours.

SECTION 21 - TRAINING TRAVEL TIME

Travel to normal, contemplated mandated training (e.g. POST or Department required training), as distinguished from special, unusual or unanticipated training, is not compensable (credited towards overtime) except to the extent it necessarily occurs during scheduled work time.

SECTION 22 - EDUCATION INCENTIVE PLANS

22.1 Education Incentive Plan (EIP)

Employees hired by the City prior to July 1, 1990, will continue to be eligible to participate in the Education Incentive Plan (EIP) as outlined in City Code Section 25-11.07 (Educational Incentive Plan). Employees hired by the City after July 1, 1990, will not be eligible to participate in the Education Incentive Plan as outlined in City Code Section 25-11.07.

22.2 Education Incentive Premium Pay (EIPP)

All employees who have completed their initial police officer probationary period may participate in the Department's Education Incentive Premium Pay (EIPP) program provided, however, that an employee may not participate in both EIP and EIPP. Employees participating in EIPP may be eligible to receive two and a half (2.5) percent premium pay on base salary for an Associate’s Degree, five (5) percent premium pay on base salary for a Baccalaureate, and a seven and a half (7.5) percent premium pay on base salary for a Master’s Degree subject to the provisions of EIPP.

The City shall consider EIPP as part of base pay.

SECTION 23 - TUITION REIMBURSEMENT

Employees shall be entitled to Tuition Reimbursement pursuant to the City's Tuition Reimbursement Program at an amount of $2000 per year per employee. Tuition
Reimbursement may be used for educational classes, training courses, seminars, conferences, and other approved courses that are job related, and up to 30% of the annual amount may be used by an employee for room and board directly related to an approved course of study. The conditions of this reimbursement program shall be determined by the Department's Tuition Reimbursement Policy, and the coursework undertaken must have the prior written approval of the appropriate Division Commander or Police Chief.

SECTION 24 - VACATION AND SICK LEAVE

During the term of this agreement, vacation leave shall continue to accrue and be administered in accordance with the rules and regulations in existence at the time this agreement is implemented.

Sick leave shall continue to be accrued and subject to all other use rules and regulations which exist at the time this agreement is implemented.

Accrued sick leave may be utilized if the employee is required to be absent from work on account of non-job related illness or injury; routine medical or dental appointments; or for the care related to the illness or injury of the employee's child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), mother, father, spouse or domestic partner registered with the Department of Human Resources.

A represented employee may use up to 40 hours of accrued sick leave per calendar year if the employee is required to be absent for the care related to the illness or injury of the employee's grandparent, grandchild, brother, sister, father-in-law, mother-in-law, stepfather or stepmother.

The maximum allowable use of sick leave for the death of a family member shall not exceed 80 hours in any calendar year for a single family member.

Employees with more than 20 years of service shall accrue annual vacation leave at the rate of 23 days per year. ("Days" shall equal 8 hours, as it is currently reflected in the Personnel Rules.)

SECTION 25 - SICK LEAVE/INDUSTRIAL DISABILITY RETIREMENT

Upon either the approval of an application by a unit employee for industrial disability retirement, or upon the independent determination of the employer that an employee is industrially disabled, the employee shall not be entitled to use any remaining sick leave, and any remaining sick leave balance in the employee's account shall be cancelled. This provision is intended to exercise the employer's rights under Government Code Section 21163.2. Incumbents in a class represented by the unit as
of January 1, 1999 are not subject to this provision.

SECTION 26 - SICK LEAVE PAYOUT

Employees who retire on a regular non-disability retirement with a minimum of fifteen (15) years of sworn service, and up to twenty (20) years of sworn service shall be entitled to "sell back" 25% of accrued sick leave at the rate of final base pay. Employees who retire on a regular non-disability retirement with twenty (20) or more years of sworn service shall be entitled to sell back 50% of accrued sick leave at the rate of final base pay. Sworn service must be with the City of Monterey. If an employee elects to utilize time available to him/her under the provision of the PERS contract for sick leave service credit, such time cannot also be applied to the "sell back" provision under this section.

SECTION 27 - SICK LEAVE USED AS PERSONAL LEAVE

Up to twenty-four (24) hours of accrued sick leave may be taken as Personal Leave during the calendar year so long as the employee has a minimum of 160 hours of accrued sick leave on the books at the time the Personal Leave is taken. Approval for the use of Personal Leave shall otherwise be subject to the same use rules as vacation.

SECTION 28 - VOLUNTARY UNPAID LEAVE TIME

Upon the approval of the Chief of Police or designee, employees may take unpaid time off (up to 80 hours per fiscal year) for specific circumstances, which would include if the request is for the purpose of improving the training of the employee for their position or career in City Service, if the request is for an extended illness for which paid leave is not available, or if the request is in the event of urgent personal affairs that requires the full attention of the employee.

SECTION 29 - HOLIDAY SCHEDULE

The holiday schedule shall include one floating holiday per year.

Additionally, before the floating holiday can be taken by the employee, it must be approved by the Police Chief, or his/her designee, and cannot be granted if the time requested will require, in the Police Chief's judgment, the use of other personnel in an overtime status. This floating holiday will not have any cash value.

The holiday schedule has been modified to exchange the Lincoln's Birthday holiday for the first working day after Christmas.

Employees may rollover the floating holiday to the next fiscal year. In no case shall an
employee be able to accrue more than 80 hours of accrued holiday time. There shall be no cash value for floating holidays.

SECTION 30 - DEFINITION OF 4/10 PLAN AND UTILIZATION

4/10 Plan
For the term of this Memorandum of Understanding unless noted herein, all sworn personnel represented by the Association and assigned as patrol officers and patrol sergeants (including the Canine officer) shall work on the 4/10 Plan. Nothing in this agreement shall preclude the Police Chief, with the concurrence of the City Manager, from assigning sworn personnel represented by the Association to a different work week schedule in the event of an economic emergency declared by the City Council, reductions in the number of sworn personnel, and/or during periods of declared emergency.

Sworn personnel represented by the Association who are not covered by the above paragraph in this section can be assigned to any schedule currently in use by the Department or an alternate schedule (i.e. a 5/8, 4/10, 9/80 etc). Employee preference will be considered however operational needs of the organization shall take precedence. The Chief of Police shall make the final determination regarding the appropriate work schedule for the respective assignment. Nothing in this section, however, precludes the immediate altering of a duty assignment or changing of duty hours of any sworn personnel represented by the Association, if deemed necessary to assist in a temporary assignment or if needed for special duty, as defined by the Chief of Police.

The 4/10 schedule encompasses the following elements: The patrol division will utilize a modified 4110 plan based upon a seven-week cycle in which double-up days adjust ahead one day each week. Under this schedule, days off adjust ahead one day each week as well. The double up days are staggered for Watch 3; their work schedule is one week ahead of the other two watches and, thus, their double up day occurs one day earlier. The staggered double up days are subject to consolidation to a single day each week at the discretion of the Chief of Police.

Utilization
Police officers assigned to Patrol shall bid for shift and platoon assignments based on seniority, with some exceptions, on an annual basis. Community Action Team, Traffic and Canine assignments shall be at the discretion of the Chief of Police.

Prior to officers signing up for the shift bid, the patrol sergeants will be assigned.

Police officers shall, by September 30th of each year, sign up for their shift preferences for the following year on the sign-up roster established by the department.
Annual shift reassignments shall normally occur in the third week of January each year. The specific date will be chosen and announced each year so as to correspond with schedule, payroll, and other relative concerns.

**Shift Assignment Considerations**
Seniority will be the basis by which most shift assignments will be made in any given year. All things being equal, seniority shall be the predominant determining factor.

Special circumstances can be brought forth either from individual Police Association members or the Department's Administration. Those circumstances requiring further review will be shared with the MPA President or his/her designee so that Police Association input can be garnered before any actions are taken. Ultimately, however, the Chief of Police shall make the final determination regarding those assignments involving special circumstances.

Regardless of seniority, officers shall normally be assigned to a different shift for at least one year (twelve consecutive months) if they have served on the same shift for five consecutive years.

**Field Training Officers**
The Department's six Field Training Officers (FTOs) shall be assigned as follows:
- Two on day shift (one on each platoon)
- Four on swing shift (two on each platoon)

FTOs may bid for these assignments during the Department's annual shift reassignment process. FTO shift assignments will be made on the basis of seniority in the rank of police officer. An FTO, regardless of seniority, shall be assigned to a different shift for at least one year if they have served as a police officer on the same shift for five consecutive years.

**Probationary Police Officers**
Probationary Police Officers will be assigned to shifts and platoons as determined by the Chief of Police. The probationary Police Officers positions will be designated as "administrative assignments" prior to the shift bid.

**Sergeants**
Sergeants shall, by August 15th of each year, sign up for their first and second choice shift preferences for the following year on the sign-up roster established by the department. Preferences shall be submitted on a form established by the Department. Seniority will be considered but will not be the overriding factor in determining assignment for sergeants. The intent is to provide sergeants opportunities to work each of the different shifts.

Sergeants, regardless of seniority, shall be assigned to a different shift for at least one
year (twelve consecutive months) if they have been assigned to the same shift for two consecutive years.

FTO Sergeants - at least (1) one FTO sergeant will be assigned to swing shift, the other FTO sergeant will be assigned to the opposite platoon on either swing shift or day shift.

The Chief of Police shall make the final determination regarding sergeant assignments.

Annual Publication of Shift Assignments
The Department will publish shift and platoon assignments for the upcoming year by November 1st.

Mid Year Shift Assignments
Generally, officers and sergeants reassigned to Patrol after the annual shift assignments have been published shall be assigned to the available vacancy at the discretion of the Chief of Police or his/her designee.

Shift Assignment Appeals
Shift assignments made by the Chief of Police or his/her designee may be appealed in writing to the Chief of Police whose decision will be final.

Operational Needs
Nothing in this section shall prohibit the Department from changing personnel assignments to meet operational needs or during emergencies.

SECTION 31 - CHANGE OF SHIFT ASSIGNMENT

An effort will be made to provide a two-week notice to unit employees prior to a transfer from one assignment to another when the Police Department has sufficient prior knowledge that such a transfer will occur. Whenever temporary changes/modifications in a shift assignment are anticipated to facilitate the staffing of or participation in a special event, training session/course, or any other planned occurrence, whenever possible, unit employees will be provided 72 hours notice. Nothing in this section shall prohibit the Police Department from changing an assignment to meet unforeseen operational requirements or emergencies.

SECTION 32 - WELLNESS PROGRAMS

Employees represented by the Association shall have available to them the full range of wellness services offered through the City’s contract with the Employee Assistance Program provider.
SECTION 33 - NO SMOKING POLICY

The use of tobacco products is prohibited while on-duty and/or while in/on City premises.

SECTION 34 - PREPAID LEGAL SERVICES

The City will provide a Group Legal Services Plan for employees represented by the Association through an employee-paid premium. Participation in the program shall be voluntary and consistent with the provider's requirements that the potential pool of participants must include a minimum of 200 employees.

SECTION 35 - FITNESS PLAN

All MPA-represented members will be eligible to participate in a Fitness Plan where they workout off-duty in exchange for leave time accrued in a fitness bank.

Conditions for Qualifying:

- Employees are required to work out between 20 and 39 sessions per quarter to accrue 10 hours of leave per quarter.
- A session is considered to be any moderate or higher intensity physical activity lasting a minimum of 30 minutes to a maximum of 1 hour.
- Only one workout per calendar day will be counted as a session.
- Participants will sign a form demonstrating completion of each workout, which is based on the honor system. At the end of each quarter the form will be turned into the Police Administration for verification and the 10 hours of leave will be credited to the exercise incentive time bank as soon as practical and will be available for immediate use by the employee.
- Each calendar year a maximum of 40 hours can be accrued in a separate exercise incentive time bank, with a maximum of 80 hours allowed in this bank. The exercise incentive time bank has no cash value and the time accrued in this bank has no expiration date.
- Leave time can only be used during those instances that do not require the expenditure of overtime or in lieu of vacation time for primary or secondary vacations.
- Participation is voluntary and for those electing to participate, an annual physical fitness assessment at the Monterey Sports Center, which can be used as a 30 minute workout session, will be required prior to accruing time. Individual results of the physical fitness assessment will be confidential between the Monterey Sports Center and the employee.
SECTION 35 - SPORTS CENTER PASS

Upon submission of a completed City of Monterey Doctor Visitation form, employees shall receive annual, renewable and nontransferable employee-only passes to the Monterey Sports Center in order to implement their personal fitness programs. The Doctor Visitation form may be obtained from the Personnel Department. These passes shall be subject to renewal by City in accordance with a medical examination and may be discontinued on an individual basis for failure to comply with the program procedures or upon separation from City employment. Use of the Sports Center will be limited to off-duty hours.

Employees may apply the dollar value of the employee-only pass to the Monterey Sports Center towards a family pass to this facility. The employee shall be responsible for the cost differential between the credit value of the employee-only pass and the family pass. Every twelve (12) months from the date of the purchase of the family pass, the employee shall be afforded the opportunity to make an election to continue crediting the value of the employee-only pass towards the family pass which shall be irrevocable for the next twelve (12) months.

Employees electing to receive a family pass under this program shall have a payroll deduction for the cost of maintaining the family pass active from month to month based on the difference between the cost of the family pass and the employee-only pass. Upon separation from the City, the family pass shall be cancelled unless the separated employee elects to maintain the pass under the same conditions available to the general public.

SECTION 36 - DONNING AND DOFFING

Association members assigned to Patrol who, as part of their normal duty preparation, don and doff safety equipment (i.e. a ballistic vest) shall be given ten (10) minutes at the beginning and end of their shift to don/doff that equipment. Briefing for Watch 1 will begin at 0710 hours, for Watch 2 at 1640 hours and Watch 3 at 2140 hours. Officers will be permitted to begin donning their uniforms ten (10) minutes prior to the end of their shift. The union recognizes that by accepting this provision, the City is in full compliance with any potential future findings that donning and doffing is compensable work time.

SECTION 37 - DISCIPLINE PROCEDURE

Letters of Reprimand will be removed from the employee's personnel file after six (6) years. References to letters of reprimand received during a review period may be referenced in the employee's personnel evaluation, and such reference does not need to be removed pursuant to this section.
SECTION 38 - EMPLOYEE AND ORGANIZATIONAL RIGHTS

A. The parties recognize employee and organizational rights as indicated in the City's Personnel Rules and Regulations.

B. Dues Deductions

Membership dues of the Association and such other deductions as may be properly requested and lawfully permitted shall be deducted by the City from the salary of any employee who files with the Finance Director a written authorization requesting that such deductions be made. Remittance of the aggregate amount of all dues and other proper deductions made from the salaries of employees covered hereunder shall be made to the Association by the City as promptly as practical.

C. Bulletin Boards

The City will furnish, for the exclusive use of the Association, adequate space on designated department bulletin boards as the exclusive location for postings. The board shall be used for the following subjects:

1. Information on Association elections, reports and notices.
2. Reports of official business of the Association, including reports of committees or the governing boards thereof.
3. Scheduled membership benefits, programs and promotions.
4. Any other written material pertaining to the official business of the Association.

D. Activities on City's Premises and Access

Organizing activities, membership campaigns, or dues collecting by the Association or their representatives on City premises or at work locations on duty hours shall not be permitted. Membership meetings on City premises or at work locations on duty hours shall be permitted, but only to the extent that adequate staffing levels are maintained on-duty and such will not interfere with departmental operations. Representatives of the Association shall be granted reasonable access to employee work locations to investigate matters relating to employer-employee relations if such investigation cannot be conducted elsewhere, unless such access to given work locations would constitute a safety hazard or would interfere with the operations of the City. Access to work locations may be regulated by the Police Chief so as not to constitute a safety hazard or to interfere with operations of the City.

E. Use of On-Duty Time
On-duty employees who are acting as representatives of the Association shall first receive permission from a member of the command staff before removing themselves from their duty station or activities. The command staff member may deny an on-duty employee permission to leave their duty station if the absence of the on-duty employee would disrupt the delivery of service.

On-duty employees who wish to meet with their representative shall first receive permission from a member of the command staff before leaving from the duty station or on-duty activities. The command staff member may deny an on-duty employee permission to be removed from their duty station if the absence of the on-duty employee would disrupt the delivery of service.

If the above mentioned time is denied, the on-duty employee shall be allowed reasonably necessary time to meet with his/her representative immediately prior to an interrogation that can be reasonably expected to result in the said employee being disciplined, provided such does not adversely impact an investigation. This paragraph shall be interpreted in a manner consistent with rights guaranteed under California Government Code Section 3303.

F. Supplies and Equipment

The use of City supplies and equipment shall be subject to reasonable departmental and City guidelines.

G. Agency Shop

The Association shall continue to have an Agency Shop provision. The Association agrees to indemnify and hold the City harmless against any liability arising from any claims, demands or other action relating to the City compliance with this section and with compliance with the agency fee obligation.

For purposes of this section, Agency Shop shall be as defined in the California Government Code, Section 3502.5 and the provisions of this section relating to payments and administration of Agency Shop shall apply, with the exception of Section 3502.5(b) (Exhibit A).

SECTION 39 - CITY RIGHTS

The parties recognize City rights as indicated in the City’s Personnel Rules and Regulations.

SECTION 40 - PROVISIONS OF LAW
This agreement is subject to all current and future applicable Federal and State laws and regulations. If any part or provision of this Agreement is in conflict or inconsistent with such applicable laws or regulations, or is otherwise held to be invalid or unenforceable by any tribunal of competent jurisdiction, such part or provision shall be suspended and superseded by such applicable law or regulation and the remainder of this Agreement shall not be affected thereby.

SECTION 41 - FULL UNDERSTANDING, MODIFICATION AND WAIVER

This agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters contained herein are hereby superseded or terminated in their entirety.

The City and the Association acknowledge that the Monterey Police Association did not voluntarily agree to the imposition of random drug testing or the fixed Friday 4/10 schedule change provisions in City Resolutions #99-08 and 99-106, but the parties acknowledge that employees represented by the Association continue to be subject to those provisions.

Except as specifically provided herein, it is agreed and understood that each party hereto voluntarily and unqualifiedly waives its right, and agrees that the other shall not be required to negotiate with respect to any subject or matter covered herein, or with respect to any other matters within the scope of representation during the term of this agreement.

No agreement, alteration, understanding, variation, waiver or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed by all parties.

In the event any new practice, subject or matter arises during the term of this agreement, that is within the scope of meet and confer, and an action is proposed by the City, the Association shall be afforded all possible advance notice and shall have the right to meet and confer upon request. In the absence of an agreement on such a proposed action, the City reserves the right to take necessary action by management direction.

Nothing herein shall limit the authority of the City to make necessary and reasonable changes during emergencies. Emergency shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war. However, the City shall notify the Association of such changes as soon as practicable. Such emergency assignments shall not extend
beyond the period of the emergency.

The waiver of any breach, term or condition of this Memorandum of Understanding by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

The parties hereto have caused their duly authorized representatives to execute this Memorandum of Understanding the day, month and year noted below.

CITY OF MONTEREY

Michael McCarthy
City Manager

Allyson Hauck
Human Resources Director

Gina Russo
Employee Relations Manager

MONTEREY POLICE ASSOCIATION / LIUNA

Chris Darker
UPEC Business Manager

Ryan Heiton
UPEC Labor Relations Representative

Michael Garcia
MPA President

MPA Vice President

MPA Secretary

MPA Treasurer

01/30/2018
10/9/2017
10/6/2017
10/6/17
10/3/17

MPA MOU July 1, 2016 – June 30, 2019