



**UNION  
CITY**

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california

**CITY OF UNION CITY**

**MEMORANDUM OF UNDERSTANDING  
UNION CITY POLICE OFFICERS' ASSOCIATION**

July 1, 2017 to June 30, 2019

# MEMORANDUM OF UNDERSTANDING

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**MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF UNION  
CITY AND THE UNION CITY POLICE OFFICERS' ASSOCIATION**

**PREAMBLE**

On the date hereinafter subscribed, authorized representatives of the City of Union City ("City"), and the Union City Police Officers' Association entered into this Memorandum of Understanding ("Memorandum of Understanding" or "Agreement"). This Memorandum of Understanding constitutes the full and complete agreement between the parties on all items falling within the scope of representation. The provisions set forth herein supersede previous memoranda between the City and Association, and shall take precedence over conflicting provisions of any City resolution or ordinance in effect during the term of this Memorandum of Understanding.

**SECTION 1.00 GENERAL PROVISIONS**

**1.01 CITY RIGHTS**

Except as specifically restricted by an express provision of this Agreement, the City retains all management rights and prerogatives. Neither these rights nor their exercise shall be subject to the grievance or arbitration mechanisms of this Agreement.

**1.02 RECOGNITION**

The City recognizes the Association as the sole and exclusive bargaining representative for the classifications of: Police Officer Recruit II, Police Officer, Police Sergeant, Police Office Assistant, Police Department Office Coordinator, Community Resources Coordinator, Property Clerk, Community Service Aide, Public Services Officer I, Public Services Officer II, Property & Evidence Supervisor, Records Supervisor, Crime Analyst, and Confidential Operations Assistant.

**1.03 ASSOCIATION RIGHTS**

The City recognizes the right of the Association to police this Agreement, assist its members in resolution of grievances, and participate in the negotiation of this and future Agreements. In recognizing these rights, the City shall provide reasonable time for the negotiating of this and future memoranda. For the purposes of the Memorandum of Understanding, reasonable time shall be that time that is agreed upon between authorized bargaining representatives and their Division Commander, or in their absence, any other available Division Commander. Such time shall be negotiated and agreed upon prior to its use. If agreement cannot be reached the Chief of Police shall decide the issue. No other Association business shall be conducted on City time by any employee of the Police Department without prior approval of the Chief of Police.

Members of the Executive Board of the Union City Police Officers' Association may be allowed to utilize personal leave to attend bona fide union membership meetings provided the employee submits a request for time-off in advance. The Association and its designated legal representative have a right of access to members. The City shall, with prior approval, provide adequate space and access to Association members or a designated legal representative. The City shall not provide access to copy machines, telephones or other equipment that is the sole possession of the City of Union City without prior approval from the Chief of Police.

#### 1.04 NON-DISCRIMINATION

The City and the Association agree that they will not discriminate in any way on account of race, color, creed, religion, sex, sexual orientation, age, national origin, political affiliation, physical or mental disability, medical condition, or for union activity, to the extent prohibited by applicable state and federal law.

#### 1.05 UNION ACCESS TO ORIENTATION AND PAY ROLL DEDUCTIONS

All employees within the bargaining unit represented by the Association may voluntarily join the Association and pay dues, initiation fees, and general assessments, as well as payment of any other membership benefit program sponsored by the organization (hereinafter "payroll deductions") as determined by the Association. It shall be the responsibility of the Association to maintain a record of employees who have given their written consent to join and pay dues to the Association. The Association shall certify to the City the amount of such payroll deductions to be deducted.

##### 1.05.01 NEW EMPLOYEE ORIENTATION

The City shall provide the Association with two (2) weeks advance notice of the start date of any new hire to a represented classification. The City shall provide the Association with an exclusive thirty (30) minutes meeting with any new employee or group of employees covered by this MOU, during the employee orientation (i.e., the first two (2) days of employment). The specific date, time, and location of the thirty (30) minutes union meeting with new employees will be coordinated by the Chief of Police (or his/her designee) and the President of the Association.

##### 1.05.02 PAYROLL DEDUCTIONS/AUTHORIZATIONS

The City agrees to deduct the periodic payroll deductions from the paycheck of each employee who voluntarily executes a valid authorization form as certified by the Association, or pursuant to an authorization form tendered to the City by either the Association or the employee. All sums deducted by the City shall be remitted to the Association in an expedient manner and at the intervals requested by the Association together with a list of names of each employee for whom a deduction was made.

The City will implement any change to an employee's payroll deductions in the first full pay period following notification of such change by the Association.

If an employee member in the bargaining unit desires to revoke, cancel or change prior dues deduction authorization, the City shall direct the employee member to the Association. Any such dues deduction revocation, cancellation and/or change shall only be effective when submitted by the Association directly to the City and is subject to the terms and conditions as set forth in the original payroll deduction/authorization.

#### 1.05.03 INDEMNIFICATION AND HOLD HARMLESS

The Association shall hold the City harmless and shall fully and promptly reimburse the City for reasonable legal fees and costs incurred in responding to or defending against any claims, disputes, or challenges, which are actually brought against the City or any of its agents by an employee in a represented classification in connection with the administration or enforcement of this section of the agreement. Such reimbursement shall include costs and attorney's fees incurred by the City.

Upon notice that the City is going to seek indemnification or to be held harmless under this provision, the Association shall have the right to meet with the City regarding the reasonableness and merit of any claim, demand, suit, or action for which the City seeks indemnification, and shall attempt to agree whether any such action listed above in "(A)" shall be compromised, resisted, defended, tried, or appealed.

Determining whether or not such action shall be compromised, resisted, defended, tried, or appealed, the City will defer to the Association's interest if the City does not have a distinct and separate legal interest in the matter in dispute.

The City shall not be entitled to be reimbursed for any fees, costs, charges, or penalties for which the Association was not properly notified and provided the opportunity to discuss as set forth herein; nor will the City be entitled to any such reimbursement when the City's efforts in defending against such action would be duplicative, or when the City is defending a separate and distinct legal interest or when the City is defending an activity which is arguably subject to criminal liability on the part of any City administrator.

#### 1.06 USE OF FACILITIES

The City shall provide reasonable space on bulletin boards for Association business. The Association President or designee shall be responsible for maintenance of Association postings. Furthermore, the City shall reasonably make available conference rooms or other meeting areas to the Association at no cost to the Association for the purpose of conducting general membership meetings during City non-business hours, except under unusual circumstances. Requests for the use

of such facilities must follow established procedures and must be made to the appropriate City representative.

## 1.07 RELEASE TIME

### 1.07.01 POA Bargaining Team Members

All on-duty POA personnel who are active members of the Associations' Bargaining Team are entitled to two hours (2) of adjusted time off as preparation time immediately preceding any regularly scheduled bargaining meeting.

Any Association Bargaining Team member who is on a regularly scheduled day off on the day of the bargaining meeting shall be compensated at a rate of time-and-one-half the employee's regular hourly rate to attend the bargaining meeting between the Association and the City. Team members who are on their regularly scheduled day off will not be compensated for the two (2) hour preparation time.

The Association Bargaining Team shall have no more than seven (7) members. The Association may replace Bargaining Team members who are unable to continue as designated Bargaining Team Members; however, the Association's Team membership eligible for compensation under this section shall not exceed seven (7) members.

### 1.07.02 POA Release Time Bank

The City and the POA agree to establish and maintain a "Release Time Bank" for use by POA members to conduct and/or attend essential union activities including, but not limited to, conventions, professional association meetings, training classes, and symposia, and excluding political activity, fund raisers, and recreational activities. For purposes of this section, political activity shall not include meetings with individual City Council members or attending City Council meetings. The POA President or his designee shall have sole discretion as to the use of the time bank.

The City agrees to establish a non-cumulative "POA Release Time Bank." Prior to July 1st, the POA will provide the Administrative Services Director with a list of time donated by POA members to be credited to the "POA Release Time Bank" to a maximum balance of two-hundred (200) hours per fiscal year. Time banks available for donation by POA members to the time bank is limited to accrued vacation and compensatory time banks. If on July 1st of each subsequent year, fewer than two hundred (200) hours have been utilized from the time bank for the previous fiscal year, the POA shall notify the Administrative Services Director of those individuals donating vacation time or compensatory time to raise the time bank to the agreed two hundred (200) hour balance.

Requests to use accrued time from the "POA Release Time Bank" shall be made to the affected Division Commander as soon as possible but no later than twenty-four (24) hours in advance of the proposed use. The Division Commander will deny



any requests that cause overtime to be generated. The POA may appeal the decision of a Division Commander to the Chief of Police who may authorize the utilization of overtime on a non-precedent setting case by case basis.

## SECTION 2.00 COMPENSATION

### 2.01 SALARY

The City will provide each full-time employee in the bargaining unit on September 1, 2018, with a non-recurring, non-pensionable \$2,000.00 lump sum payment. Part-time employees, who meet the above criteria will receive a non-recurring, non-pensionable prorated lump sum payment.

### 2.02 ACTING PAY

Employees who are assigned by the Chief of Police or their designee to assume the duties of a position of higher classification when a vacancy in that higher classification exists, and have been assigned and worked for a period of one full shift (non-cumulative), shall be paid retroactive to the first day of assignment at the first step of the higher classification or five percent (5%) above their regular salary, whichever is greater. The employee must initiate appropriate departmental documentation and submit such documentation through the chain of command. This paragraph does not apply to Corporals assuming supervisory duties for one week or less.

In order to preserve and maintain consistency and quality of supervision, a Corporal(s) assigned to the same shift as (an) absent Sergeant(s) shall replace (an) absent Sergeant(s). Corporal(s) and Sergeant(s) assigned to the same shift shall not be granted time off at the same time.

During an absence of a week or more of a Sergeant which cannot be covered by another Sergeant or Corporal, the Chief of Police shall appoint an Acting Sergeant from among the Corporal rank to replace the Sergeant during the absence. Such appointments shall be for a minimum of forty (40) hours. The designated Corporal must assume the actual Watch Commander schedule of the absent Sergeant. Work assignments of unit members shall not be changed for the sole purpose of evading the acting pay requirements.

### 2.03 FIELD TRAINING OFFICER

For the period of this Memorandum of Understanding, sworn officers who are assigned to the temporary position of Field Training Officers shall receive a five percent (5%) differential in addition to their regular base salary when assigned to train regular and reserve officers who are placed in the Field Training Program.

## 2.04 MINIMUM COURT TIME

A bargaining unit employee who is required to attend court during off-duty time in response to a valid subpoena received as a result of their City employment shall be paid a minimum of four (4) hours at time-and-one-half their regular rate of pay for their classification. The following conditions and exceptions shall apply:

- A. An employee may receive a minimum court time allowance of four (4) hours of overtime pay only once in any day. The four (4) hour minimum will be paid only for the first appearance of the day.
- B. An employee shall not be paid for a lunch period of one (1) hour or less when courts take an actual luncheon recess.
- C. An employee who has received the minimum court time pay of four (4) hours at the overtime rate for their first appearance shall be entitled to a minimum pay of one (1) hour at the overtime rate for their second appearance on the same day.
- D. An employee subpoenaed to court one-and-one-half (1 1/2) hours or less after the end of a regularly scheduled shift shall extend their previous shift to make their court appearance. The four (4) hour minimum shall not apply.
- E. An employee subpoenaed to court four (4) hours or less before the beginning of a regularly scheduled shift shall extend the beginning of their upcoming shift to the time they are subpoenaed to appear in court. The four (4) hour minimum shall not apply.
- F. To be entitled to compensation under this section, employees in an off duty status at the time of the scheduled court appearance shall confirm with the police department subpoena clerk on or before 1700 hours (5:00 p.m.) on the court day preceding the scheduled court date to determine if an appearance is required. If the court appearance is canceled after it has been confirmed by the police department subpoena clerk and the employee reports for court, then compensation will be authorized. If the employee fails to contact the police department subpoena clerk but reports for court and the appearance has not been canceled compensation will be authorized. However, if the employee does not contact the police department subpoena clerk but reports for court and the police department subpoena clerk had been notified of the cancellation the employee will not be compensated.

## 2.05 OVERTIME

### A. Overtime

All time worked beyond the employee's normal schedule or shift shall be compensated at time and-one-half the employee's regular rate, or accumulated as compensatory time off at time-and-one-half the employee's regular rate pursuant to current regulations and the agreements contained herein. Employees will receive

overtime pay for overtime worked when the relevant compensatory time bank is full.

Overtime compensation shall be computed to the nearest minute.

Overtime pay for scheduled overtime assignments shall commence at the time an employee is instructed to report and end upon completion of the assignment. At the discretion of the Chief of Police, or his or her designee, overtime work may be assigned twenty-four (24) hours in advance of commencement of the assignment.

For sworn employees, the Fair Labor Standards Act (FLSA) overtime is hours actually worked in excess of one hundred seventy-one (171) hours in a twenty-eight (28) day designated work period. For all other employees, FLSA overtime is hours actually worked in excess of forty (40) hours in a seven (7) day designated work period. All other hours qualifying for overtime under the first paragraph of this section shall be considered non-FLSA overtime.

#### B. Compensatory Time Off

Employees may accrue up to a maximum of 200 hours of CTO. Employees who had accrued more than a total of 200 hours of non-FLSA and FLSA CTO prior to adoption of this MOU shall be permitted to retain their CTO balances but may not accrue further CTO until their balance falls below 200 hours.

CTO shall be granted in accordance with current time off practice taking into account, but not limited to, staffing minimums and workload. CTO requests shall not be granted during the time of natural disasters, labor disputes, scheduled community events, Continuing Professional Training classes or other similar occurrences demanding additional personnel, or during New year's Eve, New Year's Day, Fourth of July, Thanksgiving Day, Christmas Eve, and Christmas Day as the granting of time in these instances would be unduly disruptive to the functioning of the Department and services provided to the community. Employees are encouraged to make requests to use CTO as far as possible in advance of the date(s) the employee wish to use their CTO.

### 2.06 MINIMUM CALL BACK

A call back occurs when a bargaining unit employee has completed an assigned shift, has left the employee's duty station, and is then required to return to work. Under these circumstances, the employee shall be paid a minimum of three (3) hours at time-and-one-half the employee's regular rate for being required to return to work, unless the employee is required to return to work to rectify the employee's own error. For purposes of recording time, the call back begins at the time the employee is notified of the requirement to return to work. An employee who is required to return to work to rectify their own error shall be paid at time-and-one-half the employee's regular hourly rate from the time of arrival at the duty station to the time the error has been corrected.

## 2.07 EARLY CALL IN

An early call in occurs when an employee is required to appear early for their regularly scheduled shift. When an employee is required to report to their duty station for a regularly scheduled shift prior to that shift's assigned report time, the employee shall be paid at time-and-one-half the employee's regular hourly rate from the time of arrival at the duty station to the beginning of their regularly scheduled shift.

## 2.08 MINIMUM CALL IN

A call in occurs when an employee, while on a regular day(s) off, on vacation, or on some other form of elective time off, is required to report to work at a time that is not otherwise considered to be either "Call Back" or "Early Call In." In these situations, an employee shall be paid a minimum of two (2) hours at time-and-one-half the employee's regular hourly rate from the time they arrive at their duty station.

## 2.09 MEAL ALLOWANCE

A meal allowance of ten dollars (\$10.00) shall be paid to an employee who works two (2) or more hours immediately following a regular shift and for each four (4) hours thereafter. No receipts shall be required.

No meal allowance will be paid if the City provides a meal for the employee(s). However, employees shall be entitled to a meal allowance, even if the City provides a meal, if the employees work assignment/duty station or duties being performed, render them unable to respond to the location of the meal or have it delivered to them.

## 2.10 CANINE HANDLER DIFFERENTIAL

All canine handlers shall be compensated for time spent training and caring for their assigned canine and associated travel, including but not limited to travel time to and from training, at the rate of seven and one-half percent (7.5%) of base salary. Based upon experience of canine handlers represented by the Association, it is estimated that canine handlers work approximately one hundred and fifty six (156) hours per year performing such work outside of their regularly scheduled shifts. The parties agree that this compensation conforms with the provisions of *Leever v. Carson City*, 360 F.3d 1014, 1017 (9th Cir. 2004) as they pertain to the compensation of canine handlers.

Canine handlers attending the Department's mandatory training scheduled the second and fourth Tuesday of each month shall be compensated for the 3-hours of training when they attend on Off-Duty time. The compensation is for the hours actually spent training and does not include travel to and from the training location.

## 2.11 SPECIALTY PAY

The City will compensate each sworn bargaining unit member assigned to the Investigations Section, including those sworn bargaining unit members assigned to Regional Task Forces, five percent (5%) of their base salary while assigned to the Investigations Section.

This “specialty pay” shall be deemed to be within the discretion of the Chief in the sense that this additional pay shall be contingent on the bargaining unit member performing his/her duties at an “At Standard” performance level or better. Bargaining unit members not performing at an “At Standard” performance level or better acknowledge that a transfer from the section, and subsequent loss of pay, is a management right and is not punitive in nature. As such the bargaining unit members agree that assignment to, and transfer from, the section, is wholly at the discretion of the Chief of Police and not subject to any form of administrative appeal.

This specialty pay will not apply to sworn bargaining unit members temporarily assigned to the section by virtue of, but not limited to, modified duty assignments; short term special needs assignments, etc.

In consideration of specialty pay one (1) detective assigned to the Investigations Section per week will be designated and serve as the ‘On-call’ detective. The detective so designated shall be on-call and available to respond in a timely manner to call outs twenty-four (24) hours per day for a consecutive seven (7) day period. The City shall provide the on-call detective with a City vehicle for use in the course and scope of his duties during the on-call period. The Investigations Section Sergeant will be responsible for scheduling the on-call detective.

The on-call detective will carry a department-issued cell phone and will respond to calls and call-outs during the entire designated period. Failure to respond to calls and or call-outs will result in no specialty compensation for the indicated call-out period.

This compensation agreement will be monitored weekly and reviewed every six months for compliance and effectiveness.

## 2.12 BILINGUAL COMPENSATION

The City will compensate each bilingual Association member forty six dollars and 15 cents (\$46.15) per pay period. All employees requesting compensation under this agreement must pass a City test. The test will examine the employee’s ability to converse fluently in a language other than English. No additional compensation will be paid to employees fluent in more than one language.

Compensated employees agree to utilize their bilingual skills whenever called upon.

This compensation agreement will be reviewed every six (6) months for compliance and effectiveness. The City reserves the right to revoke this agreement at any time for non-compliance or for organizational effectiveness and efficiency.

#### 2.13 LONGEVITY PAY

The City will compensate each sworn bargaining unit member two and one-half percent (2.5%) of their base salary upon completion of twelve (12) years of permanent full time service with the City of Union City. For sworn employees, who are active members of the Department and hired prior to April 24, 2018, lateral experience towards the twelve (12) year service requirements will be credited at the rate of one (1) year of credit for every two (2) years of prior continual service as a full-time paid Police Officer with any other agency. Upon request of a sworn employee, the Chief of Police can recommend to the City Manager approval of additional experience credit towards the twelve year service requirement. The City Manager shall have final authority in approving credit toward the twelve year service requirement.

The City will compensate each bargaining unit member five percent (5%) of their base salary upon completion of their nineteenth year of permanent full time service with the City of Union City. Sworn bargaining unit members with nineteen years of service will receive a maximum longevity pay premium of seven and one-half percent.

Employees with a break in service from Union City will receive credit for their prior bargaining unit employment with Union City in calculating longevity. Part-time employment or employees working in designated part-time positions or in positions not represented by the bargaining unit do not apply. All credited time must be as a permanent, full time bargaining unit member employed by Union City to be eligible.

#### 2.14 CRIME SCENE TECHNICIAN ON-CALL COMPENSATION

The City will compensate one Crime Scene Technician (CST) one hundred dollars (\$100.00) per week for on-call compensation. The on-call CST agrees to be on-call and available to respond in a timely manner whenever the need for a CST exists. The on-call CST will be available for call outs twenty-four (24) hours a day for a consecutive seven-day (7) period. The Investigation Unit Sergeant will be responsible for scheduling the on-call CST. The on-call CST will be determined by a rotating schedule, which utilizes all participating CST's. CST's will be included in the on-call rotation for three years. The CST can remain on the on-call rotation if the CST agrees to a longer term and the City is in agreement.

CST's receiving the on-call compensation will carry a department-issued cell phone and will respond to calls and call-outs during the entire compensated period. Failure to respond to calls and/or call-outs will result in no compensation for the indicated call-out period.

This compensation agreement will be monitored weekly and reviewed every six months for compliance and effectiveness.

## 2.15 AUTOMATIC PAYROLL DEPOSIT

Payroll payments shall be deposited through the Automated Payroll Process to an account designated by the employee. Employees have the responsibility to designate an account that meets the requirements of Automated Clearing House (ACH).

## SECTION 3.00 RETIREMENT BENEFITS

### 3.01 SWORN CLASSIC MEMBERS

Consistent with its historical practice, the City pays and reports to CalPERS the full share of the Employer Paid Member Contributions (EPMC) on behalf of the sworn CalPERS classic members in the POA bargaining unit. These payments are equal to 9% of the member employees' reportable income and are reported to CalPERS as special compensation.

Sworn employees hired by City prior to November 24, 2010 are provided benefits pursuant to the CalPERS 3% at 50 benefits formula described in Government Code Section 21362.2, using the single highest year as the final compensation period.

Sworn employees hired on or after November 24, 2010 are provided benefits pursuant to the CalPERS 3% at 55 formula described in Government Code Section 21363.1, using a three-year final compensation period.

Beginning in 2011, the Parties agreed that sworn members would begin providing the City with pre-tax cost sharing payments to cover portions of the City's portion of the pension costs. The historical cost sharing payments made by sworn POA members are as follows:

- Effective July 1, 2011, 1.0%
- Effective the payroll period including January 1, 2013, 5.0%
- Effective June 30, 2013, 9.0%
- Effective July 1, 2015, 10.5%
- Effective July 1, 2016, 12%

The City continues to pay the full 9% EPMC and reports the value to CalPERS for all classic sworn members.

### 3.02 NON-SWORN CLASSIC MEMBERS

Consistent with its historical practice, the City pays and reports to CalPERS the full share of the Employer Paid Member Contributions (EPMC) on behalf of the non-sworn CalPERS classic members in the POA bargaining unit. These payments are equal to 7% (Classic Tier 2) or 8% (Classic Tier 1) of the member employees' reportable income and are reported as special compensation to CalPERS.

**Tier 1:** Non-Sworn employees hired by City prior to November 24, 2010 are provided benefits pursuant to the CalPERS 2.5% at 55 benefits formula, using the single highest year as the final compensation period.

Beginning in 2006, the Parties agreed that non-sworn Tier 1 members would begin providing the City with pre-tax cost sharing payments to cover portions of the City's portion of the pension costs. The historical cost sharing payments made by the Tier 1 non-sworn POA classic members are as follows:

- Effective July 1, 2006, 3.5%
- Effective October 18, 2010, 4.5%
- Effective the payroll period including January 1, 2013, 6.25%
- Effective payroll period including January 1, 2014, 8%

**Tier 2:** Non-Sworn employees hired after November 24, 2010 are provided benefits pursuant to the CalPERS 2% at 60 formula, using a three-year final compensation period. These employees provide cost sharing payments at the rate of 7% to cover part of the City's portion of CalPERS contributions.

The City continues to pay and report to CalPERS the full EPMC (8% for Tier 1 and 7% for Tier 2) for all non-sworn classic members.

3.03 “New Members” as Defined in PUBLIC EMPLOYEE PENSION REFORM ACT (PEPRA):

The retirement plan formulas and employee contributions for “new members” shall be those established by AB 340 (2.7%<sup>@57</sup> for sworn personnel; 2.5%<sup>@67</sup> for miscellaneous/non-sworn personnel). All new members will contribute 50% of the normal cost of their respective benefits as determined by CalPERS on a pre-tax basis. In the event that the sworn classic employee contributions provided herein, above, exceed the contribution required for sworn “new members” pursuant to PEPRA. Sworn “new members” shall contribute an additional amount to provide equal contributions for all sworn personnel.

3.04 FOR ALL ASSOCIATION MEMBERS

The City agrees to continue its contract with PERS to allow for the following optional benefits: Credit For Unused Sick Leave (Government Code Section 20965); 1959 Survivor Benefit, Level 1; Military Service Credit As Public Service, with the eligible employee required to contribute both the employer's and employee's contributions and interest (Government Code Section 21024); Improved Non-Industrial Disability Allowance (Government Code Section 21427); Pre-Retirement Optional Settlement 2 Death Benefit (Government Code Section 21548); and Death Benefit – Remarriage (Government Code Section 21551).



## SECTION 4.00 LEAVE ADMINISTRATION

### 4.01 SICK LEAVE ALLOWANCE

Employees shall earn 3.69 hours per pay period of sick leave without limit on accumulation. Employees or new hires who are absent without pay for any reason for more than thirty-seven (37) hours during a pay period do not earn sick leave benefits for that pay period. Employees shall have sick leave absence deducted in hourly increments. Sick leave shall be taken in periods of no less than one hour.

Recognizing that newly hired employees may experience either personal or family illness that may be sufficiently severe to prevent their coming to work, the Chief of Police has the discretion to take such administrative measures as the Chief of Police deems appropriate to prevent the employee from suffering a loss of compensation. Each incident shall be evaluated on its own merits on a case-by-case basis, and any action taken by the Chief of Police shall be non-precedent-setting.

A bargaining unit employee may convert thirty-seven (37) hours of the employee's accrued sick leave to vacation provided that the employee has four hundred (400) or more hours of accrued sick leave, and used twelve and one half (12.5) or less hours of sick leave during the fiscal year. A bargaining unit employee may convert twenty-five (25) hours of the employee's accrued sick leave to vacation provided that the employee has four hundred (400) or more hours of accrued sick leave and used more than twelve and one half (12.5) but less than twenty-five (25) hours of sick leave during the fiscal year. A request to convert sick leave to vacation based on sick leave usage in the previous fiscal year must be made by the employee on or between July 1, and July 31, of the fiscal year immediately following the fiscal year for which the employee is seeking transfer of time on a form provided by the Finance Department.

### 4.02 SICK LEAVE UTILIZATION

Sick leave may be utilized due to the employee's personal sickness, injury, maternity leave, or sickness or injury in the immediate family, if the immediate family member lives in the same household as the employee. Immediate family means mother, father, sister, brother, spouse, child, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepchild, domestic partner, or other individuals residing in the household for whom the employee has legal guardianship. The City understands that certain members of the nuclear family of the employee (children and parents of the employee) may not live full time in the same household of the employee, yet the employee may still be a primary caregiver for the individual. In these cases, and upon verification that the employee is a primary caregiver (e.g. Divorce decree, Durable Power of Attorney, etc.), the City recognizes the employee has the responsibility for care of the individual and use of sick leave would be appropriate. Employees shall, whenever possible, make medical, dental and similar appointments outside of working hours and days. If this is not possible, sick leave or personal leave may be utilized for these purposes for a minimum of

one (1) hour and up to four (4) hours (except in unusual circumstances). If the employee wishes to use personal leave for medical or dental appointments, the employee shall state that it is for a medical or a dental appointment when submitting the request for time off.

The City will apply sick leave usage according to the Federal Family Medical Leave Act and the California Family Rights Act.

Employees who have scheduled elective time off, and who has completed their last regularly scheduled work assignment prior to the scheduled elective time off, may not substitute sick leave for the scheduled elective time off.

The following will be the policy regarding the use of Sick Leave for the listed holidays:

On Thanksgiving, Christmas Eve, Christmas, New Year's Eve, New Year's day, and the 4<sup>th</sup> of July those employees, assigned to work, who believe that they are too ill to work shall be directed to respond to St. Rose Hospital, or other health care facility currently utilized by the City, to be examined by a physician in order to determine the nature of the illness and if it will affect the employees ability to report to work. A written medical report will be required.

Should an employee feel that he/she is too ill to respond to St. Rose Hospital, or other health care facility currently utilized by the City, for an examination, another employee of the department will respond to transport the ill employee to the hospital. This will be accomplished at the convenience of the Watch Commander taking into account available resources.

The employer may elect to have the hours taken from other time banks to cover the anticipated absence of employee who requests to use sick leave for purposes expressed under this section, and who does not have any sick leave hours in their time bank. The banks from which the employer may select time from are (in order): personal leave, holiday time, and vacation time. The employer must receive authorization from the employee before taking any comp-time hours from the employee's comp-time bank.

Effective July 1, 2012, employees who do not use any sick leave for six (6) consecutive months shall be credited with one (1) additional Floating Holiday. The number of hours for each Floating Holiday earned as a result of this section shall be the same number of hours as the employee's work day at the time the Floating Holiday was earned (e.g., an employee working a 4/10 shift shall receive a 10-hour Floating Holiday, while an employee working a 3/12 work schedule shall receive a 12.33-hour Floating Holiday).

#### 4.03 SICK LEAVE NOTICE AND CERTIFICATION

In order to achieve compensation while absent on sick leave, the employee or someone on their behalf shall notify the employee's immediate supervisor prior to

the time set for reporting to work, except in unusual circumstances. When an absence is for thirty seven (37) or more consecutive work hours, the employee must file a physician's certificate with the employee's supervisor, stating the cause of the absence. The supervisor shall forward the certificate to the Administrative Services Director. When the absence is for thirty seven (37) or more consecutive work hours and is due to sickness or injury in the immediate family, the employee must file a physician's certificate stating the family member's cause of illness with the supervisor. The supervisor shall forward the certificate to the Administrative Services Director.

#### 4.04 OCCUPATIONAL INJURY LEAVE

Employees injured while on duty shall receive worker's compensation benefits as prescribed by state law. For a non-sworn employee's injury or disability that is covered under the state Worker's Compensation Act, the employee is entitled to additional compensation equal to the difference between the employee's regular pay and their disability compensation allowable for a total not to exceed one hundred seventy-six (176) hours per year or equal to one-half (1/2) of the amount of the employee's accumulated sick leave as of July 1 of each fiscal year. Included in the calculation of the one hundred seventy-six (176) hours granted, will be compensation for any waiting period. Following exhaustion of this benefit, the employee may utilize accumulated sick leave to the extent available to make up the difference between the employee's regular pay and their disability compensation allowance.

#### 4.05 OCCUPATIONAL INJURY/ ILLNESS MEDICAL APPOINTMENT

The parties agree that employees may use a reasonable amount of on-duty time to obtain physical therapy, or attend medication appointments as required by a medical doctor for the rehabilitation of industrial injuries, subject to the following conditions:

- A. The employee shall submit a written request (UCPD#131) to the employee's Division Commander as soon as an appointment or series of appointments are scheduled, but no less than twenty-four (24) hours in advance of the scheduled appointment in accordance with departmental procedures (emergency requests shall be reviewed by the Division Commander on a case-by-case basis). Appointments shall be scheduled at the beginning or end of the employee's scheduled shift or modified shift, as much as possible, to minimize adverse impacts to Department operations.
- B. The amount of time spent at such appointment(s) shall be reasonable and may include time spent traveling to and from the work site as well as time actually spent receiving therapy.
- C. On return from the appointment(s), the employee shall submit to the employee's supervisor a completed form (UCPD#131) indicating the total

amount of time spent for the rehabilitation of the employee's industrial injury.

- D. All requests submitted in accordance with this procedure shall be subject to the review of Police Management, on a case-by-case basis, to determine the reasonableness of the requested time off.

The parties recognize the Police Department's needs for adequate operational coverage is of paramount consideration in the administration of this policy. The parties shall discuss specific issues and problems arising from the administration of this policy with a view for the reasonableness of the individual situations, and impact on the department's operating commitments.

#### 4.06 PERSONAL LEAVE

Personal business activities are business activities that cannot be conducted at a time other than during the employee's workday. Personal leave shall not be used as a substitute for, or in conjunction with, vacation leave, nor shall it be used to attend social activities.

The employee must request non-emergency personal leave at least twenty-four (24) hours (one day) in advance on the form provided. In cases of emergency, the twenty-four (24) hour notification procedure may be waived by the on duty Watch Commander or employee's immediate supervisor, provided the appropriate form is completed and the reason for the request is provided.

The City agrees that the approval of Personal Leave is not dependent upon minimum staffing levels. In addition, the City will backfill staff vacancies, which fall below minimum staffing levels, due to the approval of Personal Leave. Finally, in those rare instances where more than one employee per shift may request leave using the Personal Leave time bank, the City reserves the right to limit the number of employees off per shift for operational and safety needs.

The Association accepts that during certain times of the year a request for personal leave may raise questions as to whether the request falls within the guidelines of this policy regarding personal leave. A request by a supervisor for a further explanation does not infer that the request will be denied; and the employee should be willing to provide a reasonable explanation.

Personal Leave requests occurring between 2200-0600 will require verification for any date. In addition, employees requesting Personal Leave on Thanksgiving, Christmas Eve, New Year's Eve, Christmas Day, New Year's Day, or the 4<sup>th</sup> of July will require verification that the usage conforms to the instances enumerated in this section.

The City shall allow twenty (20) hours per year of accumulated sick leave to be used for conducting personal business activities. In the employee's first fiscal year, an additional eight (8) hours of personal leave may be accumulated in addition to

the regular twenty (20) hours allowance, increasing the personal leave allowance to twenty-eight (28) hours within the fiscal year.

In addition, employees who have accumulated a minimum of one hundred (100) hours of sick leave as of July 1 may utilize eight (8) additional hours of accumulated sick leave for personal leave during the ensuing fiscal year. Employees who have accumulated two hundred (200) hours of sick leave as of July 1 may utilize twelve (12) additional hours of accumulated sick leave for personal leave during the ensuing fiscal year. Personal leave hours credited under this provision are non-cumulative. The maximum number of personal leave hours available in any fiscal year is forty (40). This maximum is available to an employee who is credited with the annual twenty (20) hours, accumulates the allowable eight (8) hours and is eligible for the additional twelve (12) hours.

Personal leave should be used judiciously and not abused to the detriment of either the Association or the City. The Association will monitor the use of personal leave and will meet quarterly with the City in an effort to identify any problems or abuses as they arise, and to work jointly with the City to alleviate any identified problem areas.

#### 4.07 LEAVE OF ABSENCE

The City Manager, upon written request of a full time non-probationary employee may grant for the good of the service a leave of absence without pay for a maximum period of one (1) year. Leaves authorized under this Section shall include educational leave, maternity leave, and leave for any other purpose promoting the good of the service. Permission for such leave shall be in writing and signed by the City Manager. Upon expiration of such leave, the employee shall be reinstated to the position held at the time the leave was granted. Failure of the employee to report promptly at the expiration of the leave or within a reasonable time after notice to return to duty shall terminate the employee's right to be reinstated.

#### 4.08 BEREAVEMENT LEAVE

Employees shall be granted paid bereavement leave not to exceed forty (40) hours upon the death of a member of the employee's immediate family. Immediate family is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepchild, domestic partner, or other individuals residing in the household for whom the employee has legal guardianship. Employees shall be granted up to one work day's bereavement leave to attend the funeral of a close relative not in the employee's immediate family (for example, aunts or uncles).

Employees shall also be granted time off to attend the funerals of fellow employees consistent with operating requirements.

Bargaining units members agree that the intent of this section is to allow time for the bargaining unit member, upon the death of an immediate family member as

defined above, to deal with issues associated with the death (e.g. Attend the service/memorial, handle legal matters associated with the death, clean out belongings of the individual, etc.).

To be eligible for the paid bereavement leave the employee shall sign a City verification form indicating the relationship of the deceased to the employee and the date of death.

#### 4.09 HOLIDAYS

Effective upon adoption of the agreement, each represented employee (sworn and non-sworn) shall receive holiday time credit in the following manner:

##### Sworn Employees

In lieu of time off for holidays observed by the City, each sworn employee shall be paid for seventy-nine (79) hours of the one hundred and sixteen (116) hours of holiday time. The remaining thirty-seven (37) hours of holiday time shall be credited to the sworn employees' Holiday Time Bank on July 1<sup>st</sup> of each year.

##### Non-Sworn Employees

In lieu of time off for holidays observed by the City, each non-sworn employee shall be paid for sixty-six (66) hours of the one hundred and sixteen (116) hours of holiday time. The remaining fifty (50) hours of holiday time shall be credited to the non-sworn employees' Holiday Time Bank on July 1<sup>st</sup> of each year.

<b>Holiday Pay Benefit</b>	<b>Total Holiday Hours</b>	<b>Paid Holiday Hours</b>	<b>Banked Holiday Hours</b>
Sworn	116	79	37
Non-Sworn	116	66	50

##### All Employees

Holiday time is paid at the employee's regular rate with payments to be made in twenty-six (26) equal payments corresponding with each pay period.

- All new employees shall have their holiday time bank hours prorated.
- An employee may carry over up to one hundred sixteen (116) hours unused balance in their holiday time bank from one fiscal year to the next fiscal year.
- If an employee has accumulated holiday time that exceeds 116 hours, and does not have scheduled holiday time off during the current fiscal year that would reduce the employee's accumulated holiday time bank below 116 hours, the Chief of Police can mandate that an employee use their accumulated holiday time, subject to the following:

- The Chief of Police must provide the affected employee with at least seven (7) days' notice before mandating use of accumulated holiday time.
- The affected employee can utilize the seven (7) days' notice to identify an alternative (date or dates) to utilize his/her accumulated holiday time.
- Mandated use of accumulated holiday time must be for full shifts only.

In the event the Chief of Police fails to exercise this authority, an employee will be able to carry over accrued holiday time in excess of 116 hours from one fiscal year to the next. However, in such circumstances, the employee's accrual of holiday time in the following fiscal year will be reduced by an equal amount. See example diagram below.

	<b>Bal @ end of FY</b>	<b>Hours loaded @ beginning of FY</b>	<b>Holiday Time Bank balance</b>
Sworn	0	37	37
	50	37	87
	120	33	153
Non-Sworn	0	50	50
	50	50	100
	120	46	166

In the event any employee separates from the Department (for any reason), the employee's hours in their holiday time bank shall be paid at the employee's regular rate of pay.

- Employees separating from the City prior to July 1<sup>st</sup>, shall have their holiday time off prorated and any overage paid by the City shall be deducted from any sum owed the employee by the City upon separation.
- Requests for Holiday Time Off shall be made in accordance with the Department's vacation use procedure. Employees may only reserve a maximum of six (6) weeks of Vacation and/or Holiday Time during the annual vacation sign up period.

#### Procedures For Filling Vacancies

The following procedure for filling vacancies will be applicable for the following holidays only: Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. At all other times, barring unusual, unexpected, and exigent circumstances, the past practice of filling vacancies/absences will be adhered to (i.e. Posting vacancy for overtime, calling for volunteers, ordering any available personnel in to work).

1. All vacation time scheduled during the “Vacation Sign-Up” period will be honored. Should a vacancy/absence occur the method for filling the vacancy/absence shall begin with section 3 listed below.
2. Time off consisting of a full regularly scheduled workweek, be it 37 hours or 49 hours, shall be honored. Should a vacancy/absence occur the method for filling the vacancy/absence shall begin with section 3 listed below.
3. Should a vacancy/absence occur more than one (1) week prior to a listed holiday the vacancy/absence shall be posted for overtime in accordance with current practice until one week prior to the listed holiday.
4. Should the vacancy/absence remain unfilled utilizing the method specified in Section 3 the Watch Commander for the affected shift shall review the time off request forms from all employees requesting less than a full regularly scheduled shift, and, in order of date requested, order the last employee of the affected shift granted time off to report for duty on the affected date. The Watch Commander shall continue with this method until minimum staffing levels have been attained or until there are no other employees who have requested time off.
5. Should a vacancy/absence still remain after following the methods listed in section 3 and 4 the Watch Commander shall order in to work the least senior employee in the affected section who has the affected holiday off. The Watch Commander shall continue to order in to work the next least senior employee in the affected section who has the affected holiday off, and will continue in order of seniority, until minimum staffing levels have been attained.
6. Any Employee entering into agreements for “Watch Swaps” on the listed holidays shall be ultimately responsible for ensuring that his/her slot on the holiday is filled. Should an employee with whom a “Watch Swap” has been negotiated be unable to fulfill the “Swap” the scheduled employee shall work the holiday or make other arrangements with another qualified employee to work the holiday.

#### 4.10 VACATION

Effective upon the adoption of the agreement, full-time employees shall earn vacation as follows:

<u>Years of Service</u>	<u>Pay Period Accrual Rate</u>	<u>Annual Accrual Rate</u>
0 – 3 years	3.08 hours	80 hours
4 – 8 years	3.85 hours	100 hours
9 – 13 years	4.62 hours	120 hours
14 – 18 years	6.15 hours	160 hours
19 + years	7.69 hours	200 hours



Employees may not use vacation benefits while they are participating in a Field Training Program. Vacation accrues bi-weekly and may be accrued to a maximum balance of two times the annual accrual.

Effective upon adoption of the agreement, prior to separation, employees will no longer be able to request a cash payment for accumulated vacation hours.

Employees absent without pay for more than thirty-seven (37) hours during a two week pay period do not earn vacation benefits for that pay period.

Effective on the adoption of the agreement, the City shall create an annual leave bank.

Employees with vacation balances that exceed their annual accumulation shall have all hours in excess of their annual accumulation placed in their annual leave bank.

Employees cannot accrue additional leave in their annual leave bank.

All vacation scheduled and taken after the adoption of the agreement, shall derive from equal parts of accumulated vacation leave and annual leave bank, or entirely from the annual leave bank if there is no accumulated vacation leave balance, until such time as the employee's annual leave bank has been exhausted.

#### 4.11 JURY DUTY

An employee summoned to jury duty shall not suffer a loss of pay or other benefits by reason of jury service. If at least one-half (1/2) of the employee's normal day shift remains after being released from service the employee shall return to work. If the employee's work shift is other than a day shift the employee shall not be required to report to work on that day if the jury duty service is greater than four (4) hours, excluding travel time and lunch break.

Employees working other than a day shift who are scheduled to serve on jury duty shall be allowed eight (8) hours rest time between the scheduled shift and the time they are to report to jury duty (for example, an employee scheduled to work 1430-0250 and scheduled to report for jury duty at 0800 shall be adjusted off at 0001 to allow sufficient rest time). For the purpose of this Section, "day shift" shall be defined as work assignment commencing between 0500 and 1200 hours.

The employee summoned to jury duty shall be required to provide the City with court verification of the date and time of service.

#### 4.12 WATCH SWAPS

The City of Union City and the Union City Police Officers' Association (UCPOA) agree to the following conditions for the implementation of "Watch Swap" for the benefit of the members of the UCPOA:

- A. "Watch Swaps" are allowed between members of the UCPOA occupying the same job classification.
- B. Requests for consideration for "Watch Swaps" shall be documented on the UCPD Absence Report (UCPD #131, Rev. 10/05) and are subject to approval by the Department.
- C. The employee normally scheduled for a shift involved in a "Watch Swap" will be ultimately responsible for ensuring the "Watch Swap" occurs or the shift is covered. For "Watch Swaps" resulting in unscheduled absences the time to cover the absence shall be deducted from the scheduled employee's elective time bank. The ultimate responsibility to cover the shift, or cover the absence, rests with the employee normally scheduled for the shift and not with the employee consenting to cover the shift on a "watch swap."
- D. When it becomes apparent that a previously scheduled and approved "Watch Swap" will not be able to be fulfilled, and the absence would result in the shift staffing below approved minimum staffing levels, the Department will not authorize overtime to staff the shift to minimum staffing levels. In such an instance it will be the responsibility of the normally scheduled employee to staff the shift or arrange for an alternate "Watch Swap."
- E. "Watch Swaps" are acknowledged by the UCPOA as private agreements between the individual members and as such are not subject to terms and conditions of the Fair Labor Standards Act (FLSA) as they are; A) Voluntarily undertaken and agreed to solely by the employees and, (B) Approved by the Department.

#### 4.13 MILITARY LEAVE

The City shall provide eligible employees military leave benefits in accordance with State and Federal statutes, as well as any City policies, rules or regulations that provide benefits that exceed state and federal statutes.

### SECTION 5.00 HEALTH AND WELFARE BENEFITS

#### 5.01 HEALTH PLAN

Effective January 1, 2015, the City agrees to contribute to a cafeteria plan *an* amount up to One Thousand Seven Hundred and twenty-five Dollars (\$1,725) per month toward the cost of medical, dental and vision premiums and other eligible benefits for all bargaining unit members, regardless of in which plan(s) they are enrolled. This amount shall increase to One Thousand Eight Hundred and Fifty Dollars (\$1,850) effective January 1, 2016. This amount shall increase to Two Thousand Dollars (\$2,000) effective January 1, 2017. Employees shall pay premium costs exceeding this amount.

## 5.02 LIFE INSURANCE

The City agrees to provide one hundred thousand dollars (\$100,000.00) for life insurance and accidental death and dismemberment coverage for all bargaining unit employees. Increased life insurance may be added at the employee's expense.

## 5.03 DISABILITY INSURANCE

The City agrees to pay the disability insurance premium per bargaining unit employee to a carrier designated by the Association.

## 5.04 SPOUSAL/ALTERNATE COVERAGE

Employees who are covered for medical benefits through a spouse's or domestic partner's alternative medical insurance plan may elect not to enroll in a City medical plan. In lieu of medical coverage, the City will contribute to the employee's deferred compensation account, or add to salary, three hundred dollars (\$300.00) per month. Approval for the deferred compensation option is subject to acceptance of satisfactory certification of alternate medical coverage.

## 5.05 RETIREE MEDICAL PLAN

### Benefit – Employees Hired Prior to January 1, 2013

Retirees are not required to continue in the existing City or Association medical health plans upon retirement. Retirees shall receive the benefit monies under this Section in monthly payments. The City will annually require appropriate documentation to verify the cost employees are paying for medical coverage. Because of the documentation required, the City will not provide retirees a 1099R form.

Beginning July 1, 2002, the following benefit will be available:

After fifteen (15) years of service as a member of Union City Police Officers Association– Fifty percent (50%) of the cost up to the CalPERS Bay Area Kaiser S1 + one benefit, to a maximum of \$1,000 per month.

After twenty (20) years of service as a member of Union City Police Officers Association– Seventy five percent (75%) of the cost up to the CalPERS Bay Area Kaiser S1 + one benefit, to a maximum of \$1,500 per month.

After twenty five (25) years of service as a member of Union City Police Officers Association– One hundred percent (100%) of the cost up to the CalPERS Bay Area Kaiser S1 + one benefit, to a maximum of \$2,000 per month.

For those who retire, fifty percent (50%) of the above benefit will continue to any eligible surviving spouse or domestic partner, as long as the surviving spouse or domestic partner does not re-marry or enter into another domestic partnership recognized under California law.

In addition, effective July 1, 2002, the minimum benefit payable for any current retiree in the plan will be \$400 per month.

#### Benefits - Employees Hired On Or After January 1, 2013

After fifteen (15) years of service as a member of the Union City Police Officers Association – Fifty percent (50%) of the cost up to the CalPERS Bay Area Kaiser Single benefit to a maximum of \$500 per month.

After twenty (20) years of service as a member of the Union City Police Officers Association – Seventy-five percent (75%) of the cost up to the CalPERS Bay Area Kaiser Single benefit, to a maximum of \$750 per month.

After twenty-five (25) years of service as a member of the Union City Police Officers Association – One hundred percent (100%) of the cost up to the CalPERS Bay Area Kaiser Single benefit, to a maximum of \$1000 per month.

#### Contributions

Effective the first payroll period following ratification, employees will contribute one and one-half percent (1.5%) of salary per pay period to pre-fund the Union City Retiree Medical Fund (UCRMF). The City shall match employee contributions each payroll period to further pre-fund the UCRMF. Employees in the Dispatcher Clerk classifications will be provided the option to decline further participation in the retirement medical benefit. Such employees exercising this option will not be required to make any employee contributions to the UCRMF. In the event the City terminates the agreement to contract out dispatching services to the City of Fremont, Dispatcher Clerk employees that previously opted not to participate in the retirement medical benefit, shall be permitted to rescind their decision to opt out, and shall be reinstated in the pre-existing retirement medical benefit including all years of service. Further, such employees shall be credited for all years of service for pay periods in which contributions were not made, however, such employees shall be required to provide unpaid contributions to the UCRMF within 60 days of rescinding their decision to opt out.

The City will contribute annually to the fund an amount reasonably necessary to fund the above benefit.

Retiree Medical Benefits shall be available until such time as the retiree or spouse is eligible for Medicare, at which time the retiree medical plan benefits shall be limited to Medicare Supplemental Benefit.

When a retiree's spouse is a full time employee of Union City, the retiree medical benefit shall commence when his/her spouse either retires or leaves employment with the City. At no time shall retiree and spouse receive double retiree medical

benefits either as an active employee and retiree or when both employee and spouse are retired.

Retiree Medical Committee

Following the adoption of this agreement, the City and the UCPOA shall convene a joint committee as necessary, to review data, financial statements, GASB/OPEB reports and analyses, and discuss benefit issues concerning the retirement medical plan.

5.06 DOMESTIC PARTNERS

A “Domestic Partnership” shall exist between two persons, one of whom is an employee of the City of Union City, if the employee and Domestic Partner are registered as Domestic Partners with the California Secretary of State’s Office. Domestic Partners shall have the same rights, protections and benefits, as well as the same responsibilities, obligations and duties provided to current and former spouses under California State law and this MOU, including the rights to community property, defined benefit pensions and health benefits of the employee. The employee must provide proof to the City’s Personnel Office that the employee has registered with the California Secretary of State’s Office as a Domestic Partner. The employee must also promptly notify the City’s Personnel Office should the employee’s Domestic Partnership end.

Cohabiting heterosexual couples that satisfy all of the requirements for Domestic Partnership under California law other than being of the same gender shall be entitled to the same dental and vision benefits as Domestic Partners, but shall have no other rights, including rights to health contributions or other benefits or accruals, than other couples who are not married or in a registered Domestic Partnership recognized by California law. Cohabiting couples that satisfy the requirements of this section must file an “Affidavit of Cohabitation” with the Personnel Office to qualify for the dental and vision benefits. The employee must also promptly notify the City’s Personnel Office should the employee’s cohabiting relationship as set forth in this paragraph and in the “Affidavit of Cohabitation” end.

SECTION 6.00 UNIFORMS

6.01 UNIFORM ALLOWANCE

The annual uniform allowance provided for each position represented shall be:

Sworn	\$1025.00
Community Service Aide	\$925.00
Public Services Officer	\$925.00
All Other Non-Sworn	\$825.00

For new employees, the initial uniform allowance shall be four hundred fifty dollars (\$450.00) for a Police Officer and three hundred twenty five dollars (\$325.00) for non-sworn personnel.

Uniform allowance payments shall be made in twenty-six (26) equal payments coinciding with each pay period. Employees whose official City position classification is eligible for payment of a uniform allowance shall be required to wear the designated uniform during all on-duty hours, except as may be exempted by the employee's Commander.

## SECTION 7.00 MISCELLANEOUS PROVISIONS

### 7.01 ELIMINATION OF OVERLAPPING RANGES

In the case of promotions within the bargaining unit, the City agrees to pay the promoted employee a minimum of five percent (5%) above the top step salary for the position from which the employee was promoted.

### 7.02 PROFESSIONAL ACHIEVEMENT PROGRAM

The purpose of the professional achievement program is to encourage and reward the educational and professional achievements of the career law enforcement employee, who, by preparing for advancement, has contributed to raising the efficiency and effectiveness of the Police Department.

This program applies to both sworn and non-sworn. Employees may receive compensation for either the P.O.S.T. Certificate Incentive or the Education Incentive, but not both.

The employee must provide written notification and all proper documentation to the City for eligibility in this Professional Achievement Program. Academic degrees from institutions submitted for incentive pay must be from an institution listed by an accrediting agency recognized by the United States Department of Education. Requirements for eligibility are as follows:

#### SWORN EMPLOYEES

##### P.O.S.T. Incentive

2.5%: Possess Intermediate P.O.S.T. Certificate.

5.0%: Possess Advanced P.O.S.T. Certificate

##### Education Incentive

2.5%: Possess AA or AS Degree

5.0%: Possess BA or BS Degree

In no case will the total incentive (P.O.S.T. Incentive and/or Education Incentive) received under this Professional Achievement Program for sworn employees exceed 5.0%.

## NON-SWORN EMPLOYEES

2.5%: Possess AA or AS Degree

5.0%: Possess BA or BS Degree

7.5%: Possess MA or MS Degree.

In no case will the total incentive (Education Incentive) received under this Professional Achievement Program for non-sworn employees exceed 7.5%.

Employees who are receiving compensation under the Professional Achievement Program in effect prior to the 2017/2019 MOU shall continue to receive the award achieved under that program. Employees shall not receive a reduction in pay due to the implementation of revised Education Incentive, P.O.S.T. Certificate Incentive and Longevity Pay. If an employee receives compensation under this paragraph the compensation granted is not pensionable.

### 7.03 LAYOFF PROCEDURE

Pursuant to Section 2.40 of Ordinance No. 149-76, the City Council may abolish any position or employment in the competitive series and the incumbent(s) of such positions may be laid off, demoted, or transferred, without disciplinary action. The City Council shall notify the City Manager (Appointing Authority) of the intent to layoff whenever layoffs are necessary in the interest of economy or whenever the necessity for the position(s) no longer exists. The Appointing Authority shall immediately notify all employees, and the Union City Police Officers' Association (POA), of the proposed action and allow reasonable time for representatives of the City and POA to meet and confer on the effects, if any, of the proposed actions, and consider such alternatives as they may propose. Such notification shall include notice of all public hearings regarding the action.

The criteria applied in determining particular employees to be laid off, transferred, or demoted, shall be those specified in this side letter of agreement.

Unless specifically mentioned in this side letter, all other layoff and reemployment procedures shall remain in effect as specified in City Personnel Rule Thirteen.

#### Layoff Procedure (Supersedes 13.01 of Rule 13)

1. Layoff shall be on a citywide basis by prescribed classification.
2. No regular employee in an affected classification shall be laid off if the City retains employees with non-regular status in the same classification. Employees with non-regular status in an affected classification shall be laid off in the following order: emergency, seasonal, temporary, provisional, and probationary.

3. If authorized part-time positions in a particular classification remain after the abolishment of full-time, regular and non-regular positions, the part-time position shall be offered to the next eligible full-time employee within that classification.
4. The order of layoff by classification shall be in reverse order of seniority within classification. Seniority shall mean time employed by the City based on promotion date and hire date, uninterrupted by continuous employment service to the city of Union City.
5. Employees on paid or unpaid leaves of absence at the time of a layoff shall be treated the same as if they were in an employed status and do not waive right to reinstatement according to their seniority status.
6. Seniority shall be computed on the basis of promotion/employment dates with uninterrupted breaks in service, including time spent in temporary, provisional or probationary employment status before obtaining permanent employee status.
7. Seniority dates will be adjusted to reflect any break in service, which would include all unpaid leaves of absence, excluding leaves as a result of "on the job" injuries.
8. For the purposes of seniority calculation, time spent in the classification of police recruit I or II shall be considered the same as police officer. Time spent in the classification of dispatcher clerk trainee shall be considered the same as dispatcher-clerk. Time spent in the former classification of dispatch and records supervisor shall be considered the same as dispatcher-clerk.
9. If two or more employees have the same seniority for a given classification, the order of layoff shall be determined by their position on the police department seniority list (the list most commonly used to determine the vacation and shift sign-up order).
10. A Police Department employee who is laid off has the right of displacement to a position previously held within the Police Department, or to a position held by the least senior person in the successive lower classification series (position supervised), provided the following criteria are met:
  - a. The laid-off employee's total seniority time within classification (the total of time in current classification plus time spent in lower classification to be bumped) exceed the total seniority time of at least one employee in the lower classification;
  - b. The laid off employee meets the full qualifications of the lower classification: and,
  - c. The laid off employee has either served in the classification series or has been supervisory to the classification being considered.



11. The Appointing Authority shall first communicate to the Administrative Services Director the classification(s) of positions to be considered for layoff. The Administrative Services Director shall provide to the Appointing Authority a list of employees who will be affected by the proposed layoff, together with designation of seniority. The Appointing Authority shall assign remaining staff to existing functions and services in a manner that in his/her opinion best reflects the City's organizational needs and priorities. Such assignments and/or reassignments shall be consistent with the employee's classification.
12. In lieu of displacing an employee to a part-time position or to a position status that differs from their position held prior to layoffs, an employee may choose to be laid-off without jeopardizing their reinstatement rights.

Section 13.02 of Rule 13 shall remain intact.

Section 13.03 of Rule 13 shall remain intact, with the exception of the following sections:

- a. Lay-off time that exceeds 30 days shall cause the seniority date of the employee to be adjusted commensurate with the length of absence exceeding thirty days, with the exception of determining vacations as set forth in Rule 13.
- b. An employee who voluntarily separates from the Police Department shall have no right to placement on any lay-off list created as a result of a lay-off in their former classification. They will retain re-employment rights consistent with City Personnel Rules, after those on the lay-off list have been rehired, or refused an offer to be rehired.

#### 7.04 WORK SCHEDULE & SHIFT SELECTION

The parties agree to work a 3/12:20/40 Work Schedule for sworn positions in Patrol and Traffic Operations. All other bargaining unit staff shall work a 4/10/40 schedule. Implementation of these work schedules is subject to the conditions agreed upon by the Association and the City, as memorialized in the collective agreement between the parties effective 1996 – 1999.

The parties agree that if the Chief of Police, for operational needs, deems it necessary to temporarily change the above schedules, those personnel assigned to work a 3/12:20/40 work schedule shall have their work schedule altered to no less than a 4/10/40 work schedule.

Shift selection shall remain in effect for twelve (12) months for all eligible members with less than (10) years of seniority within the Department; all eligible members with ten (10) or more years seniority may select shifts for twenty-four (24) months. This option is applicable only to those sworn employees assigned to the patrol function. This option is not applicable to non-sworn employees or sworn employees assigned to specialties. The Association and City agree to review the

shift selection issue after two years of implementation of this section and to Meet & Confer on potential refinement thereto.

#### 7.05 POLICE OFFICER RECRUIT

Non-lateral sworn employees shall be hired with the classification of "Police Officer Trainee" or "Police Officer Recruit II". "Police Officer Recruit II" shall be compensated in the same fashion as the classification of "Police Officer" with the following exceptions:

- A. Prior to successful completion of a P.O.S.T. approved academy, a Police Officer Trainee shall be compensated at a salary of five dollars (\$5.00) less per hour than that of an "A" step Police Officer.
- B. Upon successful completion of a P.O.S.T. approved academy, "Police Officer Recruit II" shall be compensated at a salary range of two dollars and fifty cents (\$2.50) less per hour than that of an "A" step Police Officer until successful completion of the Union City Police Department Recruit Field Training Program.
- C. Upon successful completion of the Union City Police Department Recruit Field Training Program, the employee shall be compensated at the "A" step salary rate for the position of Police Officer.

Candidates qualifying as lateral hires, and hired as such, shall be hired as Police Officers at the salary step commensurate with their experience as determined by the City.

#### 7.06 [Leave Open}

#### 7.07 PROBATIONARY PERIOD-POLICE OFFICER

Probationary period for Police Officer shall commence upon appointment or promotion to the rank of Recruit II, i.e. Start of Field Training period.

### SECTION 8.00 GRIEVANCE PROCEDURE

#### Purpose:

The purpose of this Grievance Procedure is to promote communication and improve employer-employee relations by establishing a process to encourage settlement of disputes. The parties recognize that it is in their mutual interest to resolve problems expeditiously at the lowest possible administrative level. Any resolution of dispute at this level must be consistent with the terms of this Agreement.

#### Grievance Definition:

A grievance shall be defined as a dispute arising from the application or interpretation of a specific Article or Articles of this Agreement or specific

section(s) of the City Personnel Rules. A disciplinary action imposed by the City shall not be cause for a grievance unless it is specifically alleged that such action represents an incorrect application or violation of this Agreement. In no event shall this Agreement alter or interfere with the disciplinary procedure previously followed by the City, or provided for by the City Personnel Rules and Regulations, ordinance or law, including the procedure for disciplinary appeals as provided in Section 9.00 of the City Personnel Rules.

Procedure For Grievances:

Step 1 – Police Captain:

The affected bargaining unit employee and/or his or her Union representative shall submit a written grievance to the employee's Police Captain within ten (10) working days of the date the grievant knew or could reasonably have become aware of the alleged violation. The written grievance shall contain the following information:

- a) a statement of the grievance, the facts upon which it is based, and the person(s) involved;
- b) the specific Section(s) of this Agreement, the City Personnel Rules, or other regulations alleged to have been violated;
- c) the remedy requested; and
- d) the aggrieved employee's signature.

The Police Captain shall respond in writing within ten (10) working days of receipt of the written grievance. The written response at this step (and all management responses at all steps hereafter) shall contain the following information:

- a) an affirmation or denial of the facts upon which the grievance is based;
- b) an analysis of the alleged violation of the Agreement, or the City Personnel Rules;
- c) a response to the remedy requested; and
- d) the Police Captain's signature.

Step 2 – Police Chief:

If the grievance is not resolved at Step 1, the grievant or the grievant's Union Representative shall submit the written grievance to the Police Chief within ten (10) working days of receipt of the Police Captain's written response. The Police Chief shall respond in writing to this grievance within ten (10) working days of receipt of the written grievance.

### Step 3 – City Manager:

Should the grievance remain unsolved at Step 2, the written grievance shall be submitted within ten (10) working days of receipt of the Step 2 response to the City Manager or City Manager's designee, who shall meet with the Union Representative within thirty (30) working days of receipt of the written grievance. The City Manager or City Manager's designee shall provide a written response within ten (10) working days of the date of discussion with the Union Representative.

### Step 4 – Arbitration:

If the grievance is not resolved at Step 3, the Union Representative shall, within ten (10) working days of receipt of the Step 3 response, notify the City Manager in writing of the request to submit the grievance to arbitration.

### Arbitration:

If the parties are unable to mutually agree on the selection of an arbitrator, the names of the five (5) arbitrators shall be obtained from the California State Mediation and Conciliation Service. By coin toss, the losing party shall strike one (1) name from the panel list. The other party shall strike one (1) name alternately until only one (1) name remains, who shall serve as the arbitrator. The City and the Union agree to divide equally the cost of the arbitrator and the court reporter. Each party shall bear their own respective costs of making their presentation to the arbitrator, including but not limited to, their own attorneys' fees, expert witness fees, regular witness fees, and related costs. The arbitrator's decision shall be final and binding; however, the arbitrator shall have no power to add to, subtract from or alter, change or modify the terms of this Agreement or the City's Personnel Rules, and the arbitrator's power shall be limited to the interpretation or application of this Agreement or the City's Personnel Rules. The arbitrator shall issue a written decision within forty-five (45) calendar days of the close of the hearing, or issue a bench decision if mutually agreed to and requested by both parties to this Agreement.

### Time Limits:

Any time limits specified in this Grievance Procedure may be extended by mutual agreement. Requests for an agreement to extend any deadline shall be confirmed in writing. Except for time extensions by mutual agreement, failure by the employee or the Union to follow the established time limits shall cause the grievance to be considered withdrawn. Failure by the City to follow the established time limits shall cause the grievance to be settled in favor of the employee.

### Witnesses:

Persons who have direct knowledge of circumstances relating to the grievance may be released from their duties to provide testimony at any stage of the proceedings. At the request of either party, witnesses who have not yet testified may be

sequestered from the hearing. The grievant or the grievant's Union Representative shall provide reasonable advance notification to the City of any requests to release employees from their regular duties to attend any such proceedings. Employees shall be compensated at their regular rate of pay for actual time spent in such meetings.

## SECTION 9.00 DISCIPLINE

### 9.01 DISCIPLINARY INVESTIGATIONS

All sworn members shall be afforded all rights listed in the Government Code Sections 3300-3311, Public Safety Officer Procedural Bill of Rights Act. The City shall utilize the same procedures for all non-sworn employees for conducting investigations, entering adverse comments into personnel files, permitting inspection of personnel files, and searching lockers.

### 9.02 STANDARD DISCIPLINARY APPEAL PROCEDURE

An appeal from standard disciplinary action shall be in writing and subject to the following procedure. Appeals of written reprimands shall be appealable only to the Chief of Police (Department Head), with no further right of appeal.

#### Definition of Standard Disciplinary Action:

For the purpose of this provision, a standard disciplinary action shall mean a written reprimand, reduction in salary, equal to or less than a suspension of 160 hours, suspension equal to or less than 160 hours, or disciplinary transfer.

#### Procedure:

Appeals from standard discipline imposed by a Police Captain or Police Lieutenant must be initiated at Step 1. Appeals from standard discipline imposed by the Police Chief may be initiated at Step 2. Appeals from standard discipline imposed by the City Manager may be initiated at Step 3.

#### Step 1 – Police Chief:

The employee may appeal standard discipline to the Police Chief or designee by submitting a written notice of appeal within ten (10) working days of receipt of notification of disciplinary action. Such appeal shall be made in person before the Police Chief or designee or filed in writing with the Police Chief or designee at a mutually agreed upon time after the employee's receipt of all investigation materials. The Police Chief or designee shall provide a written response to the employee within ten (10) working days after the later of either the employee submitting the appeal to the Police Chief or designee, or providing an in-person response to the Police Chief or designee. There shall be no further appeal of a written reprimand beyond Step 1 of the Standard Discipline Appeal Procedure.

### Step 2 – City Manager:

If the employee is dissatisfied with the response at Step 1, and the disciplinary action is one of the discipline actions defined in this section other than a written reprimand, the employee may file a written notice of appeal with either the City Manager or City Manager's designee. Such appeal shall be made in person before the City Manager or designee or filed in writing with the City Manager or designee within thirty (30) working days of receipt of the appeal from Step 1, or in the event there is no Step 1, at a mutually agreed upon time after the employee's receipt of all investigation materials. The City Manager or City Manager's designee shall provide a written response to the employee within ten (10) working days of the date of discussion with the employee and/or the employee's chosen Association Representative.

### Step 3 – Fact-finder:

If the employee is dissatisfied with the response of Step 2, and the disciplinary action is one of the discipline actions defined in this section other than a written reprimand, the employee or the employee's Association Representative may request involvement of a fact-finder within thirty (30) days of the meeting held at Step 2, by filing a written notice with the City Manager or designee. The names of five (5) fact-finders shall be obtained from the California State Mediation and Conciliation Service. Beginning with a coin toss, the City and the Association shall alternately strike names from the list until one remains. The City and the Association agree to divide equally the cost of the fact-finder and the court reporter. Each party shall bear their own respective costs of making their presentation to the fact-finder, including but not limited to, their own attorneys' fees, expert witness fees, regular witness fees, and related costs. The fact-finder designated to hear the appeal shall submit findings of fact and conclusions to the parties. The fact-finder's recommendation must be accepted by both the Association and the City Council in order to be effective. In the event the fact-finder's recommendation(s) are rejected by either party, the determination at the prior level shall stand. The fact-finder shall have no authority to add to, subtract from, alter, change, or modify the terms of this Agreement, and the fact-finder's power shall be limited to addressing the facts and merits of the disciplinary action being appealed.

## 9.03 MAJOR DISCIPLINARY APPEAL PROCEDURE

An appeal from a major disciplinary action shall be in writing and subject to the following procedure.

### Definition of a Major Disciplinary Action

For the purpose of this provision, a major disciplinary action shall mean a reduction in salary equal to more than a suspension of 160 hours, suspension for more than 160 hours, a demotion, or discharge (termination).

Procedure:

Step 1 - City Manager:

The employee may appeal major discipline, if the disciplinary action is one of the disciplines defined in Definition of a Major Disciplinary Action, to the City Manager or City Manager's designee by submitting a written notice of appeal within ten (10) working days of receipt of notification of major disciplinary action. Such appeal shall be made in person before the City Manager or designee, or filed in writing with the City Manager or City Manager's designee, at a mutually agreed upon time after the employee's receipt of all investigation materials. The City Manager or City Manager's designee shall provide a written response to the employee within ten (10) working days after the later of either the employee submitting the appeal to the City Manager or designee, or providing an in-person response to the City Manager or designee.

Step 2 – Arbitration:

If the Association or the employee is dissatisfied with the response of Step 1, and the disciplinary action is one of the disciplines defined in Definition of a Major Disciplinary Action, the Association Representative may request involvement of an Arbitrator within thirty (30) days of the meeting held at Step 1, by filing a written notice with the City Manager or the City Manager's designee.

The names of seven (7) Arbitrators shall be obtained from the California State Mediation and Conciliation Service. The City and the Association agree to divide equally the cost of the list of Arbitrators. Beginning with a coin toss, the City and the Association shall alternately strike names from the list until one remains.

The City and the Association agree to divide equally the cost of the Arbitrator and the court reporter. Each party shall bear their own respective costs of making their presentation to the Arbitrator, including but not limited to, their own attorneys' fees, expert witness fees, regular witness fees, and related costs.

The Arbitrator shall have no authority to add to, subtract from, alter, change, or modify the terms of this Agreement, and the Arbitrator's power shall be limited to addressing the facts and merits of the disciplinary action being appealed.

The decision of the Arbitrator shall be final and binding on the parties.

9.04 EXCLUSIONS/LIMITATIONS

The procedures set forth in Section 9.02 and 9.03 shall not be applicable to the following employees, nor shall they be applicable to any City action(s) as to which an administrative appeal already exists elsewhere in this Agreement or law:

- a. probationary employees who are rejected during probation (except probationary employees are entitled to meet with the Police Chief); and
- b. any temporary or provisional employees.

9.05 CONDUCT OF HEARING:

The hearing shall be conducted according to the Code of Civil Procedure, Section 1282, et seq.

9.06 TIME LIMITS:

Any time limits specified in this Disciplinary Appeal Procedure may be extended by mutual agreement. Requests for an agreement to extend any deadline shall be confirmed in writing. Except for time extensions by mutual agreement, failure by the employee, the Association, or City to follow the established time limits shall automatically cause the appeal to be moved to the next level.

9.07 WITNESSES:

Persons who have direct knowledge of the circumstances relating to the appeal may be released from their duties to provide testimony. At the request of either party, witnesses who have not yet testified may be sequestered from the hearing. The parties shall provide each other with a final witness list within three (3) business days of the arbitration. The appellant or the appellant's Association Representative shall provide reasonable advance notification to the City of any requests to release employees from their regular duties to attend any such proceedings. Employees shall be compensated at their regular rate of pay for actual time spent attending such meetings.

SECTION 10.00 SEPARABILITY

Should any section, clause, or provision of the Agreement be declared illegal by final judgment of a court of competent jurisdiction, such invalidation of such section, clause or provision shall not invalidate the remaining portions, and those other portions shall remain in full force and effect for the duration of this Agreement. Furthermore, the parties shall meet and confer pursuant to Government Code Sections 3500, et seq. for the purpose of arriving at a mutually satisfactory resolution regarding any invalid or unlawful provision.

SECTION 11.00 COMPLETION OF NEGOTIATIONS

During negotiations which resulted in this Agreement, both parties acknowledge that each had the right and opportunity to make demands and proposals with respect to all subjects within the scope of representation. Therefore, for the term of this Agreement, the parties shall not be obligated to meet and confer with respect to any subject specifically referred to or covered in this Agreement, or to any subject discussed and later withdrawn by either party, except the parties shall meet



quarterly to review those sidebar items identified in the negotiation process and any other contract(s) items that either party deems necessary.

SECTION 12.00 REOPENER

The City, upon written request to the Union City Police Officers' Association, may reopen the Memorandum of Understanding between the parties if the Public Safety Parcel Tax is not extended by the voters of the City of Union City.

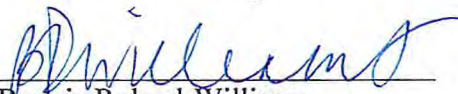
SECTION 13.00 DURATION

This Agreement shall continue in full force and effect from July 1, 2017, until June 30, 2019.

FOR THE CITY:

  
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Antonio E. Acosta

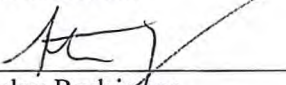
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Glenn Berkheimer


  
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Bonnie Roland-Williams

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FOR THE ASSOCIATION:


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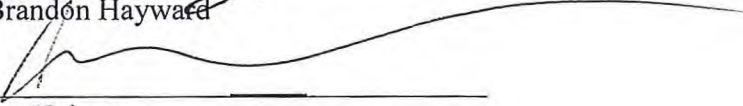
  
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Lupe Luna

  
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Brandon Hayward

  
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Ian Hobson

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Ryan Seto

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Date

## Appendix 1

For purposes of compiling labor market data, and comparing total compensation, the parties agree to use the following eight survey agencies:

Fremont	Pleasanton
Hayward	San Leandro
Milpitas	Redwood City
Newark	Livermore

Factors the parties considered relevant in deciding to use these comparison agencies include: city revenue per capita; size of city budget; scope and type of municipal services provided; median household income; population served; number of city employees, and geographic proximity.

The salary and benefits that will be included in total compensation surveys shall be the following: Top Step Salary, PERS-EPMC paid by City, Uniform, Educational Incentive, Average PERS Employer Normal Cost, Medical/Vision, Dental, Long Term Disability, Life Insurance, Medicare and Holiday Pay.

quarterly to review those sidebar items identified in the negotiation process and any other contract(s) items that either party deems necessary.

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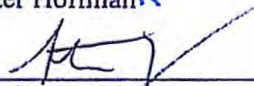
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Glenn Berkheimer

  
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Bonnie Roland-Williams

\_\_\_\_\_  
Date

FOR THE ASSOCIATION:

  
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Peter Hoffmann

  
\_\_\_\_\_  
Stanley Rodrigues

  
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Troy Cushman

  
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