

Memorandum of Understanding

Between

City of Albany

and

Albany Peace Officers'
Association

November 1, 2014 – October 31, 2017

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Between Albany and Albany Peace Officers' Association
2014-2017

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MEMORANDUM OF UNDERSTANDING
Between
CITY OF ALBANY
and
ALBANY PEACE OFFICERS' ASSOCIATION

The Albany Peace Officers' Association and representatives of the City of Albany have met and conferred in good faith regarding wages, hours, and other terms and conditions of employment, have exchanged freely information, opinions, and proposals and have endeavored to reach agreement on all matters relating to the employment conditions and other employer-employee relations of such employees.

The legal relationship between the City of Albany, its employees, and the Albany Peace Officers' Association (APOA) is governed by the Meyers-Milias-Brown Act (California Government Code sections 3500, et seq.), the City Charter, the City Personnel Rules and Regulations, and this Memorandum of Understanding. Whenever this Memorandum of Understanding contains a provision relating to a subject matter which is also referred to in the Personnel Rules and Regulations or any other city ordinance, the provisions of this Memorandum of Understanding shall prevail.

This Memorandum of Understanding shall be presented to the City Council of the City of Albany as the joint recommendation of the undersigned parties for the term set forth hereinafter.

Section 1. Recognition

1.1 Association Recognition

The Albany Peace Officers' Association, hereinafter referred to as the "Association" or the "APOA" is the recognized employee organization for the following positions, in the Albany Police Department:

Captain	
Lieutenant	Police Communications Clerk
Sergeant	Police Services Technician I/II
Police Officer	

1.2 City Recognition

The City Manager, as the Municipal Employee Relations Officer, or any management representative duly authorized by the City Council, is the representative of the City of Albany, hereinafter referred to as the "City."

Section 2. Association Security

2.1 Employees who were members of the Association on August 1, 1975 shall remain members of the Association, provided, however, that such employees may withdraw such membership during the month of May each year.

- 2.2 Employees covered by this Memorandum of Understanding employed after August 1, 1975, shall, as a condition of employment, execute an authorization for payroll deduction of Association dues, or a service fee equivalent to such dues, and continue said authorization in effect during the period of employment, provided, however, that such employee may withdraw said authorization within the first 30 days of employment or during the month of May of any year.
- 2.3 The Association will indemnify and hold the City harmless for any and all claims, demands, suits, or other actions arising from the modified maintenance of membership and the modified agency shop provisions herein, or from complying with any demands for termination hereunder.

Section 3. Probationary Period

3.1 Probationary Period Nature, Purpose and Duration

The probationary period shall be an essential part of the examination process and shall be utilized for the most effective adjustment of a new employee and for the dismissal of any probationary employee whose performance is not satisfactory.

The Police Chief may dismiss from employment a probationary employee at any time during the probationary period without right of appeal, except as provided by applicable laws, in any manner and without recourse to the procedures provided by applicable laws, and without recourse to the Grievance Procedures outlined in this Memorandum of Understanding, except when the employee alleges and substantiates in writing that the dismissal was due to discrimination prohibited by city, state, or federal statutes or regulations. If discrimination is alleged, the appeal or grievance shall be decided solely on the basis of whether or not the dismissal was due to discrimination; and unless it is determined that there was unlawful discrimination, the person or persons hearing the appeal or grievance shall not substitute their judgment for that of the Police Chief.

The probationary period for new hired employees shall begin on the date of employment and shall continue for a period of 18 months. The Police Chief, at his sole discretion, may grant a newly hired employee, with previous law enforcement experience, up to 6 months credit towards the probationary period. The Police Chief may extend the probationary period by up to 90 days. The extension of the employee's probationary period is at the discretion of the Police Chief and is not subject to the grievance procedure.

3.2 Promotional Probation

An employee who has previously completed the requisite probationary period and is rejected during a subsequent probationary period for a promotional appointment shall be reinstated to the former position from which the employee was appointed. If the employee is dismissed during the promotional probationary period, the employee shall not be entitled to such reinstatement rights.

The probationary period for any employee who is promoted to a new job classification shall be a period of 12 months from the date of promotion. The Police Chief may extend

the promotional probationary period by up to 90 days. The extension of the employee's promotional probationary period is at the discretion of the Police Chief and is not subject to the grievance procedure.

Section 4. Disciplinary Action

Sworn and Non-Sworn Employees

The Police Chief is vested with the power to discipline sworn and non-sworn employees in accordance with Department regulations and State law (Sec. 3300 GC, et seq.). Such employees will be notified in writing of such disciplinary action and will have the right of appeal. Sworn employees who are discharged as a result of a disciplinary action may appeal such action to a Hearing Board established through the provisions of Section 8.03c of the City Charter, or through the Grievance Procedure contained in Section 15 herein. If the Grievance Procedure is utilized, the grievance must contain the information required by the provisions of Section 15(2), and the grievance shall be processed beginning at Step 3. The discharged employee may not utilize both such procedures. Disciplinary actions other than discharge are subject to appeal only through the Grievance Procedure.

Section 5. Salaries

5.1 Salary Ranges

- Effective the first full pay period after April 1, 2015 or upon the approval of the PERS contract amendment for increasing employee contribution to retirement, whichever comes later, the salary ranges set forth in Appendix A will be increased by 4.0%.
- Effective the first full pay period after November 1, 2015, the salary ranges set forth in Appendix A will be increased by 4.0%.
- Effective the first full pay period after November 1, 2016, the salary ranges set forth in Appendix A will be increased by 2.0%.
- Effective the first full pay period after November 1, 2016, the City shall increase Step 6 to 5.0% higher than Step 5.
- Effective the first full pay period after November 1, 2016, the City shall increase Step 7 to 5.0% higher than Step 6.
- Effective as soon as possible after the adoption of the MOU by the City Council, the City shall provide each member of the Association as of January 1, 2015, a lump sum payment of \$2,000.00.

Salary ranges for represented classifications shall be as set forth in Appendix A, which is attached hereto and made a part hereof.

5.2 Salary Plan

Positions within the Albany Police Department have been placed on a step system, providing the merit increases after varying periods of service. Typically, the first step is the salary level at which entrance into the classification of work begins and the level at which it carries through the first year. Most positions are provided then with Step 2 through Step 7 to cover annual intervals in added expertise within the Department. Employees are eligible to advance to Longevity Step (or if not currently at Step 7, to an

equivalent longevity pay differential above his/her current pay step) when they meet the criteria specified in Section 13.12. The step indicated as Longevity Step is the highest level to be attained on the salary schedule.

(1) Except as otherwise provided in this Memorandum of Understanding, permanent part-time employees shall be included in the provisions of this Memorandum of Understanding. Permanent part-time employees are those salaried employees who are regularly employed by the City and who are paid for 1,000 or more hours per calendar year.

5.3 Salary Payment

Payday shall be every other Friday. When payday falls on a holiday recognized in this Memorandum of Understanding, payment will be made on the last regular working day immediately preceding such holiday. Employees will receive paychecks on payday no later than 1:00 p.m.

5.4 Compensation for Acting Sergeant

On any shift in which there is no Sergeant assigned to street duty, the Police Chief may designate a Police Officer to serve as Acting Sergeant. If such is the case, the Police Officer will receive an additional 5.0% of the employee's regular straight-time rate of pay for the time served as Acting Sergeant.

5.5 Detective, Detective Sergeant and Administrative Sergeant

Police Officers and Sergeants assigned to the positions of Detective, Detective Sergeant and Administrative Sergeant shall receive an additional 4.0% of the employee's regular straight-time rate of pay.

5.6 Field Training Officer and Communications Training Officer

Employees who have been trained and certified by P.O.S.T. to act as Field Training Officers will receive an additional 5.0% of the employee's regular straight-time rate of pay for each hour the employee performs Field Training Officer duties. Employees who have been trained to act as Training Officers for Police Communications Clerks will receive an additional 5.0% of the employee's regular straight-time rate of pay for each hour the employee performs as a Communications Training Officer. Such additional 5.0% pay will not be considered in payment for sick leave, vacation or holiday time. Normal tax deductions, as well as PERS contributions, will be applicable. Appointment as a Field Training Officer or Communications Training Officer will be at the sole discretion of the Police Chief.

5.7 Tactical Response Team (TRT)

Employees who have been trained and occupy a position on the Tactical Response Team (TRT) will receive an additional \$100.00 per month compensation. Appointment as a member of the TRT will be at the sole discretion of the Police Chief.

5.8 Bilingual Pay

Upon the recommendation of the Police Chief or his/her designee and the approval of the Human Resources Manager, a person occupying a position designated by the City

Council or City Manager as requiring fluency in a language other than English, effective upon adoption of this Memorandum of Understanding, shall receive an additional 2.0% of base salary. Said differential shall be prorated for employees who are in an unpaid leave of absence status for a portion of any given pay period.

All employees occupying positions requiring bilingual skills will be tested for bilingual proficiency.

Any disputes concerning the testing procedure or test results of the bilingual pay plan shall be referred to the Human Resources Manager whose decision shall be final.

5.9 Salary on Promotion

An employee who is appointed to a position in a classification allocated to a salary range for which the top step is higher than the top step of the classification which the employee formerly occupied, shall receive the nearest step within the new salary range which shall not be less than 5.0% more than his/her former step. Provided, however, that in no case shall the increased salary be more than the top step in the new range. Increases shall be made effective on the effective date of the promotion, and for the purposes to further annual increases within the salary range the employee anniversary date shall be changed to the effective date of the promotion.

5.10 Re-Opener

In the event that the City of Albany receives revenues from a Public Safety Bond specifically for Police Services during the term of this Memorandum of Understanding, the City of Albany and the Albany Peace Officers' Association will re-open Section 5.1, Salary Ranges, and Section 13.7, Pensions, of this Memorandum of Understanding for the purpose of meeting and conferring about the amount of salary range increase, if any, and the effective date of any such salary range increase. The City and the APOA recognize that actions by either the federal or state governments may negatively impact the City's budget during the term of this Memorandum of Understanding and thereby limit the resources available to the City at the time of any such re-opener.

Section 6. Hours of Work

6.1 Normal Workweek and Workday

The normal workweek for employees occupying full-time positions shall consist of 40 to be worked within a 7-day period. The normal workday may consist of either 8 hours per shift worked over 5 days, or 10 hours per shift worked over 4 days or a 3/12 work schedule as referenced in the Side Letter of Agreement for 3/12 Work Schedule. The normal workday shall include on-duty time for lunch when the operational needs of the department permit such a duty break. The Police Chief will have the responsibility for scheduling employees of the Police Department consistent with the foregoing.

Voluntary shift trading among employees, subject to supervisory approval and Fair Labor Standards Act regulations, is permissible.

6.2 Overtime

When an employee has worked in excess of the normal workweek as specified in Section 6.1 with authorization of the Police Chief or his/her designee, said employee may elect to be compensated either time off equivalent to 1½ times the overtime hours worked or cash compensation at the rate of 1½ times the regular hourly rate for all such overtime performed by said employee for the City.

6.3 Effect of Absence

In determining a normal day or week's work, any time taken as "absent without pay" in such day or week will first be worked as straight-time before premium rates are applicable. Sick leave, compensatory time off, vacation time, holidays, disability leave, death leave, or military leave may, with approval of the Police Chief or his/her designee, be taken without affecting these premium pay provisions.

6.4 Minimum Reportable Periods

Minimum reportable periods of overtime will be ½ hour, except when an employee is called out from home for an isolated period of duty, in which case the minimum reportable period will be 2 hours. There shall be a minimum reportable period of 4 hours when an employee is subpoenaed and appears in court or any other venue to give testimony while off duty about events arising out of his/her employment provided the time does not overlap his/her regular duty. When an employee receives a subpoena or order to participate in "telephone" testimony, such as a Department of Motor Vehicles Hearing, and the employee is off duty, the minimum reportable period shall be 2 hours. When an employee is placed "on-call" for a court appearance by either the District Attorney's Office or the Police Department, the minimum reportable period shall be 2 hours for each day in "on-call" status.

6.5 Compensatory Time Off

(1) At the time of an overtime assignment, the employee will elect either to be paid for said time or to have the overtime entered into his/her compensatory time off account. Once overtime is entered into a compensatory time off account, it cannot be exchanged for pay, except when the employee leaves City service or in accordance with Section 6.7(3).

(2) In determining ability to take compensatory time off at a given time, due regard will be given to:

- a) the wishes of the employee;
- b) the date of application for a specific time off; and
- c) the seniority (in the event of multiple requests).

Compensatory time off will not be allowed at times when staffing of the department is not possible without bringing in other personnel to meet minimum staffing requirements.

(3) Employees covered by this Memorandum of Understanding shall be allowed to accumulate 120 hours of compensatory time which is accrued at the rate of time and one-half for overtime and straight time for holidays. Any covered employee may request

twice during the year to receive cash to be paid by warrant for compensatory time earned in excess of 80 hours.

(4) Compensatory time shall not be transferable among or between employees with the following exception. Each year each employee may contribute up to 3 hours of earned compensatory time converted to equivalent hourly pay to a time bank for use by a designated employee for purposes of attending training or conferences which support Association business objectives. Use of such compensatory time by the designated employee will be withdrawn based on his/her hourly rate of pay and is subject to the same conditions as for individual employee use of compensatory time.

6.6 Shift/Vacation Bid Reopener

Representatives for the Police Department and representatives for the APOA shall meet within 60 days of the adoption of the MOU to commence meeting and conferring regarding creation of a Shift/Vacation Bidding Policy. It is the goal of the parties to conclude the meet and confer process within 180 days of the adoption of the MOU. The policy will maintain bidding for shifts and vacation by seniority. During the process the parties should consider, at a minimum, the annual date to commence the shift and vacation bidding process.

Section 7. Holidays

In lieu of having time off for holidays, employees covered by this Memorandum of Understanding shall be entitled to additional compensation equivalent to 1 regular day of pay on the following holidays:

- 1) January 1
- 2) the 1st Monday in January
- 3) the 2nd Monday in February
- 4) the 3rd Monday in February
- 5) the last Monday in May
- 6) July 4
- 7) the 1st Monday in September
- 8) September 9
- 9) the 2nd Monday in October
- 10) November 11
- 11) Thanksgiving Day
- 12) the day following Thanksgiving Day
- 13) and December 25.

As herein used, 1 regular day of pay will consist of compensation at the monthly rate of salary divided by 17.3334 for each such holiday. Employees may elect to have 10 hours compensatory time off for each holiday, in lieu of payment as noted above.

Permanent part-time employees as defined in Section 5.2 (1) of this Memorandum of Understanding will be paid on a pro-rated basis depending upon their designated hours of work, for the holidays defined in Section 7 above.

Should the State and Federal governments change the date on which any of the holidays are to be celebrated, the City's schedule shall be modified accordingly. However, if only one of these entities makes the change, no modification in the schedule will result.

Section 8. Sick Leave

8.1 Sick Leave Accrual, Accumulation and Usage

Permanent and probationary full-time employees will be entitled to a leave of absence for sickness, accident or childbirth with full pay to the extent of 8 hours for each calendar month employment with the City. There shall be no maximum accrual limit on sick leave.

Permanent and probationary part-time employees shall accrue sick leave in the same proportion as their scheduled and working hours per week relative to the standard workweek. The standard workweek is 40 hours. An example is as follows: if an employee works 24 hours per week, he/she would receive $24/40 = 60\%$ of that which an eligible full-time employee would receive.

When sick leave usage extends to more than 3 working days, the employee may be asked to provide the Police Chief with satisfactory medical evidence that the leave was necessary. When the Police Chief deems it necessary, the Police Chief or his/her designee has the right to investigate and determine the extent of the illness of any employee claiming benefits under this Section.

In computing sick leave, no sick leave shall be earned if the leaves of absence without pay or disciplinary action exceed 10 working days.

8.2 Family Illness Leave

A maximum of 80 hours of accumulated sick leave may be taken each calendar year in case an employee's presence is required elsewhere because of illness or disability affecting the employee's immediate family. The immediate family shall consist of the spouse, registered domestic partner, children, parents, brothers, sisters, dependents of the employee, or others at the discretion of the Police Chief.

8.3 Pay for Unused Sick Leave upon Retirement

Upon retirement from regular City service, an employee will be entitled to be paid for $\frac{1}{4}$ of the accumulated sick leave up to a maximum of 370 hours at his/her regular salary on said retirement date.

Local safety members shall have the remaining sick leave reported to PERS for retirement service credit of unused sick leave in accordance with Government Code section 20862.8.

Section 9. Vacations

9.1 Vacation Amounts

Employees will be entitled to vacation time off with pay in accordance with the following schedule:

(1) Vacation Accrual for Employees Hired Prior to April 15, 2013

<u>Years of Service</u>	<u>Working Days Vacation</u>
1 st	Accrue 4.01 hours per pay period. No vacation entitlement.
2 nd through 4 th	Accrue 4.01 hours per pay period.
5 th through 9 th	Accrue 5.54 hours per pay period.
10 th through 14 th	Accrue 6.15 hours per pay period.
15 th through 19 th	Accrue 6.77 hours per pay period.
20 th and Thereafter	Accrue 7.38 hours per pay period.

(2) Vacation Accrual for Employees Hired On or After April 15, 2013

<u>Years of Service</u>	<u>Working Days Vacation</u>
1 st	Accrue 3.38 hours per pay period. No vacation entitlement.
2 nd through 4 th	Accrue 3.38 hours per pay period.
5 th through 9 th	Accrue 4.92 hours per pay period.
10 th through 14 th	Accrue 5.54 hours per pay period.
15 th through 19 th	Accrue 6.15 hours per pay period.
20 th and Thereafter	Accrue 6.77 hours per pay period.

Such vacation will be without loss of pay, benefits, or privileges.

Permanent part-time employees as defined in Section 5.2 (1) of this Memorandum of Understanding shall accrue vacation in an amount proportionate to the ratio of scheduled hours of work per week to the standard workweek, but in no case shall the number of days of vacation accrued per year exceed those days allowed by Section 9.2.(6). The standard workweek is 40 hours. An example of how this work is as follows: if an employee works 24 hours per week he/she would receive $24/40 = 60\%$ of that which an eligible full-time employee would receive.

9.2 Miscellaneous Requirements

- (1) The time at which an employee takes his/her vacation will be determined with due regard for the wishes of the employee, the date of application for a specific vacation period, the department seniority of employees, and with particular regard for the needs of the department.
- (2) Employees may change vacation leave to sick leave, with approval of the Police Chief, in the event an employee on vacation becomes ill to the point that the Police Chief is convinced the employee would not normally be capable of performing his/her duties were he/she at work.
- (3) Where the total vacation accrual ends with a fraction of a working day, the vacation amount will be rounded to the nearest ½ hour.
- (4) In computing vacation leave, no vacation shall be earned during leaves of absence without pay or during disciplinary action.
- (5) If an employee is unable to take his/her scheduled annual vacation because of circumstances within the department or for personal reasons, such annual vacation may be allowed at a later date when convenient to the department. This will allow the consideration by the City of a request from an employee to carry over vacation solely for the convenience of the employee to facilitate a longer vacation period in a subsequent year, providing the Police Chief agrees that such carry-over can be accommodated within the department without adversely affecting the department's capability of carrying on its functions, and the City Manager approves such request for vacation carry-over.

The maximum allowable vacation accrual will be 300 hours as of December 31st of each year. Employees may accrue more than 300 hours during the calendar year provided that the employee's accrual is not more than 300 hours by December 31st of each year. Should an employee have an accrual in excess of 300 hours on any December 31st, such employee will not accrue any further vacation until his/her accrual is at 300 hours.

By November 1st of each year, an employee nearing or over 300 accrued hours may request accrual beyond 300 hours effective December 31st if he/she feels his/her timely requests for vacation have been repeatedly and unreasonably denied. Each case will be considered individually and the Police Chief, with approval of the City Manager, may authorize accrual beyond 300 hours in such cases where it is determined that the employee has made a good faith effort to take vacation but was unable to do so because of the department's vacation policy.

Any employee retiring or separating from City service for any cause will be compensated for his/her current vacation balance at his/her current salary at time of employment separation.

9.3 Vacation Sell Back

An employee who on November 1st, of any year, has taken at least 96 hours of vacation

during the last 12 months may sell back up to 36 hours of vacation accumulation as long as the employee will have a vacation balance of at least 40 hours.

9.4 Vacation Amounts

If the City agrees to increase the vacation accruals for the bargaining unit represented by SEIU Local 1021 or Albany Municipal Services Joint Powers Authority, the City will provide the same increase to the vacation accrual schedule for employees hired into the bargaining unit, represented by the APOA, on or after April 15, 2013.

Section 10. Paid Leaves

10.1 Disability Leave

Non-sworn employees shall be eligible to receive Disability Leave not to exceed 1 year in duration, at 75% of gross salary, subject to the following terms and conditions:

(1) Paid Disability Leave will be granted only in the event that the employee is rendered incapable of rendering his/her duties by reasons of bodily injury or other illness received in the direct course and scope of his/her employment. For the purpose of definition with respect to this subsection, direct course and scope of employment, occurring outside the State of California can only be accomplished through the direct assignment of an employee by the Police Chief for such out-of-state duty. The voluntary response by an otherwise off-duty employee to a police situation in another state will not constitute "direct course and scope of employment."

(2) Any compensation insurance payment received by such an employee during the period of any sick leave, or during injury compensation leave pursuant to this subsection, will be paid over to the City immediately upon receipt by such employee. The foregoing does not apply to privately obtained insurance to which the City does not contribute.

(3) The period of disability leave of 1 year as provided in this subsection is defined to mean 1 calendar year and does not mean 1 year computed by totaling the number of working days.

(4) No persons pensioned will be eligible for the benefits provided by this subsection.

(5) In the event that an employee's injury results from the carelessness of a third party, the City will have the same right of a subrogation for reimbursement of salary paid as does the City's compensation carrier under the Labor Code of the State.

(6) The City has the right to have any employee claiming the benefits of this subsection examined by a mutually acceptable, licensed, practicing physician in the State of California, for the purpose of ascertaining such employee's inability to perform his/her duties. In the event that such mutually agreed upon physician certifies that such employee is capable of performing his/her duties, such certification will be conclusive and disability leave under the provisions of this subsection will cease as of the date that such employee is deemed to have been capable of carrying out his/her regularly assigned duties.

10.2 Bereavement Leave

The Police Chief may grant a leave of absence with pay for up to 7 calendar days in the event of the death of a member of the employee's immediate family. In special cases, at the discretion of the Police Chief, death leave may be granted to attend the funeral or memorial service of persons not included within the immediate family. Immediate family is defined as spouse, registered domestic partner, child (including an adopted, foster or stepchild), parent, parent-in-law, sister, brother, sister-in-law, brother-in-law, grandparents or anyone who has acted in the capacity of an immediately family member.

10.3 Military Leave

Military leave will be granted in accordance with minimum requirements of the statutes of the State of California and applicable federal laws.

10.4 Jury Duty Leave/Responding To A Subpoena

Any employee called for service as a juror, or under a subpoena in a criminal case, will be granted a leave for that period required by the courts. During such period of leave, the employee will be entitled to normal pay; however, he/she will remit to the City the jury or witness fee (excluding mileage allowance) received by the employee for jury or witness duty while on such full pay status with the City.

Section 11. Catastrophic Leave Program

Permanent employees represented by the Association may be eligible to receive donations of paid leave, to be included in the recipient employee's sick leave balance, if he/she has suffered a catastrophic illness or injury which is defined as a serious medical condition, considered to be terminal, a major physical impairment, or disability.

- The recipient employee, recipient employee's family, or other person designated in writing by the recipient employee must submit a request to the City Manager or designee.
- The recipient employee is not eligible so long as he/she has paid leaves available; however, the request may be initiated prior to the anticipated date that all leave balances will be exhausted.
- The recipient employee must provide a medical verification which meets the criteria above.
- A recipient employee is eligible to receive a maximum of 240 hours of donated time per incident. Requests for exceptions to this limit may be submitted to the City Manager or designee whose decision shall be final and not subject to the grievance procedure.
- Donations shall be made in whole hour increments, and are irrevocable. The donor employee may donate any amount of vacation; the City recommends the donor employee retains at least 48 hours of vacation. Compensatory time off may be donated in whole hour increments without limit. Sick leave and other leaves not specifically authorized above may not be donated. Donations may be made only from individuals whose positions are represented by the Association.

- Time donated will be converted from the type of time donated to sick leave and credited to the recipient employee's sick leave balance on an hour-for-hour basis and shall be paid at the rate of pay of the recipient employee. All sick leave provisions will apply.
- Time donated in any pay period may be used in the following pay periods. No retroactive donations will be permitted.
- The determination of an employee's eligibility for Catastrophic Sick Leave donations shall be at the City Manager's or designee's sole discretion with concurrence by the Police Chief, and shall be final and not subject to the grievance procedure.

Section 12. Clothing & Safety Equipment Allowance

12.1 Clothing Allowance

All employees covered by this Memorandum of Understanding will receive an annual clothing allowance. The annual clothing allowance will be \$1,000.00. Effective January 2016 the annual clothing allowance will be \$1,100.00. Effective January 2017 the annual clothing allowance will be \$1,200.00. The clothing allowance is payable twice a year with a regular paycheck, and noted on the pay stub, for the first pay period in December and the first pay period in June, representing payment for the prior 6-month period. Deductions will be made only for pension/PERS. (No deduction for employees hired on or after January 1, 2013 due to PEPRAs elimination of clothing allowance as eligible compensation.) Employees not employed for the full 6-month period will be entitled to a prorated share of the 6-month allowance.

12.2 Clothing Allowance (New Hire)

The City shall provide to newly hired employees the following uniform components:

- 2 pants
- 2 shirts
- 1 utility jacket
- 1 belt

Upon completion of 12 months of employment with the City, an employee shall become eligible for the next clothing allowance and each clothing allowance payment thereafter.

12.3 Safety Equipment Allowance for Employees Hired before June 1, 2005

In consideration of safety equipment needs for sworn employees, for safety equipment consisting of handgun, handcuffs, leather goods, baton, raingear, helmet, safety shoes, flashlight (including batteries and bulbs), and accessories, the City will provide a safety equipment allowance. For employees hired before June 1, 2005 the City will pay up to \$350.00 per year for receipted repairs or replacement of such safety equipment. Funds not utilized in a particular year may be carried forward to a subsequent annual period. The maximum account per eligible employee shall be \$850.00.

12.4 Safety Equipment Allowance for Employees Hired after June 1, 2005

In consideration of safety equipment needs for sworn employees the City will provide the following safety equipment to the newly hired sworn employee: a handgun, handcuffs, leather goods, baton, rain gear, helmet, safety shoes, flashlight (including batteries and bulbs), and accessories. Upon separation from the City, the employee will return the City issued safety equipment to the City in acceptable condition.

In addition to the safety equipment identified above, a sworn employee may receive reimbursement for receipted purchases of other safety or duty-related equipment, subject to the recommendation of the Police Chief and approval of the City Manager. Any such reimbursements are subject to the dollar caps and limitations specified above.

The employee will be responsible for maintaining all equipment in a safety and operable condition and to ensure its capability to meet departmental requirements.

For employees hired after June 1, 2005 the City will pay up to \$200.00 per year for receipted repairs or replacement of such safety equipment. Funds not utilized in a particular year may be carried forward to a subsequent annual period.

12.5 Bulletproof Vests

The City will provide to the APOA membership a prepayment option for purchasing bulletproof vests. The maximum amount available to Sworn employees under this program is \$1,000.00. Those employees who wish to use the prepayment option must use department-approved vendors.

Section 13. Insurance and Pension

13.1 PERS Medical

Employees working and/or scheduled to work a minimum of 1,000 hours per fiscal year have the option of becoming members of the Public Employees Medical and Hospital Care Act (“PERS Health”) insurance program. The City’s monthly contribution to provide health insurance benefits for the individual employee and the employee’s eligible dependents shall be adjusted in accordance with the Minimum Employer Contribution (MEC) established by the Public Employees Medical and Hospital Care Act.

All employees who have retired with the City may participate in the PERS Health Plan at their own expense. The City shall contribute the current amount required by PERS per month on behalf of each eligible retired employee.

13.2 Flexible Benefits Plan

Employees working and/or scheduled to work a minimum of 1,000 hours per fiscal year may participate in the flexible benefits plan.

The City shall offer an Internal Revenue Code Section 125 Plan which contains the components of premium conversion, health care reimbursement account, and dependent care reimbursement account. The City shall contribute the below-listed amount per month toward each employee’s Section 125 Plan components:

Employee Only	Kaiser single rate less the PERS-required MEC
Employee plus one	Kaiser two party rate less the PERS-required MEC
Employee plus two or more	Kaiser family rate less the PERS-required MEC

The City's monthly flexible benefits plan shall be pro-rated for permanent, part-time employees. An employee may use any and all such funds toward the cost of employer-provided PERS Medical health insurance for the employee and eligible dependents. An employee may not use funds for other reasons.

In the event the City wishes to explore health and dental plans to be provided through alternative carriers, the City will notify the APOA of its intent. The parties shall meet and confer regarding all proposed changes as well as the City's contribution to such plans.

13.3 Deferred Compensation in Lieu of PERS Health

An employee eligible for PERS Medical who opts to waive participation because the employee has health plan coverage as a result of being an eligible dependent shall have a City contribution of the employee only benefit allowance plan rate and the City's PERS Health rate contributed into the City's deferred compensation plan. To participate in this program, the employee shall sign a waiver, provided by the City, of health plan coverage and shall provide proof of health plan coverage for him/herself which shall be confirmed annually before January 1 of each year.

13.4 Dental Insurance

(1) The City shall contribute 100% of the dental insurance premium for a full-time employee and his/her eligible dependents. Employees working a minimum of 1,000 hours per fiscal year, but working less than full-time, and their eligible dependents, shall receive pro-rated dental benefits based on scheduled work hours and the remaining dental premium shall be deducted from the employee's second payroll check for the following month's coverage.

(2) The City will contribute up to \$7,716.00 for each fiscal year into a fund to provide reimbursement for employees' receipted costs for orthodontia expenses over the dental payment limit of \$1,500.00. Eligible employees can be reimbursed up to \$750.00 per individual per lifetime for orthodontia upon proof of expense and limit reached on primary and secondary insurance. Reimbursement will be at the same percentage rate as the dental coverage (currently 60%). The orthodontia reserve account will be on a first come first serve basis. If funds are unavailable in one fiscal year, expenses may be submitted in the next fiscal year.

13.5 Life Insurance

Employees working and/or scheduled to work a minimum of one thousand hours per fiscal year will be insured under a group policy paid by the City in the amount of \$50,000.00 life insurance, and \$50,000.00 accidental death and dismemberment insurance. Coverage will cease at the termination of employment, with the employee having the right to convert to an individual insurance policy without taking a medical

examination, and without any evidence of insurability. Employees may purchase additional life insurance in accordance with the insurance plan's rules.

13.6 Workers' Compensation

Employees are covered by Workers' Compensation benefits pursuant to the statutes of the State of California. A portion of this benefit may be through self-insurance on behalf of the City and portions through insurance carriers. In some instances, the City may provide benefits above and beyond those required by the statutes under Workers' Compensation, through Ordinance provisions. Should these areas of insurance be covered by an outside insurance carrier, paid for by the City, any compensation payments from such carrier will be paid to the City by the employee.

13.7 Pensions

(1) Non-sworn employees will be provided the PERS retirement program in the same fashion and to the same extent as the PERS retirement program that the City provides employees represented under the Memorandum of Understanding with Service Employees International Union, Local 1021.

- a. Effective January 1, 2013, newly hired non-sworn employees (miscellaneous employees) under the Public Employees' Pension Reform Act (PEPRA), who are not "Classic Members" and who will be new Miscellaneous members of PERS ("New Members"), will be required to be enrolled in the Statewide 2% @ 62 benefit formula.
 - i. New Members shall have the 3-Year Average Final Compensation Period.
 - ii. New Members shall pay the PERS Employee Contribution Rate of 50% of the Normal Cost, as determined by PERS.
 - iii. Effective the first full pay period after April 1, 2015, the amount paid by employees who are not Classic Members shall be either 50% of the Normal Cost or the amount paid by Classic Members, whichever is higher.
 - iv. New Members shall not be eligible for Employer Paid Member Contribution (EPMC).
- b. Classic Members are newly hired City employees (on or after January 1, 2013) who are already members of PERS or a reciprocal system (as defined by PERS), and will be enrolled in the 2% @ 60 benefit formula.

(2) The City shall continue to subscribe to the PERS 3% @ 55 benefit formula for police safety employees, excluding non-sworn employees.

- a. Effective January 1, 2013, newly hired sworn employees under the Public Employees' Pension Reform Act (PEPRA), who are not "Classic Members" and who will be new Safety members of PERS ("New Members"), will be required to be enrolled in the Statewide 2.7% @ 57 benefit formula.
 - i. New members shall have the 3-Year Average Final Compensation Period.
 - ii. New members shall pay the PERS Employee Contribution Rate of 50% of the Normal Cost, as determined by PERS.

- iii. Effective the first full pay period after April 1, 2015, the amount paid by employees who are not Classic Members shall be either 50% of the Normal Cost or the amount paid by Classic Members, whichever is higher.
 - iv. New Members shall not be eligible for Employer Paid Member Contribution (EPMC).
 - b. Classic Members are newly hired City employees (on or after January 1, 2013) who are already members of PERS or a reciprocal system (as defined by PERS), and will be enrolled in the 3% @ 55 benefit formula. Classic Members shall have the Single Highest Year Final Compensation Period.
- (3) City employees hired before January 1, 2013 shall receive the following PERS benefits.
- a. Non-Sworn Employees
 - i. PERS 2.5% @ 55 benefit formula (or 2% @ 60 for employees hired on or after November 28, 2011).
 - ii. 3-Year Average Final Compensation Period (PERS Section 20037).
 - iii. Non-Sworn employees shall pay 8.0% of eligible salary toward the employee's share to PERS (or 7.0% for employees hired on or after November 28, 2011). Effective the first full pay period after April 1, 2015, or upon the approval of the PERS contract amendment for increasing employee contribution to retirement, whichever comes later, the amount paid by Classic Members shall increase by an additional 1.0% (for a total of 8.0% or 9.0%) of the City's share of PERS.
 - iv. Effective the first full pay period after November 1, 2015, the amount paid by Classic Members shall increase by an additional 1.0% (for a total of 9.0% or 10.0%) of the City's share of PERS.
 - v. Effective the first full pay period after November 1, 2016, the amount paid by Classic Members shall increase by an additional 1.0% (for a total of 10.0% or 11.0%) of the City's share of PERS.
 - vi. The City has contracted with PERS to allow unused sick leave accumulated by a miscellaneous employee to be credited towards retirement service credit (PERS Section 20965).
 - b. Sworn Employees
 - i. PERS 3% @ 55 benefit formula.
 - ii. Single Highest Year Final Compensation Period (PERS Section 20042).
 - iii. Sworn employees shall pay 9.0% of eligible salary toward the City's share to PERS. Effective the first full pay period after April 1, 2015, or upon the approval of the PERS contract amendment for increasing employee contribution to retirement, whichever comes later, the amount paid by Classic Members shall increase by an additional 1.0% (for a total of 10.0%) of the City's share of PERS.
 - iv. Effective the first full pay period after November 1, 2015, the amount paid by Classic Members shall increase by an additional

- 1.0% (for a total of 11.0%) of the City's share of PERS.
- v. Effective the first full pay period after November 1, 2016, the amount paid by Classic Members shall increase by an additional 1.0% (for a total of 12.0%) of the City's share of PERS. All other employees shall pay 50.0% of the normal cost or the amount paid by a Classic Member whichever is higher.
- vi. The City has contracted with PERS to allow unused sick leave accumulated by a safety employee to be credited towards retirement service credit (PERS Section 20965).
- vii. Effective June 28, 1999 the City will, for each PERS local safety police member, report to PERS the 9.0% Employer Paid Member Contribution (EPMC) as special compensation.

(4) If the City's share of PERS rates for sworn Classic Members ever falls below the amount currently being paid by the employees per this section, the amount paid by employees shall be reduced to match the current City PERS rate. If the City share of PERS rates rises again, the employees shall pay the increase back up to the maximum levels listed in this section.

13.8 Long Term Disability

The City provides a long term disability plan for permanent non-sworn employees represented by this Association in the same fashion and to the same extent as the long term disability insurance plan which the City provides employees represented under the Memorandum of Understanding with Service Employees International Union, Local 1021; any reduction in benefits will be subject to meet and confer

13.9 Social Security

Non-sworn employees will have coverage under Federal Social Security in accordance with the provisions of the law. This system requires contributions by both the employee and the City in accordance with schedules provided by the Federal Government.

13.10 Changes in Federal or State Laws

If, pursuant to any Federal or State law enacted subsequent to the effective date of this Memorandum of Understanding, the City is required to pay contributions or taxes for hospital, medical or dental benefits to be provided to employees, the City shall have the right to reopen this Memorandum of Understanding only with respect to such hospital, medical or dental benefits and the City's financial obligations therefore.

13.11 1959 Survivor Benefits

The City has implemented for police safety employees the Fourth Level of 1959 Survivor Benefits as defined in PERS Section 21574. Each police safety employee shall contribute \$0.93 per pay period as required by PERS regulations.

13.12 Post Employment Retiree Health Savings Plan (HSP)

Effective September 5, 2011, the Employee will contribute an amount equal to the difference between Step 7 and the Longevity Pay Step (or if not at Step 7, an amount equal to the equivalent longevity pay differential above his/her current pay step) to an HSP account for an employee who has been employed by the City of Albany for 24 full

years. This contribution will terminate upon the employee's 34th anniversary with the City.

Effective the first full pay period after April 1, 2015, the Longevity Pay Step shall increase to 10.0% above Step 7 of the Fire Engineer pay range.

13.13 Retiree Medical

Effective upon the first salary range increase after the start of an eligibility period, employees shall contribute to their HSP accounts as follows:

Effective the first salary range increase after	4-13-2015 Contribution	1-4-2016 Contribution
<u>Years of Service</u>	<u>per pay period</u>	<u>per pay period</u>
5th – 9th	\$25.00	\$25.00
10th – 14th	\$50.00	\$50.00
15th – 19th	\$50.00	\$50.00
20th – 24th	\$50.00	\$75.00
25th – 34th	\$528.00	\$539.00
35th +	\$100.00	\$100.00

Upon written notice from the Association, City representatives will meet with representatives of the Association to discuss the placement of Sick Leave (subject to the cash out provision) and accumulated Vacation Leave into the employee's HSP account upon retirement.

13.14 Medical Benefits For A "Line Of Duty Death"

The City shall provide the equivalent of the City contribution for the payment of medical benefits to the spouse and dependents of a sworn bargaining unit member who dies "in the line of duty." For the purpose of this benefit, "line of duty death" is limited to the death of a member directly attributed to a single (non-cumulative) violent event occurring during the course and scope of employment. The City's contributions shall continue for up to 5 years. The City's contributions will terminate if during that period the spouse remarries or reaches age 65. The City's contributions for dependents will terminate if during that period a dependent reaches age 21.

Section 14. Reduction in Force and Reemployment

14.1 Layoff Procedure

Should it become necessary in the City's judgment due to lack of funds to reduce the number of employees, non-sworn employees will be laid off, if at all possible, prior to sworn employees. Within classifications scheduled for layoff, employees with greater seniority in rank with the department will be retained over employees with less seniority in that rank. Employees scheduled for layoff may displace employees in lower paid classifications, providing that one the employee meets the requirements of the position being considered, or two the employee has served in the class being considered. Employees who are laid off have the option of being paid for unused vacation leave or keeping such leave on account with the City until the employee is rehired.

14.2 Notice of Layoff

The City will notify the Association at least 30 calendar days prior to laying off employees of the classifications within which reductions will be required. Employees to be laid off will receive written individual notice of layoff as soon as possible, but at least 30 calendar days prior to layoff.

14.3 Callback

An employee laid off or demoted in lieu of layoff will be placed on a re-employment list in order of seniority and will remain on such list for a period of up to 2 years. At the end of the initial 2-year period, the employee may request an extension of 2 years, in which case the employee will submit to the City a copy of a current (not more than 30 days old) multi-phasic or equivalent physical examination. The City will pay the cost of such an examination. If the examination shows that the employee is physically fit to continue as a sworn officer, he/she will remain on the list for an additional 2 years. The re-employment list will be used to fill vacancies in those classifications on the list prior to hiring from the outside.

The City will notify a laid-off employee, as well as the Association, of callback after layoff by certified mail to the employee's last address of record. It is the responsibility of a laid off employee to keep the City informed as to current address and telephone number.

The employee has 10 working days after receipt of notice in which to notify the City in writing of his/her acceptance or rejection of the City's offer. In the event the offer is made for a lesser position, and the employee rejects the offer, the employee will remain in his/her position on the callback list. If the offer is made for the same position at the same or higher salary and the employee rejects the offer, the employee will be dropped from the callback list. If no response is received from the laid-off employee within 10 working days from the date of receipt of notice or attempt to deliver, the City will contact the next employee, if any, on the list. Acceptance of a lesser position will not result in removal from the callback list, and the provisions of this paragraph will still apply.

Employees hired following layoff will be considered as having been on leave without pay for the period of layoff and will be reinstated to their employment status prior to the layoff. A rehired employee will be paid at the current rate for the position to which rehired. If an employee is downgraded as a result of lack of funding, that employee will have the first opportunity for the position he/she last held if it becomes vacant, so long as the employee is a member of the Police Department.

Section 15. Grievance Procedure

15.1 Definition

A grievance is any dispute which involves the interpretation or application of any provision of this Memorandum of Understanding, disciplinary action, or rules, regulations, resolutions, ordinances and existing practices which govern personnel practices and/or working conditions. A Grievant may be an employee covered by this

Memorandum of Understanding, any group of employees, all of whom are covered by this Memorandum of Understanding, or the Association.

15.2 Procedure

A grievance shall be processed in the following manner:

Step 1.

Within 14 calendar days (except in the case of disciplinary action) of the event or discovery of the event giving rise to the grievance, the Grievant will discuss the grievance verbally with the Grievant's immediate supervisor. For good and sufficient reason, the Grievant may initiate the grievance at Step 2. The grievant will clearly state that a grievance is being initiated, and the parties will discuss the matter and attempt to resolve the Grievance.

Step 2.

If the grievance is not resolved in Step 1, the grievance shall be reduced to writing and presented to the Police Chief within 28 calendar days of the event or discovery of the event giving rise to the grievance. The written grievance shall be presented on a form provided by the City and shall contain the following:

- a) Name of Grievant(s)
- b) Class Title(s)
- c) Department
- d) Mailing Address(s)
- e) A clear statement of the nature of the grievance (citing applicable sections of this Memorandum of Understanding or rules, regulations, resolutions, ordinances or existing practices)
- f) The date(s) on which the event(s) giving rise to the grievance occurred
- g) A proposed solution to the grievance
- h) The date of execution of the grievance form
- I) The signature of the Grievant(s)
- j) The signature of the Association representative, if the Association is representing the Grievant
- k) The date of the discussion meeting in Step 1 and the name of the supervisor involved.

The Police Chief will investigate the grievance and may confer with the Grievant(s) in an attempt to resolve the grievance within 14 calendar days of receipt of the written grievance. The Police Chief will thereafter issue his decision regarding the grievance in writing within 21 calendar days of receipt of the written grievance.

Step 3.

If the grievance is not resolved by the Police Chief's decision in Step 2, the Grievant may appeal the written grievance to the Municipal Employee Relations Officer within 14 calendar days of receipt of the Police Chief's decision in Step 2. The Municipal Employee Relations Officer will investigate the grievance, confer with persons affected and their representatives within 14 calendar days of receipt of the written grievance and render a decision in writing within 21 calendar days of receipt of the written grievance.

Step 4.

If the grievance is not resolved by the decision of the Municipal Employee Relations Officer in Step 3, the grievance may be appealed to the City Council, by providing written notice of appeal to the Municipal Employee Relations Officer within 14 calendar days of receipt of the decision of the Municipal Employees Relations Officer in Step 3. The grievance will be considered by the City Council within 4 regular council meetings following receipt of the appealed grievance. The City Council will render its decision in writing within 2 regular council meetings after considering the grievance, and the Council's decision shall be mailed to the Grievant at the address shown on the grievance form. The decision of the City Council shall constitute the final decision on the grievance, unless the Association agrees to appeal the grievance to Step 5.

Step 5.

Only the Association may appeal the decision of the City Council in Step 4. Such an appeal shall be to an arbitrator selected by mutual agreement by the City and the Association and shall be filed with the Municipal Employee Relations Officer by the Association within 30 calendar days of the date of the City Council's decision in Step 4.

In the event the City and the Association are unable to agree upon an arbitrator, a list of 5 names will be obtained from the State Conciliation Service from which each party may alternately eliminate 1 name until a single name remains.

The decision of the arbitrator shall be final and binding on all parties, except as follows:

- a) If any part of the arbitrator's decision requires the expenditure of unbudgeted funds, that part of the decision will be subject to ratification by the City Council; the remainder of the arbitrator's decision will be final and binding.
- b) If the City Council finds that the decision was procured by corruption, fraud, or other undue means; misconduct by the arbitrator; the arbitrator exceeds his/her power and the award cannot be corrected without affecting the merits of the decision upon the controversy submitted; the arbitrator refused to postpone the hearing for sufficient cause; the arbitrator refused to hear evidence material to the controversy; or by other conduct of the arbitrator contrary to the provisions of California Code of Civil Procedure, Title 9 "Arbitration", Sections 1280 - 1294.2, inclusive.

15.3 General Conditions

- a) The Municipal Employee Relations Officer will act as a central repository for all grievance records.
- b) Any time limit may be extended only by mutual agreement in writing.
- c) An aggrieved employee may be represented by an Association representative at any stage of the proceedings. Both employee and representative will be entitled to attend

proceedings without loss of compensation, should such proceedings conflict with normal working hours.

d) Failure on the part of the City or Grievant(s) to appear in any case before the City Council, without good cause, will result in forfeiture of the missing party's case.

e) Proposals to add to or change this Memorandum of Understanding or written agreement in addenda supplementary hereto shall not be considered under this Section, and no proposal to modify, amend or terminate this Memorandum of Understanding, nor any matter or subject arising out of or in connection with such proposal, may be considered under this Section. No arbitrator shall have the power to amend or modify this Memorandum of Understanding or written agreements or addenda supplementary hereto or to establish any new terms or conditions of employment.

f) Grievances involving disciplinary action taken against an employee shall be filed initially at Step 3 in writing with the Municipal Employee Relations Officer within 7 calendar days of the date the employee was notified of such action. Grievances involving reprimands may not be processed beyond Step 3.

g) Failure by the Grievant or the Association to initiate or appeal a grievance within the prescribed time limits shall waive the right of the Grievant or the Association to initiate or appeal a grievance, and in the case of an appeal, the last answer to the grievance shall be deemed to be the resolution of the grievance. Failure on the City to respond to the grievance within the prescribed time limits shall automatically move the grievance to the next step.

h) The City and the Association shall each bear the cost of preparing and presenting its case to the Arbitrator. The cost of the arbitrator, court reporter (if mutually agreed upon), and other expenses incidental to the arbitration shall be shared equally by the parties.

Section 16. Educational/POST Incentives

16.1 Incentive Program

Designated City of Albany employees within the Police Department are eligible for and subject to the following educational and training incentive program.

To be eligible for incentive pay, college or advanced degrees must be attained from schools accredited by the six regional Association of Schools and Colleges.

Designated Employees shall be eligible for the following:

Police Communications Clerk and Police Services Technician

- POST Certificate
 - Intermediate POST Dispatcher Certificate = 1.0%
 - Advanced POST Dispatcher Certificate = 2.0%
 - POST Records Supervisor Certificate = 1.0%

- Education
 - AA/AS Degree = 2.0%
 - BA/BS Degree = 4.0%
 - MA/MS Degree = 6.0%

Police Officer

- POST Certificates
 - Intermediate POST Certificate = 1.0%
 - Advanced POST Certificate = 2.0%
- Education
 - AA/AS Degree = 2.0%
 - BA/BS Degree = 4.0%
 - MA/MS Degree = 6.0%

Sergeant

- POST Certificates
 - Advanced POST Certificate = 1.0%
 - Supervisory POST Certificate = 2.0%
- Education
 - AA/AS Degree = 2.0%
 - BA/BS Degree = 4.0%
 - MA/MS Degree = 6.0%

Lieutenant

- Education
 - BA/BS Degree = 4.0%
 - MA/MS Degree = 6.0%

Employees are eligible up to a maximum of 8.0% when combining one POST Certificate Incentive and one Education Incentive.

Effective the first full pay period after November 1, 2016, designated Employees shall be eligible for the following:

Police Communications Clerk and Police Services Technician

- POST Certificate
 - Intermediate POST Certificate = 2.5%
 - Advanced POST Certificate = 3.5%
 - POST Records Supervisor Certificate = 3.5%
- Education
 - AA/AS Degree = 2.5%
 - BA/BS Degree = 5.0%
 - MA/MS Degree = 7.0%

Police Officer

- POST Certificates
 - Intermediate POST Certificate = 2.5%
 - Advanced POST Certificate = 4.0%
- Education
 - AA/AS Degree = 2.5%
 - BA/BS Degree = 5.0%

- MA/MS Degree = 7.0%

Sergeant

- POST Certificates
 - Advanced POST Certificate = 3.0%
 - Supervisory POST Certificate = 4.0%
- Education
 - AA/AS Degree = 2.5%
 - BA/BS Degree = 5.0%
 - MA/MS Degree = 7.0%

Lieutenant

- Education
 - BA/BS Degree = 5.0%
 - MA/MS Degree = 7.0%

Employees are eligible up to a maximum of 11.0% when combining 1 POST Certificate Incentive and 1 Education Incentive.

16.2 Educational Reimbursement

The City will contribute \$5,500.00 for each year of this Memorandum of Understanding, into a fund to provide reimbursement for 100% of employees' receipted costs for tuition, fees and books incurred by attending educational programs/classes which are directly related to the present or known future needs of the City. Reimbursement will be limited to a maximum reimbursement per full-time employee per fiscal year of \$2,000.00.

In order to be reimbursed for such costs, the employee should submit the request for reimbursement prior to beginning the program/class to the employee's Police Chief for approval by the City Manager; and the employee must attain a passing grade of "C" or better, or a "pass" in a pass/fail program. For programs where a passing grade is not provided, presentation of a certificate of completion will be required. Unused funds will not be carried over into the next fiscal year.

Section 17. City Rights

The rights of the City, include but are not limited to the exclusive right to determine the mission of its constituent departments, commissions and boards; set standards of service; determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

Section 18. Savings Clause

If any provision of this Memorandum of Understanding should be found to be invalid, unlawful or unenforceable by reason of any existing or subsequently enacted legislation or voter initiative

or by judicial authority, all other provisions of this Memorandum of Understanding shall remain in full force and effect for the duration of this Memorandum of Understanding. In the event of invalidation of any provision, the City and the Association agree to meet within 30 days for the purpose of meeting and conferring with respect to such invalidation.

Section 19. General Provisions

19.1 Residency Requirement

Employees covered by this Memorandum of Understanding must reside not more than 100 air miles from the intersection of San Pablo and Marin Avenues in the City of Albany within 6 months of certification of permanent appointment.

19.2 Payroll Deductions for Credit Union

Upon execution of the necessary form available in the Finance Department, employees will have the opportunity to authorize payroll deductions to the authorized Credit Union for savings deposits, share purchases, and/or payments on loans.

19.3 Travel

City vehicles will be used wherever available at the discretion of the Police Chief or his/her designee. No reimbursement will be authorized when a City vehicle is provided to the employee.

19.4 Use of Private Automobiles

Employees will obtain prior authorization from the Police Chief or his/her designee prior to embarking on a trip for which reimbursement will be requested. Upon approval of the trip by the Police Chief or his/her designee, the City will pay the employee the then-current Internal Revenue Service (IRS) rate per road mile for any trip which involves the use of the employee's automobile or other vehicle. This provision applies to vehicles operated by employees of the Albany Police Department. Police Department employees who use their vehicles in the normal course of City business will be covered under insurance policy(s) provided by the City. For the purpose of computing mileage for reimbursement, trip mileage will start at the Police Department and end on return to the Police Department. However, if an employee's residence is closer to the destination of the trip, he/she may proceed directly in route to the destination, without first reporting in person to the Police Department, provided he/she first notifies the Department of such intent, and provided the trip itself has already been authorized. The employee will then be entitled to request reimbursement as though he/she had actually started the trip from the Police Department and ended the round trip at the Police Department, for the purpose of computing trip mileage.

Requests for reimbursement will be made when the employee returns to work when the employee has not started or ended the trip at the Police Department, and will be made before the end of the following shift if the employee started and ended the trip at the Police Department.

Employees agree to take all reasonable steps to share vehicles in order to minimize cost to the City (carpooling). Mileage will be paid to the owner of the vehicle used.

19.5 Release Time

The City agrees to provide an adequate and reasonable amount of release time for designated officers and representatives of the Association to conduct Association business and to engage in meet and confer sessions with official representatives of the Police Department and the City of Albany.

19.6 Promotions

When a vacancy occurs within the City services, that vacancy will be posted for at least 2 weeks to allow other City employees to apply for the position.

Section 20. Scope of Memorandum of Understanding

Except as otherwise specifically provided herein, this Memorandum of Understanding fully and completely incorporates the understanding of the parties hereto and constitutes the sole and entire understanding between the parties on any and all matters contained herein; provided, however, that nothing herein shall prohibit the parties from changing the terms of this Memorandum by mutual agreement.

It is understood and agreed that any benefits and/or working conditions within the scope of representation presently in effect and not modified by this Memorandum of Understanding shall remain unchanged until the City and the Association meet and confer.

This Memorandum of Understanding shall supersede all existing memoranda of understanding between the City and the Association.

Section 21. Duration

This Memorandum of Understanding shall be effective November 1, 2014, except for those provisions of the Memorandum of Understanding which have been assigned other effective dates as hereinabove set forth, and shall remain in full force and effect to and including October 31, 2017 and shall continue thereafter from year to year unless at least ninety days prior to the first day of November 2017, or to the first day of November of any subsequent year, either party shall file written notice with the other of its desire to amend, modify, or terminate this Memorandum of Understanding.

IN WITNESS WHEREOF, the parties hereby have executed this Memorandum of Understanding this 20th day of January, 2015.

**ALBANY PEACE
OFFICERS' ASSOCIATION**

By [Signature]
RLS Labor Relations Representative

By [Signature]
Negotiating Committee Member

By [Signature]
Negotiating Committee Member

By [Signature]
Negotiating Committee Member

CITY OF ALBANY

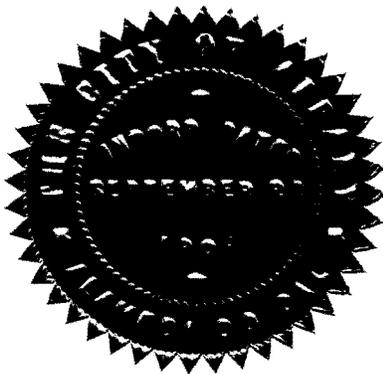
By [Signature]
Penelope Leach, City Manager

By [Signature]
Aaron Walker, Human Resources Manager

Ratified by the City Council:

Date: January 20, 2015

By [Signature]
Nicole Almaguer, City Clerk



Appendix A

- A. Effective September 1, 2014, the monthly salary ranges for employees in each classification shall be as follows:

<u>Classification</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Lieutenant	9351	9819	10310	10826	11367	11708	12059
Sergeant	7415	7786	8175	8584	9013	9283	9561
Police Officer	6281	6595	6925	7271	7635	7864	8100
Communications Clerk	4673	4907	5152	5410	5681	5851	6027
Polices Services Technician II	4211	4422	4643	4875	5119	5273	5431
Polices Services Technician I	3794	3984	4183	4392	4612	4750	4893
Captain (*)							13114
Police Officer Clerk (*)							6741

- B. Effective April 13, 2015 or upon the approval of the PERS contract amendment for increasing employee contribution to retirement, whichever comes later, the monthly salary ranges for employees in each classification shall be as follows:

<u>Classification</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Lieutenant	9725	10211	10722	11258	11821	12176	12541
Sergeant	7712	8098	8503	8928	9374	9655	9945
Police Officer	6532	6859	7202	7562	7940	8178	8423
Communications Clerk	4860	5103	5358	5626	5907	6084	6267
Polices Services Technician II	4379	4598	4828	5069	5322	5482	5646
Polices Services Technician I	3946	4143	4350	4568	4796	4940	5088
Captain (*)							13639
Police Officer Clerk (*)							7011

- C. Effective November 9, 2015, the monthly salary ranges for employees in each classification shall be as follows:

<u>Classification</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Lieutenant	10114	10620	11151	11709	12294	12663	13043
Sergeant	8020	8421	8842	9284	9748	10040	10341
Police Officer	6793	7133	7490	7865	8258	8506	8761
Communications Clerk	5054	5307	5572	5851	6144	6328	6518
Polices Services Technician II	4554	4782	5021	5272	5536	5702	5873
Polices Services Technician I	4104	4309	4524	4750	4988	5138	5292
Captain (*)							14185
Police Officer Clerk (*)							7291

D. Effective November 7, 2016, the monthly salary ranges for employees in each classification shall be as follows:

<u>Classification</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Lieutenant	10316	10832	11374	11943	12540	13167	13825
Sergeant	8180	8589	9018	9469	9942	10439	10961
Police Officer	6929	7275	7639	8021	8422	8843	9285
Communications Clerk	5155	5413	5684	5968	6266	6579	6908
Polices Services Technician II	4645	4877	5121	5377	5646	5928	6224
Polices Services Technician I	4186	4395	4615	4846	5088	5342	5609
Captain (*)							15036
Police Officer Clerk (*)							7728

(*) This position is shown for retirement purposes only

SIDE LETTER

Between

THE CITY OF ALBANY

And

THE ALBANY PEACE OFFICERS' ASSOCIATION

January 5, 2015

Representatives from the Police Department and Human Resources will meet with representatives of the APOA, within 90 days of adoption of the MOU, to discuss if there is a need to develop a Corporal position.

For the APOA

For the City

Date: _____

Date: _____