

# SEAL BEACH POLICE OFFICERS ASSOCIATION

## MEMORANDUM OF UNDERSTANDING



### Resolution 7555 - Exhibit B

ADOPTED: August 12,  
2024

EXPIRES: June 30, 2025

# SEAL BEACH POLICE OFFICERS ASSOCIATION

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**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY  
OF SEAL BEACH AND  
THE  
SEAL BEACH POLICE OFFICERS ASSOCIATION**

**ARTICLE I - RECOGNITION**

Section 1. Pursuant to the provisions of the Employer-Employee Relations Ordinance No. 769, as amended, the City of Seal Beach (hereinafter called the "City" and/or "Employer" interchangeably) has recognized, for the purpose of this Memorandum of Understanding (MOU), the Seal Beach Police Officers Association ("SBPOA" and/or "Association" interchangeably) as the majority representative of the employees in the bargaining unit, which includes Police Department full-time employees in the classifications and assignments of: a) Police Officer and b) Police Corporal.

Section 2. The City recognizes the Association as the representative of the employees in the classifications and assignments set forth in Section 1. above for the purpose of meeting its obligations under this Memorandum of Understanding, the Meyers-Milias-Brown Act, Government Code Section 3500 et seq., when City Rules, Regulations, or laws affecting wages, hours, and/or other terms and conditions of employment are amended or changed.

Section 3. The City agrees that the representatives of Association, not to exceed six (6) in number, shall be entitled to meet and confer with Management during said representatives' normal working hours without suffering any loss in pay while absent from their duties for such purpose, providing that such time per person shall not be unreasonable. The City also agrees that such representatives may utilize not more than six (6) hours per month or seventy-two (72) hours per year without suffering any loss in pay for such absence for the purpose of meeting with employees who are represented by the Association and/or other officers of Association.

**ARTICLE II - EMPLOYEE ORGANIZATIONAL DUES AND OTHER DEDUCTIONS**

Section 1. Dues and Benefit Deductions

A. The City will provide voluntary payroll deductions for all employees represented by the Association for regular and periodic dues and benefit program premiums. The Association shall certify to the City the names of employees who have authorized membership dues deductions, any employee who declines membership in the Association, and the amounts of dues deductions as they change from time to time.



B. The City shall remit such funds to the Association within twenty-one (21) calendar days following the deductions.

C. With regard to deductions under this Section 1, the Association agrees to hold the City harmless and indemnify the City against any claims, causes of actions, or lawsuits arising out of the deductions or transmittal of such funds to the Association, except the intentional failure of the City to transmit to the Association monies deducted from the employees pursuant to this Section.

## Section 2. Other Deductions

The City shall make payroll deductions for purposes of an employee depositing funds or making payments directly to a Federal Credit Union, providing that any deductions shall not be less than two dollars (\$2.00) on a bi-weekly basis.

## **ARTICLE III - CITY RIGHTS**

Section 1. The City reserves, retains, and is vested with, solely and exclusively, all rights of Management which have not been expressly abridged by specific provisions of this MOU or by law in the exercise of its rights to manage the business of the City, as such rights existed prior to the execution of this MOU. The sole and exclusive rights of management, not abridged by this MOU or by law, shall include, but not be limited to, the following rights:

A. To determine the nature, manner, means, technology, and extent of services and activities to be provided to the public.

B. To determine and/or change the facilities, methods, technology, means and size of the work force by which the City operations are to be conducted.

C. To determine and change the number of locations, and types of operations, processes and materials to be used in carrying out all City functions including, but not limited to, the right to contract for or subcontract for any work or operation.

D. To assign work to and schedule employees in accordance with requirements as determined by the City, and to establish and change work schedules and assignments.

E. To establish and modify employee performance standards and productivity and performance programs including, but not limited to, quality and quantity standards, and to require compliance therewith.

F. To establish and promulgate and/or modify rules and regulations to maintain order, safety, and efficiency in the City, its facilities and operations.

G. To determine policies, procedures and standards for the selection, training and promotion of employees.



H. To discharge, suspend, demote or otherwise discipline employees for proper cause in accordance with the provisions and procedures set forth in departmental disciplinary procedure.

Section 2. Where the City is required to make changes in its operations because of the requirements of law, or whenever the contemplated exercise of City Rights shall impact the wages, hours, and other terms and conditions of employment of the bargaining unit, the City agrees to meet and confer in good faith with representatives of the Association regarding the impact and effects of the contemplated exercise of such rights prior to exercising such rights, unless the matter of the exercise of such rights is provided for in this MOU.

#### **ARTICLE IV - NON-DISCRIMINATION**

Section 1. The City and the Association agree that they shall not discriminate against any employee because of race, color, sex, age, national origin, political or religious opinions or affiliations or sexual orientation. The City and the Association shall reopen any provision of this MOU for the purpose of complying with any final order of the federal or state agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this MOU in compliance with state or federal anti-discrimination laws.

Section 2. Whenever the masculine gender is used in this MOU, it shall be understood to include the feminine gender.

#### **ARTICLE V - COMPENSATION PLAN**

##### Section 1. Basic Compensation Plan

A. All employees covered by this MOU shall be included under the Basic Compensation Plan. Every classification under this Plan shall be assigned a monthly base salary grade adopted by the City Council. The salary schedule shall consist of five (5) steps within each grade.

B. The first step is a minimum rate and is normally the hiring rate for the classification. An employee may be assigned, upon appointment, to other than the normal entering salary step within the assigned grade upon the recommendation of the Chief of Police and the approval of the City Manager when it is decided that such action is in the best interest of the City.

C. The second step, B step, is a merit adjustment which may be given at the end of six (6) months of employment subject to the recommendation of the Police Chief and approval of the City Manager.

D. The third, fourth, and fifth steps are merit adjustments to encourage an employee to improve his work and to recognize increased skill on the job. Employees are normally eligible for these adjustments at any time after the completion of one (1) year of service at the preceding step. Each adjustment may be made subject to the recommendation of the Chief of Police and approval of the City Manager.

## Section 2. Advancement within Salary Grades

A. In order to properly compensate an employee, advancement in base salary shall be based on merit.

B. Advancement in salary shall not be automatic, but shall depend upon increased service value of the employee to the City.

C. The Chief of Police and/or the employees' immediate supervisor shall be responsible to evaluate employees fairly in an unbiased fashion for the determination of job performance. Advancement shall be made only upon recommendation of the Chief of Police with approval of the City Manager.

D. An employee must be reviewed at least once every twelve (12) months from the effective date of his last performance step increase, special performance advancement or promotion. Nothing contained herein shall restrict the Chief of Police from denying the increase after evaluation, nor shall it prevent him from recommending special performance advancement in salary at any time when unusual or outstanding achievement has been demonstrated.

E. It shall be the responsibility of each supervisor to establish realistic achievement levels for each step increase within a base salary grade. Achievement levels may be formal or informal and shall be reviewed by the Chief of Police for the purpose of maintaining uniformity of standards throughout the department.

## Section 3. Salary Increases Following Promotion

A. Promotional Appointment - When an employee is promoted to a position with a higher base salary grade, the employee shall be compensated at a step of the salary grade assigned to the new position that is closest to providing a five percent (5%) salary increase over the monthly base salary received immediately prior to promotion.

B. Temporary Appointment - In special circumstances, when in the best interest of the City, the City Manager may approve a temporary assignment of an employee to a higher-level classification. In such temporary assignments lasting thirty (30) consecutive calendar days or more, the employee shall be compensated at a step of the monthly base salary grade assigned to the new position that is closest to providing a five percent (5%) salary increase over the monthly base salary received immediately prior to the temporary appointment.



Section 4. Salary Decreases Following Demotion

In the case of a demotion of any employee represented by the Association to a classification with a lower maximum salary, such employee shall be assigned to the appropriate salary step in the new classification as recommended by the Chief of Police and approved by the City Manager. The employee shall retain his previous anniversary date.

Section 5. Adjustments of Salary Grades

When a salary grade for a given classification is revised upward or downward, the incumbents of positions and classifications affected shall have their existing monthly base salary adjusted to the same step in the new salary grade and their anniversary date shall not be changed. For example, an employee at "C" Step in the old salary grade shall be placed at "C" step of the new salary grade.

Section 6. Salary and Benefits on Suspension

During suspension from the City service for disciplinary cause, an employee shall forfeit all rights, privileges and salary, except he shall not forfeit his health plans including dental, disability insurance, or life insurance. Should such suspension be later modified or revoked, the employee shall be entitled to receive payment for loss of income and benefits for any portion of the suspension that is disapproved.

Section 7. Salaries during Term of Memorandum of Understanding

The following salary grade increases shall be provided to employees represented by the Association. The salary grade increases shall be effective during the first full pay period in July of the following indicated years.

**1) Effective the first full pay period beginning after July 1, 2023:**

<u>Position</u>	<u>Grade</u>	<u>Increase</u>
Police Officer	27	2.5%
Police Corporal	29	2.5%

**2) Effective the first full pay period beginning after July 1, 2024:**

<u>Position</u>	<u>Grade</u>	<u>Increase</u>
Police Officer	27	2.5%
Police Corporal	29	2.5%



Section 8. Non-PERSable Lump Sum Payments During Term of Memorandum of Understanding

The City shall make two (2) Non-PERSable lump sum payments of \$2,000 each (subject to applicable withholdings) on the following dates, to each bargaining unit members employed by the City on the date the payments are made. Payments will be made on the following dates:

- a. On the date that payroll is paid for the first pay period beginning after this MOU is ratified by both the City Council and the membership of the POA; and
- b. On the date that payroll is paid for the first pay period beginning after August 31, 2024.

**ARTICLE VI - SPECIAL PAY PROVISIONS**

Section 1. Uniform Allowance and Safety Equipment

A. An employee, whether or not said employee wears a traditional uniform, shall receive an annual uniform allowance of one thousand three hundred dollars (\$1,300) effective the first payroll period following July 1st of each fiscal year. An officer assigned as a motor officer shall receive an additional annual uniform allowance of two hundred forty dollars (\$240) effective the first payroll period following July 1st of each fiscal year.

Beginning July 1, 2024, an employee, whether or not said employee wears a traditional uniform, shall receive an annual uniform allowance of one thousand three hundred dollars (\$1,500) effective the first payroll period following July 1st of each fiscal year. An officer assigned as a motor officer shall receive an additional annual uniform allowance of three hundred dollars (\$300) effective the first payroll period following July 1st of each fiscal year.

B. The City shall provide the initial issue of uniforms to include two (2) pants and two (2) shirts and utility equipment to include weapon, safety helmet, baton, and other safety equipment as required by law or deemed necessary by the City. The City shall replace and/or repair any equipment damaged within the course and scope of the employee's employment. Recurring maintenance, repair and/or replacement due to normal wear shall be the responsibility of the employee.

C. An employee assigned as a motor officer shall receive an initial issue of required uniform items incident to such duty. Such items include, but are not limited to: jacket, boots, gloves, and two (2) pair of trousers.

Section 2. Temporary Assignment Pay

A. Field Training Officer (Regular Police Officer Trainees) - Each Officer performing duties of a Field Training Officer for Regular Police Officer Trainees shall receive one-hour compensation at straight time either as pay at employee base hourly rate of pay or compensatory time off for each shift of recruit training. A shift

shall be understood to be six (6) or more hours.

B. Field Training Officer (Voluntary Reserve Officers) - Each eligible employee performing the duties of a Field Training Officer for Voluntary Reserve Officers shall receive one (1) hour compensation at straight time either as pay at employee base hourly rate of pay or compensatory time off for each shift of recruit training. A shift shall be understood to be six (6) or more hours.

C. Orange County Regional Lab Team – An officer assigned as an on-call investigator in any specialty for the Orange County Regional Lab Team for the purpose of responding to clandestine drug laboratories shall receive four (4) hours compensation at (straight time) as either pay at employee base hourly rate of pay or compensatory time off per month for being subject to callout.

D. The City shall provide a special assignment pay enhancement, which recognizes multiple tours of duty to a maximum of five percent (5%) of base salary as follows with the express understanding that the standard departmental rotational requirements shall apply:

1. Special assignment pay may only be paid for one (1) position and cannot be combined with any other positions (i.e. a detective currently assigned to the SWAT team will only receive a total of five percent (5%) of base salary special assignment pay at any one time

2. Special assignment pay lasts only through the term of the assignment.

3. The following list of assignments shall be considered special assignments:

- a) Motorcycle Patrol Premium
- b) Special Weapons and Tactics (SWAT)
- c) Crisis Negotiator Team (CNT)
- d) Detective Division Premium
- e) Police Administrative Officer
- f) Detention Services Premium
- g) Rangemaster Premium

### Section 3. Court Time

A. An employee called for a subpoenaed court appearance which arises out of the course of his employment and not contiguous with his work shift shall be compensated for a minimum of two-and-two-thirds (2-2/3) hours at the rate of one and one-half (1-1/2) times the employee's base hourly rate of pay. Should the appearance exceed two and two-thirds (2-2/3) hours, the employee shall receive pay for the actual appearance time, including any designated lunch period where the employee's appearance continues into the afternoon court session, at the rate of one and one-half (1-1/2) times the employee's regular hourly rate of pay. Court appearance time shall begin when the employee departs from the Police station to



go directly to Court.

B. Any appearance that is contiguous with a regular work shift is not subject to the two and two-thirds (2-2/3) hours minimum. Any appearance that is contiguous with a regular work shift is not subject to the one and one-half (1-1/2) time rate unless the court appearance otherwise qualifies as overtime under this MOU.

C. All employees agree to comply with the "on-call" policies administered by the department. Should an officer be placed "on-call" during off duty hours for court appearance(s), he shall be granted two (2) hours pay at the employee's base hourly rate of pay for any on call time prior to twelve o'clock (12:00) noon and two (2) hours for all "on-call" time after twelve o'clock (12:00) noon.

#### Section 4. Call-back

A. Employees who are called back to duty after having completed a normal shift or work day assignment and departed from the work premises shall be paid one and one-half (1-1/2) times the employee's base hourly rate of pay for each hour worked on call-back. The number of hours calculated at one and one-half (1-1/2) times shall not be less than four hours. Should a call-back exceed four (4) hours, the employee shall receive pay for the actual call-back time, at the rate of one and one-half (1-1/2) times the employee's regular hourly rate of pay. Call-back time shall commence from the time the employee is called back to service.

B. Employees who are off duty and respond for departmental training, qualification or meetings shall be compensated a minimum of two and two-thirds (2-2/3) hours per incident. This time shall be calculated at one and one-half (1-1/2) times the employee's base hourly rate of pay. Should the incident exceed two and two-thirds (2-2/3) hours, the employee shall receive pay for the actual incident time, at the rate of one and one-half (1-1/2) times the employee's regular hourly rate of pay.

#### Section 5. Training Programs

A. The City shall pay reasonable expenses incurred by employees attending approved training programs. Expenses include registration fees and the costs of purchasing required course materials, travel to and from the training course, meals and lodging shall be reimbursed per the City's adopted Per Diem policy.

B. When an employee is sent by the City to a training program which is not a part of his regular work schedule, the employee shall receive eight (8) hours pay for each full day of training and such eight (8) hours pay shall be credited towards the computation of overtime.

#### Section 6. Educational Incentive Pay

A. Employees covered by this section who have completed forty-five (45) semester units of credit from an accredited college or university with at least sixteen (16) units in the field of Police Science shall receive the following



compensation in addition to their monthly base salary:

Police Officer/Police Corporal \$175/month

B. Employees covered by this section who have completed sixty (60) semester units of credit from an accredited college or university with at least nineteen (19) units in the field of Police Science or have attained a POST Intermediate Certificate shall receive the following compensation in addition to their monthly base salary:

Police Officer/Police Corporal \$275/month

C. Employees covered by this section who have completed a Bachelor's Degree from an accredited college or university with at least twenty-two (22) units in the field of Police Science or have attained a POST Advance Certificate shall receive the following compensation in addition to their monthly base salary:

Police Officer/Police Corporal \$375/month

D. The above payment compensation shall be based on achievements over and above the job requirements established in the position classification plan for each classification. Payment to employees shall be based on the highest achievement level only; e.g., employees with an Associate's and Bachelor's degree will receive compensation for the Bachelor's degree only.

E. Employees receiving Educational Incentive Pay shall not lose that pay if they are promoted to a classification which requires the education for which the employee is receiving the additional pay. If the minimum educational requirements are lawfully changed during the term of the MOU, employees receiving educational incentive pay will not be affected by such change and will not suffer any loss of such incentive pay.

F. All payments under this Section are subject to verification and approval by the City Manager.

#### Section 7. Stand-by Pay

A. Detective Supervisor(s) may be assigned by the Chief of Police to "stand-by" status.

B. Detective Supervisors who are specifically assigned to respond, twenty-four (24) hours per day, to incidents shall receive eight (8) hours of compensatory time off per month. During any such month where the employee is so assigned for less than the entire month, the number of compensatory time off hours shall be reduced in an amount reflecting the pro-rated monthly time during which the employee was so assigned. Such compensatory time off hours shall be maintained in an account separate from and in addition to compensatory time off hours described in Article XI, Section 3. Any compensatory time off hours earned in accord with this Section, and not utilized by July 31st of any year shall be forfeited

effective July 31st of any year and not converted to cash.

C. Each affected employee who is assigned to the Detective Bureau and who is on "stand-by" weekend duty shall be provided two (2) hours (at straight time) of compensatory time off or pay at employee base hourly rate of pay per each weekend day. "Weekend" is described as Saturday, Sunday or any holiday preceding or following the weekend day, in the absence of any normally assigned detective.

#### Section 8. Experience Pay

##### **For Employees Hired On or Before June 30, 2010:**

A. Employees represented by the Association with fulltime service as a sworn peace officer with a Municipal, County or State Police agency meeting POST standards, or their equivalent, shall be eligible to receive experience pay as set out below.

B. Experience Pay shall be as follows:

1. At ten (10) years of service, experience pay shall be paid at a rate of five percent (5%) of the qualified employee's monthly base salary.

2. At twenty (20) years of service, experience pay shall be paid at a rate of ten percent (10%) of the qualified employee's monthly base salary.

3. At twenty-five (25) years of City of Seal Beach sworn peace officer service (only service with the City of Seal Beach shall apply), experience pay shall be paid at a rate of fifteen percent (15%) of the qualified employee's monthly base salary.

4. Experience pay is not cumulative. Thus, an employee will only receive the highest level of experience pay for which the employee is qualified. For example, an employee reaching twenty (20) years of qualifying service stops receiving the five percent (5%) level of experience pay and begins receiving only the ten percent (10%) level of experience pay. Such an employee does not receive both the five percent (5%) level and the ten percent (10%) level, at the same time.

##### **For Employees Hired On or After July 1, 2010:**

A. Employees represented by the Association with full-time service as a sworn peace officer with the City of Seal Beach shall be eligible to receive experience pay as set out below.

B. Experience pay shall be as follows:

1. At ten (10) years of City of Seal Beach sworn peace officer service, experience pay shall be paid at a rate of five percent (5%) of the qualified employee's monthly base salary.



2. At twenty (20) years of City of Seal Beach sworn peace officer service, experience pay shall be paid at a rate of ten percent (10%) of the qualified employee's monthly base salary.

3. At twenty-five (25) years of City of Seal Beach sworn peace officer service, experience pay shall be paid at a rate of fifteen percent (15%) of the qualified employee's monthly base salary.

4. Experience pay is not cumulative. Thus, an employee will only receive the highest level of experience pay for which the employee is qualified. For example, an employee reaching twenty (20) years of service as a sworn peace officer with the City of Seal Beach, stops receiving the five percent (5%) level of experience pay and begins receiving only the ten percent (10%) level of experience pay. Such an employee does not receive both the five percent (5%) level and the ten percent (10%) level, at the same time.

#### Section 9. Movie Detail

Unit employees shall be paid 1.5 times their regular rate of pay for outside movie details. It is understood that time spent on movie details is brokered outside work and is not considered time worked for the purpose of calculating City overtime compensation.

#### Section 10. Bilingual Compensation

Upon the recommendation of the Chief of Police, the City Manager may award a bilingual compensation bonus of fifty-two dollars and fifty cents (\$52.50) per payroll period to an officer utilized by the Department for his/her bilingual skills. The City Manager shall require the taking of competency tests to certify the employee as eligible for bilingual compensation based on the employee's proficiency in speaking the language determined to be required. Such certification shall be a condition precedent to qualifying for bilingual compensation.

### **ARTICLE VII - FRINGE BENEFIT ADMINISTRATION**

#### Section 1. Administration

The City reserves the right to select the insurance carrier or administer any fringe benefit programs that now exist or may exist in the future during the term of this MOU unless otherwise specified within this MOU.

Any changes in benefits associated with a change in insurance carrier or administrator may only be accomplished during the term of the MOU by agreement of the parties, except in cases of emergency. In an emergency, the City may make a change in order to avoid loss of coverage for employees, and subsequently negotiate impacts and effects.



## Section 2. Selection and Funding

In the administration of the fringe benefit programs, the City shall have the right to select any insurance carrier or other method of providing coverage to fund the benefits included under the terms of the MOU, provided that the benefits of the employees and affected retirees shall be no less than those in existence as of implementation of this MOU.

## Section 3. Limits

A. City shall not pay premiums or accrue any fringe benefits afforded with this MOU for any employee on unpaid leave status, for more than fourteen (14) consecutive calendar days, unless specifically provided for within this MOU, authorized by the City Manager or otherwise provided for by federal or state "Family Leave Acts" and/or "Workers Compensation" requirements.

B. City shall not pay premiums or accrue any fringe benefits afforded with this MOU for any employee who has been absent without authorization during said month, suspended without pay, or who has terminated from City employment unless specifically provided for within this MOU.

C. City shall not pay premiums or accrue any fringe benefits afforded with this MOU for any employee when such premiums or fringe benefits are provided to the employee through Workers Compensation and/or the Disability Insurance Plan.

## Section 4. Changes

If, during the term of this MOU, any changes of insurance carrier or method of funding for any benefit provided hereunder is contemplated, the City shall notify the Association prior to any change of insurance carrier or method of funding the coverage.

## **ARTICLE VIII - HEALTH CARE COVERAGE AND, LIFE AND DISABILITY INSURANCE**

### Section 1. Health Care Coverage

A. "Health Care Coverage." The City shall contribute an equal amount towards the cost of Health Care coverage under PEMHCA for both active employees and retirees. The City's contribution toward coverage under PEMHCA shall be the minimum contribution amount established by CalPERS on an annual basis. Effective January 1, 2024 the City's contribution under PEMHCA shall be one hundred fifty-seven dollars (\$157), and may be changed by CalPERS each year.

The City shall implement a full flex cafeteria plan for eligible employees in accordance with the criteria provided to the employees during negotiations. For

employees participating in the City's full flex cafeteria plan, each employee shall receive a monthly flex dollar allowance to be used for the purchase of benefits under the full flex cafeteria plan.

Beginning January 1, 2024 the monthly flex dollar allowance shall be:

<b><u>Calendar Year</u></b>	<b><u>2024</u></b>
For single employees:	\$1,166.99
For employee +1 dependent:	\$1,803.38
For employee + 2 or more dependents:	\$2,332.12

A portion of the flex dollar allowance (\$157 in 2024) is identified as the City's contribution towards PEMHCA. The PEMHCA contribution will be subject to change as the PEMHCA minimum contribution increases. Remaining flex dollars will be used by employees to participate in the City's health plans.

B. Subject to Public Employees' Retirement System (PERS) administration requirements, the City shall make available to eligible employees participation in the group Health Care plans offered by PERS.

C. Employees who elect not to participate in the full flex cafeteria plan may receive three-hundred and fifty dollars (\$350) per month (upon showing proof of group health insurance coverage (not including insurance through Covered California or other exchange) for the employee and their immediate tax family providing minimum essential coverage. Election forms are available in Human Resources and must be completed annually in order to receive the opt out payments.

## Section 2. Health Insurance Plan for Retirees

A. The City shall provide to any retired employee (either service or disability), who is hired after August 1, 1983 and on or before December 31, 2007, and retires after December 31, 2009, and who has attained the age of fifty (50) the following group health care insurance benefits:

1. If the employee has fifteen (15) or more years of full-time City of Seal Beach service, the City shall pay for such retired employee at the rate of (a) the average of the two (2) lowest cost health care plans offered by CalPERS, or (b) the CalPERS Kaiser HMO, whichever is greater. When the retired employee becomes Medicare eligible, the City's contribution will be capped at the rate of (a) the average of the two (2) lowest cost Medicare supplement plans offered by CalPERS, or (b) the CalPERS Kaiser HMO Medicare supplement plan, whichever is greater.

2. If the employee has twenty (20) or more years of full-time City of Seal Beach service, the City shall pay such retired employee and one dependent, depending on the qualified dependent status, the group health care insurance premium at the rate of (a) the average of the two (2) lowest cost health



care plans offered by CalPERS, or (b) the CalPERS Kaiser HMO, whichever is greater. When the retired employee becomes Medicare eligible, the City's contribution will be capped at the rate of (a) the average of the two (2) lowest cost Medicare supplement plans offered by CalPERS, or (b) the CalPERS Kaiser HMO Medicare supplement plan, whichever is greater.

3. If the employee has twenty-five (25) or more years of full-time City of Seal Beach service, the City shall pay such retired employee and dependents, depending on the qualified dependent status, the group health care insurance premium at the rate of (a) the average of the two (2) lowest cost health care plans offered by CalPERS, or (b) the CalPERS Kaiser HMO, whichever is greater. When the retired employee becomes Medicare eligible, the City's contribution will be capped at the rate of (a) the average of the two (2) lowest cost Medicare supplement plans offered by CalPERS, or (b) the CalPERS Kaiser HMO Medicare supplement plan, whichever is greater.

B. The City shall provide to any retired employee (either service or disability) who is hired on or after January 1, 2008, and who has both fifteen (15) or more years of full-time City of Seal Beach service and has attained the age of fifty (50) the following group Healthcare insurance benefits:

The City shall contribute the minimum PEMHCA rate as determined by CalPERS.

### Section 3. Life Insurance Plan

The City shall pay one hundred percent (100%) of the premium for a term life insurance policy with a face value of seventy-five thousand dollars (\$75,000), double indemnity accidental death benefit and a dependent death benefit in the amount of one thousand dollars (\$1,000) per dependent.

### Section 4. Disability Insurance Plan

The City shall pay one hundred percent (100%) of the premium for the "employee's" long-term disability insurance plan with an income continuation of not less than sixty-six and two-thirds percent (66-2/3%) of the employee's monthly base salary subject to caps and eligibility requirements as set forth within the policy of the accepted carrier. Modifications to the plan shall be made only after the City has met and consulted with the Association.

### Section 5. Annual Physical

The City shall provide a physical exam periodically as indicated below for the purpose of detecting heart trouble and cancer. The exam shall be given by a City appointed physician who is acceptable to the Association. Cost of said physical exam shall be borne by the City. The resulting diagnosis shall be submitted to the



City as well as the employee together with specifics of corrective treatment.

**Physical Exam Schedule:**

- |    |                    |                                   |
|----|--------------------|-----------------------------------|
| 1. | New Employee       | Second year following appointment |
| 2. | Employee under 40  | Alternate years                   |
| 3. | Employee 40 & over | Every year                        |

**ARTICLE IX - RETIREMENT**

A. The City shall make contributions to the CalPERS plan known as three percent (3%) at fifty (50) with those benefit options as provided for in the contract between the City and CalPERS for employees defined by the Public Employees' Pension Reform Act (PEPRA) as "classic members" (meaning those persons who were members of CalPERS or a reciprocal California public pension plan as of December 31, 2012).

B. New employees/members hired on or after January 1, 2013 as defined by PEPRA will be hired at the retirement formula in accordance with PEPRA and other legislation. New members entering membership for the first time in a Police Safety classification shall be eligible for the two point seven percent (2.7%) at fifty-seven (57) retirement formula for Local Safety members. The employee contribution for new members shall be one-half the normal cost, as determined by CalPERS. In no event shall the City make contributions to the CalPERS plans for new members.

C. Modification(s) to the contract shall be made only after the City has met and consulted with the Association and such modification(s) made a part of the contract between the City and PERS consistent with the requirements of CalPERS.

**ARTICLE X - HOURS OF WORK**

Section 1. Work Period

A. The work period for law enforcement personnel (as defined by the Fair Labor Standards Act) shall be three hundred thirty-six (336) contiguous hours fourteen (14) consecutive days). All full-time law enforcement personnel shall be regularly assigned one of the following work schedules:

1. "Three-Twelve" - three (3) consecutive three (3) day work weeks consisting of three (3) twelve (12) hour and twenty (20) minute work days followed by a four (4) day work week consisting of three (3) twelve (12) hour and twenty (20) minute work days and one (1) twelve (12) hour work day.
2. "Four-Ten" - a work week consisting of ten (10) hours/day, four (4) days/week.
3. "Five-Eight" - a work week consisting of eight (8) hours/day,

five (5) days/week.

## Section 2. Three-Twelve Work Schedule

A. The standard work week shall be thirty-seven (37) hours or forty-nine (49) hours depending on the number of days worked in a work week pursuant to A.1. above.

B. For PERS reporting purposes, the nine (9) hours worked over forty (40) during the forty-nine (49) hour work week of the work period will be considered regular straight time hours for the intention to report forty (40) hours of regular hours during a work week.

## **ARTICLE XI - OVERTIME COMPENSATION**

### Section 1. Overtime Defined for Eligible Law Enforcement Personnel

A. Three-Twelve Work Week: Time worked in excess of eighty-six (86) hours in a FLSA work period as defined in Article X, Section 1. or time worked on scheduled days off.

B. Four-Ten Work Week: Time worked in excess of eighty-six (86) hours in a FLSA work period as defined in Article X, Section 1. or time worked on scheduled days off.

C. Five-Eight Work Week: Time worked in excess of eighty-six (86) hours in a FLSA work period as defined in Article X, Section 1. or time worked on scheduled days off.

### Section 2. Compensation for Overtime

A. Authorized non-FLSA overtime shall be compensated in pay or compensatory time at the rate of one and one-half (1-1/2) times the base hourly rate of pay.

B. In computing overtime for a work period, time absent from duty as a result of use of sick leave, vacation, holiday or compensatory time off shall not be considered as time deemed to have been worked.

### Section 3. Compensatory Time

A. Employees may elect to receive compensatory time in lieu of pay for overtime subject to B. and C. below.

B. Should an employee desire to take compensatory time off, he shall file a written request with the Chief of Police who shall grant time off unless it interferes with the normal operation staffing of the police department.

C. Employees shall be permitted to accumulate a maximum of seventy-



five (75) hours of compensatory time. An employee who has accumulated seventy-five (75) hours of compensatory time will be reimbursed within the pay period earned for any overtime in excess of seventy-five (75) hours maximum.

D. An employee may, upon written request submitted to and approved by the City Manager, receive reimbursement for the requested number of hours of accumulated compensatory time equal to or below the cap of seventy-five (75) hours. Reimbursement shall occur with the next regular payroll following the pay period in which the employee's written request has been approved by the City Manager.

#### Section 4. Overtime Reporting

In order for an employee to earn compensation for overtime, he must receive the supervisor's or the Chief of Police's approval. Overtime worked to meet an emergency situation does not require advance approval, but shall be certified by the Chief of Police before being credited to the employee's record.

### **ARTICLE XII - HOLIDAYS**

#### Section 1. Recognized Holidays

The City will recognize the following designated holidays each fiscal year:

Independence Day	(July 4th)
Labor Day	(1st Monday in September)
Veterans' Day	(November 11)
Thanksgiving Day	(4th Thursday in November)
Christmas Eve	(December 24th)
Christmas Day	(December 25th)
New Year's Day	(January 1st)
Martin Luther King Day	(3rd Monday in January)
Presidents' Day	(3rd Monday in February)
Memorial Day	(Last Monday in May)

#### Section 2. Floating Holidays

The date on which a floating holiday will be used may be individually selected by the employee subject to the approval of the Chief of Police. Approval will not normally be granted if it would require the Department to backfill the employee's position at time-and-one-half (1-1/2) to maintain necessary staffing/deployment levels. A floating holiday cannot be used on any of the designated holidays recognized by the City or on another floating holiday. To request to use, or cash out, a floating holiday, an employee must submit a completed "Request for leave/overtime and special pay report". Beginning in December, 2024 and each December thereafter, floating holidays may be cashed out only pursuant to the irrevocable election process described in Article XIII, Vacation.

The past practice of the City in permitting the stacking of floating holidays is specifically eliminated by the above language.

Section 3. Compensation for Holidays

A. Compensation for a Holiday when No Work is Performed on a Holiday. When a holiday falls on a day that the employee performs no work (whether the day is the employee's scheduled work day or not), the employee shall be paid twelve and one third (12.33) hours of holiday pay for the holiday, at the employee's regular hourly rate of pay. The "regular hourly rate", for purposes of holiday pay, includes base pay plus the hourly equivalent of the following eligible special compensation for the employee, longevity, POST, temporary assignment, standby, bilingual, shift differential, and cafeteria cash in-lieu (including any cash payments for opting out).

To the extent that the parties omitted from the list above any elements of the FLSA regular rate, the parties shall promptly meet and confer for the purpose of amending the list of included items to replicate the FLSA regular rate. The parties' intent of creating the list above in this MOU is to comply with CalPERS requirements, not to change the manner of paying holiday pay.

B. Compensation for a Holiday when Work is Performed on a Holiday. When a holiday falls on a day that the employee performs work (whether the day is the employee's scheduled work day or not), the employee shall be paid as follows:

1. If the holiday is Independence Day, Thanksgiving Day, Christmas Day, or New Year's Day the employee shall be paid "hardship" pay as follows:

a. Twelve and one third (12.33) hours of holiday pay for the holiday, at the employee's regular hourly rate of pay per Section 3A, and

b. Pay for the number of hours of work the employee actually performed on the holiday, at the rate of pay otherwise specified in this MOU for such work hours, and

c. Pay for the number of hours of work the employee actually performed on the holiday, at the employee's base hourly rate of pay.

Example 1: Officer A works six (6) hours on Christmas Day. Officer A would earn pay computed as follows:

<u>Hours</u>	<u>Pay Rate</u>
12.33 hours holiday pay	regular hourly rate
6 hours work pay	regular hourly rate or overtime hourly rate, as





C. All eligible unit employees hired after February 1, 1998 will accrue vacation leave by the following schedule:

<b><u>Years Of Service</u></b>	<b><u>Hours Earned</u></b>	<b><u>Max. Hourly Accrual Rate/Pay Period Bi-Weekly</u></b>	<b><u>Annual Vacation Hours</u></b>
0-5 Years	80	3.0769	80 hours
6-14	120	4.6153	120 hours
15-19	160	6.1538	160 hours
20+	200	7.6923	200 hours

D. An eligible employee hired on or before February 1, 1998 shall accrue vacation leave by the following schedule:

<b><u>Years Of Service</u></b>	<b><u>Hourly Accrual Rate Per Pay Period</u></b>	<b><u>Annual Accrual Rate</u></b>
0-5	4.615	120 hours
6	4.923	128 hours
7	5.231	136 hours
8	5.486	144 hours
9	5.539	152 hours
10-19	6.154	160 hours
20+	7.692	200 hours

**Section 3. Maximum Accrual**

A. An employee may accumulate unused vacation to a maximum of four hundred (400) hours. If the needs of the service require that a sworn employee be denied the use of accrued vacation time and such denial is anticipated to result in a cessation of accrual, the employee may request that his maximum accrual be increased to an amount not to exceed the amount accrued in the preceding thirty-six (36) month period. Such request must be submitted to the Chief of Police prior to a cessation of accrual and is subject to the approval of the Chief of Police and City Manager.

B. The accrual of vacation shall cease when an employee's accumulated vacation is at the maximum provided in this Section. Additional vacation shall begin accruing when the employee's vacation balance falls below the maximum.

C. An employee on Injury on Duty (IOD) status or leave may accrue vacation up to the maximum under this section. Should the employee reach maximum accumulation, the City shall cash out the equivalent hours that the employee has taken for vacation during the fiscal year. Should the employee reach maximum again after the cash out while still on IOD or leave, accruals shall cease.

**Section 4. Use of Vacation**



A. The time at which an employee's vacation is to occur shall be determined by the Chief of Police with due regard for the wishes of the employee and particular regard for the needs of the service. When an employee uses accrued vacation for leave, the vacation hours used shall come from the oldest accrued hours first.

B. Employees who have completed two (2) years or more of continuous service may elect to be paid for up to a maximum of eighty (80) hours of accumulated vacation up to twice per calendar year.

Beginning in December 2024, and in each December thereafter, employees eligible to cash out vacation hours and who wish to convert vacation hours to salary, may do so only by making an irrevocable election in writing of the number of hours they will accrue in the next calendar year that they choose to cash out. Employees who make the irrevocable election may choose to receive the cash out in July and/or December. The maximum cash out that can be elected to be paid out in July and/or December is limited by the employee's accrued and unused vacation earned in that calendar year available for cash out on the date of cash out. All cash-out of vacation pursuant to this provision is from hours earned in the current calendar year.

The City shall have a form available for employees to make this irrevocable election and for employees to request an exception to the irrevocable election requirement for unforeseeable emergencies occurring after the election window period. The request for an exception is subject to the City Manager's approval. The City's decision on a request for an exception shall not be subject to the grievance procedure.

#### Section 5. Vacation Payment at Termination

A. Employees terminating employment shall be paid in a lump sum for all accumulated vacation no later than the next regular payday following termination.

B. When termination is caused by death of the employee, the employee's beneficiary shall receive the employee's pay for unused vacation. In the event an employee has not designated a beneficiary, the payment shall be made to the estate of the employee.

#### Section 6. Vacation Accrual During Leave of Absence

No vacation shall be earned during any leave of absence without pay for each fourteen (14) day period (pay period) of such leave.

#### Section 7. Prohibition Against Working for City During Vacation

Employees shall not work for the City during their vacation and, thereby, receive double compensation from the City.

## **ARTICLE XIV - LEAVES OF ABSENCE**

### **Section 1. Authorized Leave of Absence Without Pay**

A. Upon the Police Chief's recommendation and approval of the City Manager, an employee may be granted a leave of absence without pay in cases of an emergency or where such absence would not be contrary to the best interest of the City, for a period not to exceed ninety (90) working days.

B. Upon written request of the employee, the City Council may grant a leave of absence, with or without pay, for a period not to exceed one (1) year.

C. At the expiration of the approved leave of absence, after notice to return to duty, the employee shall be reinstated to the position held at the time the leave of absence was granted. Failure on the part of the employee to report promptly at such leave of absence's expiration and receipt of notice to return to duty shall be cause for discharge.

D. During any authorized leave of absence without pay, an employee shall not be eligible to accumulate or receive fringe benefits except as specifically provided for in this MOU, except that the City shall contribute to an employee's healthcare and dental plan, disability insurance plan, and life insurance plan for the first thirty (30) calendar days of the leave of absence.

### **Section 2. Bereavement Leave**

A. Employees may be granted up to forty (40) hours of paid bereavement leave of absence, plus an additional twenty-two (22) unpaid hours by the reason of a death in their family which shall be restricted and limited to immediate family by reason of biology, marriage, or adoption. Family of employee covered by this provision:

- Spouse or Registered Domestic Partner
- Parent (means a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child).
- Father and Mother In-Law (means a parent of an employee's spouse or domestic partner as defined in this section).
- Grandparent (means a parent of the employee's parent, as defined in this section).
  
- Sibling (means a person related to another person by blood, adoption, or affinity through a common legal or biological parent).
- Child (means a biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis.)
- Grandchild means a child of the employee's child as defined in this section)



- All degree of relatives not listed but living within the household of the employee

Employees may use any of their accumulated leave balances to receive pay during the additional twenty two (22) hours of unpaid bereavement leave.

### Section 3. Military Leave of Absence

A. Military leave shall be granted in accordance with the provisions of State law. All employees entitled to military leave shall give the Chief of Police an opportunity within the limits of military regulations to determine when such leave shall be taken. Whenever possible, the employee involved shall notify the Chief of Police of such leave request ten (10) working days in advance of the beginning of the leave.

B. In addition to provision of State law, the City shall continue to provide eligible employees on military leave the current health benefits (healthcare, dental, disability and life insurance and retirement (if applicable) for the first three (3) months of military leave. During said period, the employee shall be required to pay to the City the same co-payments as required of other employees. After the first three (3) months of military leave, the employee may continue said benefits at his cost.

Section 4. This section was intentionally left blank and has been reserved for future use.

### Section 5. Unauthorized Absence

Unauthorized absence is days, or portions of days, wherein an employee is absent from work without City approval. Unless subsequently approved, such absence will result in a deduction from the employee's pay of an amount equivalent to the time absent. Employees taking unauthorized absence may be subject to disciplinary action, up to and including termination of employment.

### Section 6. Catastrophic Leave

A. Establishment – A Catastrophic Leave Program for the Association was established which allows donation of paid time for employees represented by the Association.

B. Purpose – The purpose of the Catastrophic Leave Pool is to enable full-time employees to receive and donate vacation, administrative leave, and compensatory time off (CTO) leave credits on an hour for hour basis to assist employees who have no remaining leave bank balances and who will suffer a financial hardship due to prolonged illness or injury to themselves, or a member of their immediate family. Sick Leave is excluded from this program. The conditions of this program are as follows:

1. Catastrophic Leave will be available only to employees who have exhausted their own paid leave through bona fide serious illness or accident.

2. The leave pool shall be administered by the Finance Department.
3. Employees must be in regular full-time appointed positions to be eligible for catastrophic leave.
4. Employees receiving Long-Term Disability payments may participate in this program, but may not receive combined payments that would exceed their normal take home pay.
5. All donations are to be confidential, between the donating employee and the Finance Department.
6. Employees donating to the pool must have forty (40) hours of paid leave available after making a donation.
7. Donating employees must complete a Catastrophic Leave Program form with a signed authorization, and includes specifying the specific employee to be a recipient of the donation.
8. Donations will be subject to applicable tax laws.
9. The availability of Catastrophic Leave shall not delay or prevent the City from taking action to medically separate or disability retire an employee.
10. Catastrophic Leave due to illness or injury of an immediate family member may require medical justification as evidenced by a Physician's Statement that the presence of the employee is necessary.
11. Catastrophic Leave due to illness or injury of the employee will require medical justification as evidenced by a Physician's Statement as to the employee's inability to perform normal duties.

## **ARTICLE XV - JURY DUTY**

### **Section 1. Compensation for Jury Duty**

A. Employees required to report for jury duty shall be granted leave of absence for such purpose, upon presentation of jury notice to the Chief of Police. Said employees shall receive full payment for the time served on jury duty, provided the employee remits any fees received for such jury service, excluding payment for mileage, to the City's Finance Department. Compensation for mileage, subsistence or similar auxiliary allowance shall not be considered as a fee and shall be returned to the employee by the Finance Department.

B. If the sum of the employee's jury duty responsibilities is less than a full work day; the employee shall contact his supervisor as to the feasibility of



returning to work that day.

## **ARTICLE XVI - SICK LEAVE**

### **Section 1. General Sick Leave Provisions**

A. Sick leave shall be used only in cases of actual personal sickness or disability, medical or dental treatment, and family leave or as authorized by the City Manager under special circumstances. The employee requesting sick leave shall notify his immediate supervisor or Chief of Police prior to the time set for reporting to work. Sick leave with pay shall not be allowed unless the employee has met and complied with the provisions of this MOU.

B. Sick leave shall not be granted for disability arising from any sickness or injury purposely self-inflicted or caused by an employee's own willful misconduct.

C. The Department Head may require employees to present proof of physical fitness for duty for sick leaves in excess of five (5) consecutive working days.

### **Section 2. Eligibility**

All employees covered by this MOU shall be eligible to accrue sick leave.

### **Section 3. Accrual**

A. Sick leave shall be accrued at the rate of twelve and one-third (12-1/3) hours per calendar month for each calendar month that the employee has worked regularly scheduled hours and/or has been on authorized leave which provides for full pay, for at least fifteen (15) working days in that month.

B. Sick leave accrued pursuant to A. above for unit employees hired prior to July 1, 1985, will be placed into a newly established sick leave bank at the rate of twelve and one-third (12-1/3) hours per calendar month for each calendar month that the employee has worked regularly scheduled hours. This new sick leave bank, established February 4, 1998, cannot be cashed out for disability retirement. Accumulated sick leave shall not be used to postpone the effective date of retirement as determined by the City.

### **Section 4. Accumulation and Payment**

A. There is no limit on the amount of sick leave that an employee may accumulate.

B. An employee may be paid for unused sick leave pursuant to the following:

1. Employees who have not completed fifteen (15) years of services with the City will not be eligible to be paid for any accumulated sick leave, nor shall any accumulated sick leave be used to postpone the effective date of

retirement as determined by the City.

2. Upon separation from the City, employees who have completed a minimum of fifteen (15) years of service with the City shall have the choice to:

- a) Be paid for the accumulated sick leave up to twenty percent (20%) of the accumulated sick leave bank.
- b) Convert the hours to eight (8) hours work days and report to CalPERS for service credit.
- c) Or any combination of pay and service credit (maximum twenty percent [20%] payout compensation) of total/accumulated sick leave bank at the time of separation.
- d) Compensation shall be at the employees' final hourly rate of pay.
- e) Accumulated sick leave shall not be used to postpone the effective date of the retirement as determined by the City.

3. Employees employed prior to July 1, 1985, who are retired because of work related disabilities will be paid all of their accumulated sick leave at their final base hourly rate of pay. Accumulated sick leave shall not be used to postpone the effective date of retirement as determined by the City. Any sick leave accrued after February 4, 1998 will be placed in the sick leave bank set forth in Section 3.B above, and is not eligible for this payout provision.

#### Section 5. Sick Leave During Vacation

An employee who becomes ill while on vacation may have such period of illness charged to his accumulated sick leave provided that:

A. Immediately upon return to duty, the employee submits to his supervisor a written request for sick leave and a written statement signed by his physician describing the nature and dates of illness.

B. The Chief of Police recommends and the City Manager approves the granting of such sick leave.

#### Section 6. Extended Sick Leave

In the event of an employee's continuing illness which results in depletion of sick leave accumulation, the employee may request in writing, to the Chief of Police and City Manager, a leave of absence without pay for the purpose of recovering from the illness, provided:

A. The employee has used all of his accumulated sick leave.

B. The employee presents to his department head for referral to and consideration by the City Manager, a written explanation of the employee's illness and an estimate of the time needed for recovery signed by the employee's physician.



C. Prior to resuming his duties, the employee may be required to take a medical examination at City expense and provide a medical release to return to work from the employee's physician as prescribed by the City Manager. The employment record and the results of such examination shall be considered by the City Manager in determining the employee's fitness to return to work.

D. The maximum period of such leave shall be ninety (90) calendar days. If the employee desires an extension, he shall follow, prior to the termination of the initial leave, the procedure described in Section 6.B above.

#### Section 7. Family Leave

Upon a demonstration of need and subject to the following conditions, an employee may take sick leave and/or unpaid leave to care for his newborn infant, whether through parentage or adoption, or a seriously ill or injured member of the Employee's "immediate family" as defined in Article XIV Section 2. Bereavement Leave, and shall also include a "Designated Person" which means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. An employer may limit an employee to one designated person per 12-month period for family care and medical leave.

A. Proof of the birth or adoption of a newborn infant or the serious illness/injury of the family member must be submitted to the City.

B. Requests for family leave must be submitted in writing to the employee's supervisor at the earliest possible date preceding the time when the leave is to begin.

C. Operational needs of the City shall be relevant in determinations regarding the granting of family leave in accordance with the provisions of State and Federal Family Leave laws.

D. In the event of an extended family leave, the employee may be required to periodically report on the status of the situation giving rise to the leave.

E. Family leave may be granted only upon the recommendation of the Chief of Police and approval of the City Manager consistent with the provisions of State and Federal Family Leave laws.

F. A maximum of four hundred (400) working hours of family leave in any combination of sick leave and unpaid leave may be taken during any two (2) year period unless a greater amount is prescribed by state or federal law.

#### Section 8. On The Job Injury

Employees who are disabled by injury or illness arising out of and in the course of their duties as public safety employees of the City, shall be entitled to the

benefits of California Labor Code Section 4850 as the Section now exists or is hereinafter amended. Any payments made pursuant to this Section shall not be charged as sick leave; sick leave and vacation benefits shall accrue during the period of disability pursuant to the provision of California Labor Code Section 4850.

Section 9. Off The Job Injury

An employee injured outside of his service with the City shall be compensated through the disability insurance plan provided by the City.

**ARTICLE XVII - PROBATIONARY PERIODS**

Section 1. Appointment Following Probation Period

A. The original appointment and promotional appointment of employees shall be tentative and subject to a probationary period of twelve (12) months of service.

B. When unusual circumstances merit the extension of the probationary period, the Chief of Police shall request, in writing, approval of the City Manager. Said extension shall not exceed one hundred eighty (180) calendar days. Human Resources shall notify the Chief of Police and the probationer concerned no-less-than two (2) weeks prior to the termination of any probationary period.

C. If the service of a probationary employee has been satisfactory, the Chief of Police shall file with Human Resources a statement, in writing, that the retention of the employee is desired. No actions changing an employee's status from probationary to regular full-time shall be made or become effective until approved by the City Manager.

Section 2. Objective of Probationary Period

The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his position, and for rejecting any probationary employee whose performance does not meet the required standards of work.

Section 3. Employee Performance Appraisal

A. Each probationary employee shall have his performance evaluated at the end of each three (3) months of service or at more frequent intervals when deemed necessary by the Chief of Police. Regular employees shall have their performance evaluated annually or at more frequent intervals when deemed necessary by the Chief of Police. Such evaluation shall be reported in writing and in the form approved by Human Resources.

B. The written appraisal report of an employee's performance evaluation shall be filed in triplicate, the original to be filed with Human Resources and made a part of the employee's personnel records, one (1) copy to be retained by the



department, and one (1) copy to be given to the employee.

#### Section 4. Rejection of Probationary Employee

A. During the probationary period an employee may be suspended, demoted, or rejected anytime by the Chief of Police, with approval of the City Manager, without cause and without right of appeal, except the right of appeal of punitive action as may be provided by law. Notification of rejection, in writing, shall be served on the probationary employee and a copy filed with Human Resources. A termination interview may be conducted with each rejected probationer.

B. An exception will be applied where the probationary employee's job termination or dismissal is based on charges of misconduct which stigmatizes his reputation or seriously impairs his opportunity to earn a living, or which might seriously damage his standing and association in the community. Where there is such a deprivation of a "liberty interest", the employee shall be given pre-disciplinary procedural due process as defined in the City of Seal Beach Personnel Rules and Regulations and this Memorandum of Understanding. Prior to the disciplinary action becoming final, the employee must be notified of his right to the appeal procedure as outlined in the Personnel Rules and Regulations.

### **ARTICLE XVIII - LAYOFF PROCEDURES**

#### Section 1. Policy

The policy for layoff procedures shall be as adopted in City's Personnel Rules and Regulations.

### **ARTICLE XIX - MISCELLANEOUS PROVISIONS**

#### Section 1. Tuition Reimbursement

##### A. Higher Education Degree Programs

Unit members attending accredited community colleges, universities, and trade schools for the purpose of obtaining a higher education degree may apply for reimbursement of tuition, books, student fees and parking. Reimbursement is capped each calendar year at the tuition rate of the Cal State University system for up to two (2) semesters of full-time, undergraduate enrollment.

Reimbursement is contingent upon the successful completion of the course. For any course that could be taken for a letter grade, it must be taken for a letter grade and successful completion means a grade of "C" or better for undergraduate courses and a grade of "B" or better for graduate courses. For any course that can only be taken for a grade of "credit" or "no credit", successful completion means a grade of "credit". All claims for tuition reimbursement require prior approval and are subject to verification and approval by the City Manager. This tuition reimbursement does not pertain to P.O.S.T. courses attended on duty.

Example 1: Officer A attends California State University, Long Beach, for the Spring 2024 semester and completes two (2) 3-unit undergraduate courses with a grade of “C” or better. The tuition reimbursement would be calculated as follows:

2020-2021	State University Tuition	\$ 1,764.00 (0-6 units)
	Required University Fees	\$ 647.00 (approx.)
	Parking	\$ 300.00
	Books	\$ 535.00 (approx.)
	<u>TOTAL</u>	<u>\$ 3,246.00</u>

Example 2: Officer B attends California State University, Long Beach, for the Spring 2024 semester and completes three (3) 3-unit undergraduate courses with a grade of “C” or better. The tuition reimbursement would be calculated as follows:

2023-2024	State University Tuition	\$ 3,042.00 (6.1 or more units)
	Required University Fees	\$ 647.00 (approx.)
	Parking	\$ 300.00
	Books	\$ 535.00 (approx.)
	<u>TOTAL</u>	<u>\$ 4,524.00</u>

#### B. Professional Conventions and Conferences

Unit members who attend job related conventions and conferences that are not sponsored by the Department may submit for reimbursement under the tuition reimbursement program for the cost of enrollment. Attendance of conventions and conferences must be job related and pre-approved by the Chief of Police. The cost of travel, sustenance, and lodging is not reimbursable under tuition reimbursement per IRS Publication 970.

Travel, sustenance, and lodging may be reimbursable via the Department’s Meetings and Conference budget. Employee is to submit a request to the Chief of Police prior to travel for approval in order to receive reimbursement for travel, sustenance, and lodging after the conference. All receipts for expenses must be attached to the reimbursement request and submitted to the Chief of Police for approval, and forwarded to the City Manager for final review and approval.

#### Section 2. Physical Fitness Program

The physical fitness program is a voluntary program for all sworn officers utilizing vacation hours as compensation for achieving goals within this program. The details of this program are attached as Exhibit A to this MOU.

#### Section 3. Health Wellness Program

Beginning July 2024, the City shall reimburse Employee, as a medical benefit, for Employee’s actual documented expenses for medical maintenance



exams or the cost of participation in wellness programs, in an amount not to exceed \$400 per fiscal year, subject to the City's normal reimbursement processes and requirements for such expenses. Reimbursable expenses shall include, but not be limited to, actual out of pocket expenses for annual physical examinations or other medical tests or examinations, participation in weight loss, stop smoking, fitness or other similar programs, or membership in a health or fitness club.

## **ARTICLE XX - ENTIRE MEMORANDUM OF UNDERSTANDING**

Section 1. It is the intent of the parties hereto that the provisions of this MOU shall incorporate all prior agreements and memoranda of agreement, or memoranda of understanding, or contrary salary and/or personnel resolutions or administrative codes, provisions of the City, oral or written, expressed or implied, between the parties, and shall govern the entire relationship, and shall be the sole source of any and all rights which may be asserted hereunder. This MOU is not intended to conflict with federal or state law.

Section 2. Notwithstanding the provision of Section 1., there exists within the City certain personnel rules and regulations and police department rules and regulations. To the extent that this MOU does not specifically contradict these personnel rules and regulations or police department rules and regulations or City ordinances, they shall continue subject to being changed by the City in accordance with the exercise of City rights under this MOU and applicable state law.

Section 3. Except as provided herein, other terms and conditions of employment, oral or written, express or implied that are presently enjoyed by employees represented by the Association shall remain in full force and effect during the entire term of this MOU unless mutually agreed to the contrary by both parties hereto.

## **ARTICLE XXI - CONCERTED REFUSAL TO WORK**

### Section 1. Prohibited Conduct

A. The Association, its officers, agents, representatives, and/or members agree that they will respect relevant law and judicial decisions regarding the withholding or diminishment of services to influence negotiations conducted under Section 3500 et seq. of the California Government Code.

B. The City agrees that it shall not lock out its employees during the term of this MOU. The term "lockout" is hereby defined so as not to include the discharge, suspension, termination, layoff, failure to recall, or failure to return to work employees of the City in the exercise of rights as set forth in any of the provisions of this MOU or applicable ordinance or law.

C. Any employee who participates in any conduct prohibited in subparagraph A. above may be subject to termination.

D. In addition to any other lawful remedies or disciplinary actions

available to the City, if the Association fails, in good faith, to perform all responsibilities listed in Section 2., Association Responsibility, below, the City may suspend certain rights and privileges accorded to the Association under the Employer-Employee Relations Resolution or by this MOU including, but not limited to, access to the grievance procedure and use of the City's bulletin boards and facilities.

## Section 2. Association Responsibility

In the event that the Association, its officers, agents, representatives or members engage in any of the conduct prohibited in Section 1. above, Prohibited Conduct, the Association or its duly authorized representatives shall immediately instruct any persons engaging in such conduct that their conduct is in violation of this MOU and unlawful, and they should immediately cease engaging in conduct prohibited in Section 1. above, Prohibited Conduct, and return to work.

## **ARTICLE XXII - EMERGENCY WAIVER PROVISION**

Section 1. In the event of circumstances beyond the control of the City, such as acts of God, fire, flood, civil disorder, national emergency, or similar circumstances, provisions of this Memorandum of Understanding or the Personnel Rules and Regulations of the City, which prevent the City's ability to respond to these emergencies, shall be suspended for the duration of such emergency. After the emergency is over, the Association shall have the right to meet and confer with the City regarding the impact on employees of the suspension of these provisions in the Memorandum of Understanding and any Personnel Rules and Regulations.

## **ARTICLE XXIII - SEPARABILITY**

Section 1. Should any provision of the MOU be found to be inoperative, void or invalid by a court of competent jurisdiction, all other provisions of this MOU shall remain in full force and effect for the duration of this MOU.

## **ARTICLE XXIV - PERSONNEL RULES AND REGULATIONS**

Section 1. The Personnel Rules and Regulations are incorporated herein by reference, and shall govern. If there is a conflict between the Personnel Rules and Regulations and a specific provision of this MOU, the MOU provision shall be applied.

## **ARTICLE XXV - MOU REOPENERS**

Section 1. The Association and the City shall reopen any provision of this MOU for the purpose of complying with any final order of a Federal or State Agency or Court of competent jurisdiction requiring a modification or change in any provision or provisions of this MOU, in order to comply with State or Federal laws.

## **ARTICLE XXVI - TERM OF MEMORANDUM OF UNDERSTANDING**




Section 1. The terms of this Memorandum of Understanding shall commence on July 1, 2023 and continue in full force and effect through June 30, 2025 - a two (2) year contract.

Section 2. The City of Seal Beach and the Police Officers' Association agree to commence negotiations for the next contract year by April 1, 2025.

**ARTICLE XXVII - RATIFICATION**

Section 1. This Memorandum of Understanding is subject to approval and adoption by the City Council and ratification by the required number of the duly authorized representatives of the Association. Following such ratification, approval and adoption, the Memorandum of Understanding shall be implemented by the appropriate resolution(s), ordinance(s), or other written action of the City Council.

**SEAL BEACH POLICE OFFICERS' ASSOCIATION REPRESENTATIVES:**

  
\_\_\_\_\_  
Corporal Ben Jaipream,  
President

Date: 8/21/2024

**CITY OF SEAL BEACH MANAGEMENT REPRESENTATIVES:**

  
\_\_\_\_\_  
Jill R. Ingram, City Manager

Date: 8/21/2024

  
\_\_\_\_\_  
Patrick Gallegos, Assistant City Manager

Date: 8/15/2024

**\*1 CONTINUOUS MINUTE \***

	<b>Under 30</b>	<b>30-39</b>	<b>40-49</b>	<b>50 +</b>
Excellent	51 & Above	45 & Above	40 & Above	36 & Above
Good	40-50	34-44	27-39	23-39
Fair	35-39	29-33	20-26	16-22
Poor	24-34	18-28	7-19	6-15
Very Poor	23 -	17 -	6 -	5 -
Maintenance Level	45	40	35	30
Minimum Level	30	25	20	15

**FLEXIBILITY**

Officer sits on the ground with his legs out straight in front of him. Heels of feet are placed against a 4 X 4 or similar object. Officer bends forward and reaches towards his toes with his fingertips as far as he can. The distance above or below his heels is measured. The distance is recorded as plus or minus inches. Plus inches is below the heels and negative is above the heels. Compare the results against the standards on the chart.

	<b>Under 30</b>	<b>30-39</b>	<b>40-49</b>	<b>50 +</b>
Excellent	+10" & Below	+9" & Below	+8" & Below	+7" & Below
Good	+4" to 9.5"	+ 3.5" to 8.5"	+1" to 7.5"	0 to +6.5"
Fair	+1.5" to 3.5"	+1" to 3"	-2" to +.5"	-3" to -.5"
Poor	-4.5" to +1"	-6.5" to +.5"	-9" & Above	-10" to 3.5"
Very Poor	-5" & Above	-7" & Above	-9.5 & Above	-10.5"& Above
Maintenance Level	+5"	+4"	+1"	0"
Minimum Level	0"	-2"	-4"	-5"



	<b>Under 30</b>	<b>30-39</b>	<b>40-49</b>	<b>50 +</b>
Excellent	43 -	37 -	30 -	25 +
Good	28-42	23-36	20-29	17-24
Fair	20-27	17-22	15-19	12-16
Poor	5-19	3-16	2-14	2-11
Very Poor	4-Below	2-Below	2-Below	1-Below
Maintenance Level	40	35	25	18
Minimum Level	18	15	13	11

## **PULL-UPS**

Officer will hold bar with the palms away from the body. Arms are extended out straight in the beginning position with the feet off the ground. Officer must pull his body up to a position where his chin is above the bar for one repetition. The total number of correct pull-ups are recorded and compared to the standards on the chart.

In lieu of pull-ups, officers may choose to do the "La Pull". Officers are required to pull down seventy percent (70%) of their body weight ten (10) times in order to achieve maintenance level.

	<b>Under 30</b>	<b>30-39</b>	<b>40-49</b>	<b>50 +</b>
Excellent	9 & Above	7 & Above	6 & Above	5 & Above
Good	8	6	5	4
Fair	6-7	4-5	3-4	2-3
Poor	5	3	2	1
Very Poor	4 & Above	2 & Above	1 & Above	0
Maintenance Level	8	6	5	4
Minimum Level	5	3	2	1

## **SIT-UPS**

Officer starts by lying on his/her back, knees bent, heels flat on the floor and arms folded across the chest. A partner holds the feet down. In the up position, the officer will touch his elbows to his knees and then return to the starting position, not placing their shoulder blades on the ground before starting the next sit-up. This is a continuous exercise, no resting. The total number of correct sit-ups are recorded and compared to the standards on the chart.

This test measures muscular endurance in the abdominal muscle group, an area of great concern to the sedentary individual. Much evidence exists of the correlation between poor abdominal muscle development, excessive fat tissue and lower back problems.

## **CARDIO FITNESS TESTS - 1.5 Mile Run**

Officers will run a one point five (1.5) mile course established by the Training Unit. The time needed to cover the distance is recorded and compared to the standards on the chart.

This test is an excellent indication of the condition of the heart and lungs as it measures ones aerobic capacity or the ability of the heart and lungs to utilize oxygen.

	<b>Under 30 Below</b>	<b>30-34 Below</b>	<b>35-39 Below</b>
Excellent	10:15	11:00	11:30
Good	10:16-12:00	11:01-12:30	11:31-13:00
Fair	12:01-14:30	12:31-15:00	13:01-15:30
Poor	14:31-16:30	15:01-17:00	15:31-17:30
Very Poor	16:31-Above	17:01-Above	17:31-Above
Maintenance Level	11:00	12:00	12:30
Minimum Level	14:30	15:15	15:30
	<b>40-44 Below</b>	<b>40-49 Below</b>	<b>50 + Below</b>
Excellent	12:00	12:15	12:30
Good	12:01-13:30	12:16-13:45	12:31-14:30
Fair	13:31-16:00	13:46-16:15	14:31-17:00
Poor	16:01-18:00	16:16-18:15	17:01-19:00
Very Poor	18:01-Above	18:16-Above	19:01-Above
Maintenance Level	13:00	13:30	14:00
Minimum Level	15:45	16:00	16:45

## **STRENGTH TESTS**

The body is maintained in a prone position supported by straight arms on the hands and toes. A partner places his fist on the ground below the officer's chest. The officer must keep his back straight at all times and from the up position, lower him/herself to the floor until his chest touches his partner's hand and then push to the up position again. The officers can rest in the up position. The total number of correct push-ups are recorded and compared to the standards on the chart.

This test measures muscle endurance and a low level of muscle endurance indicates an inefficiency in movement and a poor capacity to perform work. This test measures mainly the muscles of both the chest and upper arm which are important in physical confrontations such as pushing, pulling, controlling, and handcuffing.



## **PHYSICAL FITNESS COMMITTEE**

The Physical Fitness Committee shall be comprised of four (4) members - two (2) to be appointed by the SBPOA Board of Directors, and two (2) to be appointed by the Chief of Police. The Physical Fitness Committee is established to retain administrative control over the program. All committee members shall be active participants in the program. The committee will be responsible for examining problems and disputes that arise from the administration of the program. The committee will be the formal arbitrators on these matters.

## **VALIDATED HEALTHCARE PROBLEM CLAUSE**

Those officers who for validated Healthcare reasons cannot participate in the fitness program as designed may contact the Physical Fitness Committee for program modification. Validated Healthcare problems are those diagnosed by a physician as limiting participation in a certain activity.

## **REQUIRED TEST**

The physical fitness needs of Police Officers fall into three (3) areas:

- Cardio Fitness
- Strength
- Flexibility

The tests outlined below may be modified by the Physical Fitness Committee as necessary. The tests used in this program to evaluate fitness in these areas will be:

<u>Cardio Fitness:</u>	1.5 Mile run		
<u>Strength:</u>	Push-ups	Sit-ups	Pull-ups
<u>Flexibility:</u>	Forward Stretch		

## **HEALTHCARE COVERAGE**

Participation in the program will be on a voluntary basis.

Any exercise workouts done under this program, i.e. weight lifting, contact sports, running, etc. would not be covered for benefits under Workers Compensation, The city will not provide blanket coverage for any injury which could conceivably be claimed under the pretext of participation in the Physical Fitness Program.

All employees must receive clearance from their personal physician prior to beginning program participation.

# **EXHIBIT A**

## **SEAL BEACH POLICE PHYSICAL FITNESS PROGRAM**

### **INTRODUCTION**

The physical fitness program is a voluntary program for all sworn officers. Officers work out on their off duty time and may, depending upon availability of funds and staffing needs, in return receive compensation back to them after meeting the minimum requirements of the tests at the end of each six (6) month period. Officers may receive up to twenty (20) hours of vacation time by meeting the requirements of the test at the end of each six (6) month period. The maximum time each officer will be able to achieve is up to forty (40) vacation hours earned annually for as long as the officer continues successfully in the program.

### **ENROLLMENT**

To start the program, each officer must contact the Physical Fitness Committee and advise them of your intent. You will need to have a doctor's release to allow you to participate in the program. A copy of the physical requirements of the physical fitness program should be reviewed by your doctor when obtaining your release. For details of the annual physical exam refer to Article XIII section 6 of the SBPOA MOU.

### **TESTING**

Each officer participating will be tested every six (6) months, specifically in the months of January and July. A minimum level has been established for each test. Participants will have to move up a category or reach maintenance level indicated on each test by age group. At one (1) year and six (6) months, participants will be required to be at the maintenance level. Once the maintenance level has been attained, participants will have to maintain that level on subsequent tests. Testing each six (6) month period will validate the awarding of vacation time. Testing may be conducted during on-duty hours at the Watch Commanders discretion. The Physical Fitness Committee will perform the testing.

### **ALLOCATION OF HOURS**

Employees will be awarded four (4) hours for successfully completing each test as set forth in TESTING above. No employee shall receive any hours if they fail to meet the minimum standards for at least three (3) of the five (5) tests.