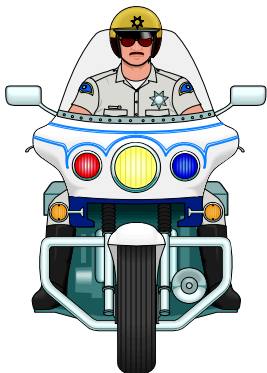




Memorandum of
Understanding
between the
City of Burbank
and the
Burbank Police Officers'
Association



July 2000 through June 2004



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ARTICLE I
RIGHTS AND PLEDGES

A. RECOGNITION

Burbank Police Officers' Association (Association) is the recognized employee organization for all personnel ("employees") employed by the City of Burbank ("City") in the classifications of Police Officer, Police Detective, Police Sergeant and Police Lieutenant. (1986-89 MOU)

B. MUTUAL PLEDGE OF ACCORD

Inherent in the relationship between the City and its employees is the obligation of the City to deal justly and fairly with its employees and of the employees to cooperate with their fellow employees and the City in the performance of its public service obligation. (City) In the interest of promoting and ensuring harmonious relations between the City and its employees, authorized representatives of the City and the Association have met and conferred in good faith, exchanging various proposals concerning wages and other terms and conditions of employment for the employee.

The authorized representatives of the City and the Association have reached an Understanding and Agreement as to changes in wages and certain other benefits for the affected employees which shall be submitted to the City Council of the City for approval and implementation of its terms and conditions by appropriate ordinance, resolution, or other lawful action. (1986-89 MOU)

C. NON-DISCRIMINATION

The provisions of this Agreement shall be applied equally to all employees without unlawful discrimination as to age, sex, marital status, race, color, ancestry, religious creed, physical handicap, national origin, or political affiliation. Any violation of this provision by the City or Association shall be subject to immediate correction. (Affirmative Action Plan)

D. CITY RIGHTS

D.1. General

Responsibility for management of the City and direction of its work force is vested in City officials and department heads whose powers and duties are specified by law. The rights of the City include but are not limited to the exclusive right to: (1) determine the mission of its constituent departments, commissions and boards; (2) set standards of service; (3) determine the procedures and standards of

selection for employment and promotion; (4) direct its employees; (5) take disciplinary action; (6) relieve its employees from duty because of lack of work or for other legitimate reasons; (7) maintain the efficiency of governmental operations; (8) determine the methods, means and personnel by which government operations are to be conducted; (9) determine the allocation and content of job classifications; (10) take all necessary actions to carry out its mission in emergencies; and (11) exercise complete control and discretion over its organization and technology of performing its work. (City)

D.2. Reserved Rights

The City shall have all other rights and prerogatives subject only to express restrictions on such rights as are provided in this Agreement. (City & Association)

E. ASSOCIATION RIGHTS

E.1. Association Access

Reasonable access to employee work locations shall be granted to Officers of the Association and its authorized representatives for the purpose of processing grievances or contacting members of the Association concerning business within the scope of representation. Such officers or representatives shall not enter any work location without the consent of the City or its authorized representative. Access shall be restricted so as not to interfere with the normal operations of the department or with established safety or security requirements. (AP II-15) The City acknowledges that an employee is entitled to review the contents of their "official" file located in the Personnel Office at reasonable intervals. An employee may request a representative to assist him or her in reviewing said folder. A representative of the Personnel Office will remain present during the employee's review of the file. (City) In addition, an employee is entitled to review the contents of the employee's "Departmental" personnel files by arranging an appointment with a representative of the Police Department. (Assoc.)

E.2. Association Time

An aggregate of five hundred and twenty (520) hours per fiscal year shall be available for use by Board members subject to the following conditions:

E.2.a. The hours shall be utilized to attend meetings or conventions held by labor or police-oriented organizations and/or seminars or classes on labor or police-related subjects. Local Association meetings shall be included as a part of the utilized hours.

E.2.b. Use of any part of the five hundred and twenty (520) hours will be cleared through the office of the Police Chief with manpower availability being the only additional criteria utilized. (1986-89 MOU) The association will be prepared at all times to account for the use of this time. (1992-1994 MOU)

E.2.c. Each bargaining unit member working the 3/12 Plan will work an "extra" twenty (20) minutes per 28 day cycle during the year. The cumulative total of this "extra" time will be calculated based on the number of bargaining unit members under the 3/12 Plan during the year. At the end of every calendar year an audit of "Holiday Off" and "Death in Family Leave" hours will be conducted for each member working the 3/12 Plan. If the employee takes off a work period of twelve (12) hours and twenty (20) minutes on a holiday, then three (3) hours and twenty (20) minutes will be subtracted from the cumulative total of the "extra" hours worked. If an employee working the 4/10 Plan takes off a work period of ten (10) hours on a holiday, then one (1) hour will be subtracted from the cumulative total of the "extra" hours worked. Employees are entitled to twenty-seven (27) hours over a three day period of "Death in Family Leave". Employees working the 3/12 Plan or the 4/10 Plan will have the hours in excess of 27 hours (up to a maximum of 10 hours for employees on the 3/12 Plan and 3 hours for employees on the 4/10 Plan) subtracted from the cumulative total of the "extra" hours worked. Should the cumulative total of "Holiday Off" and "Death in Family Leave" hours exceed the cumulative total of the "extra" hours worked, the BPOA may utilize "Association Leave" time to offset the deficit. However, if there are any remaining hours from the "extra" hours worked pool, then the balance may be utilized as "Association Leave" time.

E.3. Pay for Association Business

Employees shall be granted time off without loss of pay to attend meetings of the Civil Service Board which are scheduled during the employees' regular working hours, if the employee is (1) president of an employee organization or the president's designee, if the president cannot attend; (2) present on official business before the Board including an appeal by the employee or representation of an employee by another for the purpose of appeal; or (3) present because, in the opinion of the Police Chief, the interests of the City are served by having the employee present. Employees shall request permission from the Police Chief to attend at least twenty four (24) hours prior to the meeting. Unless otherwise authorized, employees must return to work as soon as the business for which they are attending is completed. (AP II-5)

In addition, affected employees who are elected members of the Board of Directors of the BPOA, and who are on duty, shall be released from normal work duties to attend monthly Board of Director meetings. Release from normal duties will be cleared through the office of the Police Chief with manpower availability and on-going criminal case involvement being the only criteria utilized. (Association)

E.4. **Bulletin Boards**

Adequate space shall be made available to the BPOA on City bulletin boards throughout the City. The following types of notices, provided they are not of a political matter, commercial advertising or of a derogatory nature to the City, may be posted after they are signed and dated by an officer or representative of the Association: (1) notices of recreation or social affairs of the Association; (2) notices of Association election and appointments, and (3) notices of business meetings of the Association. Notices of any other type not listed above shall first be submitted to the City Manager's office 24 hours prior to posting. (AP II-9)

F. **DUES DEDUCTION**

The City shall deduct and remit monthly to the Association dues required of such employees as certified by a duly authorized representative of the Association, provided such deduction is authorized in writing by the individual employee. Such deduction shall continue unless written notice of cancellation is given to the City.

The City shall have no liability to collect Association dues for any month in which the employee, in his last full pay period, receives, after legal deductions, pay less than the amount of such dues. In addition, the Association shall indemnify and save the City harmless from any liability resulting from any and all claims, demands, suits or other action arising from compliance with this section of the Article. (Association)

G. **MODIFICATION CLAUSE**

Any agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall not in any manner be binding upon the parties hereto unless made and executed in writing by all parties hereto, and if required, approved and implemented by the City Council. (Association & City)

H. **SAVINGS CLAUSE**

If any term or provision of this MOU is found to be in conflict with any City, State, or Federal law, the parties agree to meet promptly, and as often as necessary, to expeditiously renegotiate this term or provision. All other terms and provisions of this MOU shall remain in full force and effect during the period of such negotiations and thereafter until their normal expiration date. The parties understand that many of the employees covered by this Memorandum of Understanding may also be covered by the Fair Labor Standards Act of 1938, as amended, 29 U.S.C. Section 201 et seq. (FLSA). To the extent that any provision herein conflicts with the FLSA, employees covered by the FLSA shall receive benefits required thereunder and any additional benefits set forth herein if compatible with FLSA. (City)

I. **TERM OF AGREEMENT**

This Agreement is effective July 1, 2000. The term of this Agreement shall continue in effect until the 30th day of June 2004.

ARTICLE II
PAY FOR TIME WORKED

A. HOURS OF WORK

A.1. Definition - Work Day/Week

Normally, a work day shall constitute eight (8) hours of work. The work week shall consist of five (5) consecutive work days followed by (2) consecutive days off. (CSR XIV & 1986-89 MOU)

A.2. 9/80 Work Schedule

The City has established a nine day-eighty hour work schedule acceptable to the Association and to the Police Chief. This schedule shall feature three consecutive days off.

A.3. 3/12 Work Schedule

The City and the Association have agreed to implement a 3/12-work schedule for patrol and motor squad.

A.3.a. PATROL

It is the intent of the parties to:

A.3.a.(1) Implement the work schedule December 29, 1994.

A.3.a.(2) Assure the schedule will not be designed for the purpose of reducing any existing level of benefit BPOA currently has.

A.3.a.(3) With command approval officers will be allowed to adjust their work schedules to work into court time.

A.3.a.(4) Seniority - Effective January 1, 1997, the top 15 (senior) Officers assigned to Uniform Patrol shall pick shifts based on seniority.

A.3.a.(5) Maintain the 3/12 schedule for patrol during the contract period with the following criteria (and base levels) to be utilized for evaluation of the schedule's effectiveness:

A.3.a.(5).i.

OVERTIME HOURS

BASE LEVEL

(6 mths July-Dec 1994)

Total Overtime Hours	11,728.00
Continuation of Shift	1,139.3
Minimum Staffing Level	882.6
Court Appearances	1,541.8
Court Stand-By	4,976.3

A.3.a.(5).ii.

SICK USAGE

BASE LEVEL

(18 mths July 92 - Jan 93)

Total Sick Hours	6,020.7
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A.3.a.(5).iii.
FIELD ACTIVITY

BASE LEVEL
(12 mths July 92- June 93)

Total Arrests
Total Cites

6,246.0
11,044.0

A.3.a.(5).iv.
RESPONSE TIME *

BASE LEVEL
(12 mths Jan - Dec 94)

Emergency
Non-Emergency

3 minutes, 24 seconds
18 minutes, 24 seconds

* All response times based on weighted averages.

A.3.a.(6) Return to the 9/80 schedule, upon agreement of the BPOA and the Police Chief, if patrol cannot maintain the established criteria set forth in **Article II. A.3.a.(5)** Return to the 9/80 schedule due to patrol being unable to maintain the established criteria will not result in any additional compensation paid by the City to any affected employee or the BPOA.

A.3.b. MOTOR SQUAD

It is the intent of the parties to:

A.3.b.(1) Implement the work schedule September 2, 1999.

A.3.b.(2) Lieutenants, Detectives, or non-Motor Squad Police Officers in the Traffic Bureau will remain on the 4/10 work schedule as set forth in **Article II. A. 4.**

A.3.b.(3) The Departments ability to make a temporary, non-disciplinary change in a limited-duty Officer's assignment or work schedule (shift, hours and/or days off) to maximize their contribution toward the Department's needs shall not be affected by this 3/12 schedule

A.3.b.(4) The high degree of scheduling flexibility which has been the prerogative of the Traffic Bureau Commander based on the needs of the Department will remain unchanged.

A.3.b.(5) During a four week period each year determined by the Traffic Bureau Commander to best cover the start of the Burbank Unified School District's fall semester, the Motor Squad will work a five day, forty hour week, Monday through Friday, to allow saturation coverage of school traffic at the start and end of school days.

A.3.b.(6) Payback days for each month will be scheduled by the Bureau Commander by the 15th of the previous month. Unless scheduled otherwise, payback days will be the 2nd Wednesday of the month for those working Thursday, Friday, Saturday. It

will be the Thursday immediately following the 2nd Wednesday for those working Monday, Tuesday, Wednesday. Paybacks may be scheduled on a Sunday when Motor School training needs require the complete Unit training together, such as riot procedures or formation riding.

A.3.b.(7) Monthly Motor School of eight hours or less will be scheduled by the Bureau Commander, and will include maintenance/cleaning of the motorcycles and all possible in-service training. Usually Motor Schools will be split and held for half of the Motor Squad during each of the two monthly payback days. Normal field strength should not be affected by Motor School, and Motor Officers not assigned to Motor School on a given day shall not go to the school site.

A.3.b.(8) Maintain the 3/12 schedule for the motor squad with the following understanding:

A.3.b.(8).i.

The Motor Squad safety and riding skill levels must remain excellent, as determined by the Division Captain with significant input from the Bureau Lieutenant, Sergeants, and Motor Squad Field Training Officer. Failure to comply, as determined by the Division Captain, SHALL cancel the 3/12 Work Schedule for the Motor Squad.

A.3.b.(8).ii.

Staffing levels on each day shall be sufficient to handle the traffic needs of the City. If not, and if a reasonable schedule modification of the 3/12 Work Schedule cannot be identified, the 3/12 Work Schedule MAY be cancelled. Staffing inequities could result from changing demands for service in the City, or from a reduction in the number of officers assigned full-time to the Motor Squad.

A.3.b.(8).iii.

The Motor Squad average monthly sick usage per assigned officer shall remain generally equivalent to, or less than, that of Patrol Officers or the 3/12 Work Schedule MAY be cancelled.

A.3.b.(8).iv.

The Motor Squad handles many traffic enforcement and other special details, and primarily focuses on traffic enforcement during all free time. Officers traditionally have written 100 or more citations for hazardous violations a month, in addition to

making arrests and writing citations for equipment and parking violations. They also take traffic accident reports, assist Patrol on priority calls, and handle other details that detract from enforcement time. If in the opinion of the Division Captain, the

3/12 Work Schedule has a negative impact on the Motor Squad's primary function of traffic enforcement, the 3/12 Work Schedule MAY be cancelled.

A.3.b.(8).v.

It is the intent that the 3/12 Work Schedule will provide benefits to the affected employees and to the Department, without risking the safety of the employees. No non-safety condition imposed by this schedule is intended to force the cancellation of the 3/12 Work Schedule if the Division Captain feels that its benefits to the Department outweigh its disadvantages.

A.3.b.(9) Scenarios in which the Department can cancel the 3/12 Motor Officer Work Schedule are listed in **Article II.A.3.b.(8)**. If the 3/12 schedule is cancelled, the work schedule would revert to a 4/10, as listed in **Article II. A. 4**. The 4/10 schedule would require some of the Motor Officers to have split days off. Return to the 4/10 schedule due to any of the scenarios listed in **Article II.A.3.b.(8)** will not result in any additional compensation paid by the City to any affected employee or the BPOA.

A.4. 4/10 Work Schedule

The City and the Association have agreed to implement a 4/10 work schedule for Air, Canine, and Investigation assignments not on the 3/12 plan based on criteria established for each of the assignments for the duration of this agreement. It is the intent of the parties to:

A.4.a. Establish the criteria for evaluating the effectiveness of the 4/10 work schedule by mutual agreement of the parties.

A.4.b. Evaluate the assignments on the 4/10 schedule as separate entities. In the event one entity on the 4/10 schedule does not meet the criteria set forth, its removal from the 4/10 schedule shall not effect the other entities on the schedule.

A.4.c. Return to the 9/80 schedule, upon agreement of the BPOA and the Police Chief, any entity that cannot maintain the established 4/10 criteria.

B. ATTENDANCE

Employees shall be in attendance at their work during the regular hours of work and shall not absent themselves during working hours for any reason without the prior approval of the immediate supervisor except in the case of emergencies.

C. NINE-STEP SALARY PLAN

C.1. Establishment of Nine-Step Range

Effective July 1, 1986, salary ranges for employees in the classifications of Police Officer, Police Detective, Police Sergeant and Police Lieutenant shall be converted from the five step salary range to a nine step salary

range. There shall be a difference of two and one-half (2 ½) percent between steps. (1986-89 MOU)

C.2. Movement Within the Nine-Step Range

Affected employees below the ninth step of the salary range shall be considered for salary adjustment on an annual basis and may receive an adjustment of up to three (3) steps within a year. The Police Chief shall have the authority to grant step increases. Adjustments for affected employees in the classification of Police Officer shall be made effective on the anniversary of the employee's date of hire, except for the initial step increase which shall be made at six months of service if the employee's job performance at the six month period is satisfactory. Adjustments for affected employees in the classifications of Police Detective, Police Sergeant, and Police Lieutenant shall be made effective on the anniversary date of the employee's promotion. The Police Chief shall have the authority to grant salary adjustments more than once annually only to the extent that an employee not exceed an increase of three steps within a one year period. Salary increases within the salary range shall be based upon satisfactory job performance. The standard adjustment for satisfactory job performance shall be two steps. In no instance will a step increase be granted unless an employee has demonstrated satisfactory performance in at least one of the employee's last two evaluations. (1986-89 MOU)

C.3. Evaluations

Sergeants and Officers assigned to patrol shall be evaluated at the end of shifts. All Lieutenants and permanent Detectives will be evaluated annually based upon their date in rank. Non-patrol Sergeants, semi-permanent Detectives (those hired July 1, 1995 and after), and Officers assigned to air support or motors will be evaluated annually based upon their date in assignment. Rotating Detectives, School Resource Officers, and Mall Officers will be evaluated every six months based upon their date in assignment. School Resource Officers will have one (1) additional evaluation completed to include their summer months in Patrol. The performance evaluation shall be conducted on forms agreed upon between representatives of the City of Burbank and the Burbank Police Officers' Association. Evaluations shall be conducted by the employee's supervisors, subject to review and concurrence by the Police Chief. Salary increases shall only be given based upon a performance evaluation.

C.4. Denial of Step Increase

An employee who receives two consecutive overall unacceptable

performance evaluation ratings shall not be advanced to the next salary step. The Police Chief may reduce the monthly salary of an employee by up to two steps in any twelve (12) month period on the basis of two consecutive overall unacceptable performance evaluation ratings. An employee who has had a step increase denied or salary reduced shall be

reconsidered for a future step increase no sooner than six (6) months following the denial/reduction. Any increase shall be based upon satisfactory job performance. (1986-89 MOU)

C.5. Appeal

An employee who has had a step increase denied, may within ten calendar days of notification of the denial, request an informal hearing before the Police Chief and present evidence as to why the step increase should not be denied. The decision of the Police Chief shall be final. (1986-89 MOU) An employee whose salary is reduced shall have the right of appeal as outlined in Burbank Municipal Code Sections 2-515 and 2-516. (BMC 2-515 & 2-516)

C.6. Eligibility After Denial

Failure to receive a salary increase as herein provided shall not preclude any employee from thereafter receiving such increase. After failing to receive a step number salary increase as herein provided, any employee so affected shall receive such increase after he has been classified in his current step number for an additional six (6) months, providing it coincides with a satisfactory performance evaluation. In the event there is not a satisfactory performance evaluation, the employee shall be eligible for such increase yearly thereafter, subject however, to satisfactory performance evaluations.

C.7. Acceleration

An employee's step advancement may be accelerated subject to the following conditions:

C.7.a. The Police Chief in his written request for acceleration, certifies that the employee has performed his work in an outstanding, meritorious manner, giving the reasons therefore, or certifies that the employee has regular full-time responsibilities of supervision whose rate of pay is equal to or less than one or more of his subordinates and that in making the request he has already exhausted the assignment resources which would have placed a senior supervisor over a senior subordinate; provided that for supervisory responsibilities, the acceleration will not result in a rate of pay which shall exceed the rate of pay of the next highest paid subordinate, other than those subordinates who are being paid at a "Y" rate in accordance with BMC 2-707, are on temporary service, or are being paid a salary differential to which the supervisor is not entitled. Requests for acceleration on the basis of supervisory/subordinate relationship shall be submitted to the City Manager through the Employee Relations Administrator and the Police Chief shall use such references as the class specifications and the most recent organization chart approved by the City Manager, or in cases where these are not conclusive, he shall include a written statement setting forth the duties and the place of the position in the department organization. The anniversary date of the

supervisor whose salary is accelerated as herein provided shall not be changed by such acceleration. (BMC 2-705)

NOTE: "Y" rate is used to distinguish rates of pay established for an employee whenever the salary of the position that employee holds is lowered. This rating insures that such change does not affect any individual and the employee will continue to receive his current salary. This "Y" designation is removed whenever the rate of pay for the position is increased to an amount which equals or exceeds the employee's current salary.

C.7.b. At least six (6) months have elapsed after the employee's appointment to the classification. (BMC 2-705)

C.7.c. Not more than two (2) salary steps are recommended. (BMC 2-705)

C.7.d. The employee has had no previous step advancement acceleration during his employment in the particular classification. (BMC 2-705)

C.7.e. The employee's seniority held in the step from which advanced is carried forward. (BMC 2-705)

C.8. Step Advancement in Salary Upon Promotion

For the purposes of step advancements only, when an employee is advanced from one title to another, the employee is to be advanced to the next higher salary plus two steps. (BMC 2-704)

C.9. Step Advancement on Promotion from Recruit to Officer

When a recruit is advanced to Police Officer, the effective date of his or her salary increase shall be the day following the recruit's graduation from the Academy. (1989-92 MOU)

D. RETIREMENT

D.1. PERS

D.1.a. The retirement program established by the California Legislature in 1968 for members of the California Highway Patrol is adopted for all affected employees. Affected employees agree to exchange for this retirement plan, one half pay for accumulated sick leave on retirement or death. (1969-74 MOU)

D.1.b. Effective December 16, 2000, or as soon thereafter as PERS and Burbank Municipal Code requirements can be satisfied, the retirement benefit shall include Section 21363.1 (3% @ 55) formula. Effective June 30, 2001 the retirement benefit shall include Section 21363.2 (3% @ 50) formula. The City will pay

up to 6.6% above the normal employee contribution rate of 9%. For the next 2.0% over this 6.6%, the City and the BPOA will split the cost equally for the life of this contract. Any amount over this 17.6% (9% employee contribution + 6.6% City cost + 2.0% split) during the life of this contract will be the responsibility of the employees. The parties agree that in December of each year of this contract, the most recent PERS actuarial will be reviewed. If it appears that the rate PERS estimates the following year will exceed 8.6% above the employee rate, to the extent that it exposes the BPOA members to a liability of 2.0% or more, the parties agree to a January 15th reopener for the sole purpose of addressing this potential liability. Any educational incentive increases (**Article II. G.10**) will be deferred to July 1, 2001 in order to establish a "rate stabilization fund" for the BPOA to offset any potential liability of the 3% @ 50.

- D.1.c. Pursuant to the provisions of Section 20024.2 of the California Government Code the base upon which each affected employee's retirement benefits through the Public Employee's Retirement System is calculated shall be predicated upon the employee's highest one year compensation. (1976 MOU)
- D.1.d. The City contributes nine percent (9%) of each affected employee's contribution to PERS. (1986-89 MOU)
- D.1.e. In implementing the provisions of this section, each affected employee shall be obligated to contribute any increase in employee contributions that should hereafter result from any state or federal enactment or action which increases the total employee contribution rate above its current level of nine percent (9%). (1986-89 MOU)
- D.1.f. Amounts contributed by the City pursuant to this section shall be credited to the affected employee's PERS account as if made solely by the employee. (1986-89 MOU)

D.2. SURVIVORS BENEFIT

Effective January 1, 2001, or as soon thereafter as PERS requirements can be satisfied, the retirement benefits shall include Level IV of 1959 Survivor Benefits under Section 21574 of the California Government Code and Post-Retirement Survivor Allowance to Continue After Remarriage under Section 21635.5 of the California Government Code.

E. **SALARY ADJUSTMENTS**

E.1. Adjustments 2000-2004

The salary levels July 1, 2000 will be increased as follows:

Police Officer: 3937,4036,4137,4240,4346,4455,4566,4680,4797
Detective: 4488,4600,4715,4833,4954,5078,5205,5335,5468
Sergeant: 5040,5166,5295,5427,5563,5702,5845,5991,6140
Lieutenant: 5890,6037,6188,6343,6502,6664,6831,7001,7176

The salary levels July 1, 2001 will be increased by 2.0% as follows:

Police Officer: 4017,4117,4220,4326,4434,4545,4658,4775,4894
Detective: 4579,4693,4810,4931,5054,5180,5310,5443,5579
Sergeant: 5141,5270,5402,5537,5675,5817,5963,6112,6264
Lieutenant: 6009,6159,6313,6471,6633,6799,6969,7143,7321

The salary levels July 1, 2002 will be increased by 3.25% as follows:

Police Officer: 4147,4251,4357,4466,4578,4692,4810,4930,5053
Detective: 4727,4846,4967,5091,5218,5349,5482,5619,5760
Sergeant: 5309,5441,5577,5717,5860,6006,6156,6310,6468
Lieutenant: 6204,6359,6518,6681,6848,7020,7195,7375,7559

The salary levels July 1, 2003 will be increased based on the April – April Consumer Price Index (CPI) for Los Angeles-Riverside-Orange Co Urban Wage Earners & Clerical Workers. This increase in salary shall not exceed 7.0%. The BPOA is guaranteed a minimum increase of at least 1.75% regardless of the CPI.

- E.1.a. All references to survey in this MOU are suspended for the duration of this agreement. The City and the BPOA agree that during the term of this agreement (1997-2000) they will formalize a methodology to offset longevity derived from the survey.
- E.1.b. A salary survey shall be conducted of personnel employed at the top step exclusive of bonuses or incentives of the Police Officer, Police Sergeant and Lieutenant classifications in the cities of Glendale, Inglewood, Pasadena, Santa Monica and Torrance. (1986-89 MOU) For purposes of this language the top step of Glendale shall be their merit step. (1889-92 MOU)
- E.1.c. The survey shall determine the total top step salaries scheduled to be in effect September 1 for Police Officer, Police Sergeant and Police Lieutenant. (1989-92 MOU)
- E.1.d. An average of the total top step salaries for Police Officer, Sergeant and Lieutenant of the five survey cities will be derived. For survey and computation purposes, the City's top step shall in actuality equate to the ninth step. (1986-89 MOU)

- E.1.e. The average shall then be expressed as the City's top step salary total for Police Officer, Police Sergeant, and Police Lieutenant, respectively. (1986-89 MOU)
- E.1.f. The 3% @ 50 PERS retirement will be valued in the survey at the increase cost of the City rate as compared to the 2000-01 City rate until such time as 3% @ 50 becomes an industry standard.
- E.1.g. The survey range for the classification of Police Detective shall be midway between Police Officer and Police Sergeant.
- E.1.h. The calculation for the July 1 survey settlement will be made on September 1 regardless of the status of settlements in survey agencies by that date, except that it may be computed and implemented earlier if the data is available. (1989-92 MOU)
- E.1.i. In the event that a city or cities in the group surveyed significantly changes its allocation of salary and benefits, the parties to this agreement agree to meet and confer on the effect to be given these changes in the salary and benefits survey. (1989-92 MOU)

F. OVERTIME PAY

F.1. Policy

The Personnel Policy of the City of Burbank discourages overtime work. Overtime will not be permitted except in cases of emergency (as defined by the Police Chief) or when the public health, safety or welfare requires it. The Police Chief is responsible for giving prior approval of any overtime to be worked except in case of emergency, and shall make every effort to reschedule work to avoid overtime. Overtime usage will be reviewed by the City Manager or his designated representative to determine whether the authorized overtime was due to an emergency or that public health, safety or welfare required it. (AP II-12 & CSR XVII)

F.2. Definition of Overtime Work

Overtime work is work performed by an employee of the City in excess of the employee's regularly scheduled hours or on a holiday, or at times other than those normally required for their employment. In-service training shall not constitute overtime work to the extent that time spent in such training does not exceed the hours of work stipulations of the Fair Labor Standards Act. Code 7 time shall not constitute overtime. (CSR XVIII)

- F.2.a. Compensation for travel and/or training time on a regularly scheduled work day shall be paid at the overtime rate should the travel and/or training time exceed the regularly scheduled work hours of the affected employee.

Compensation for travel and/or training time on a scheduled day off shall not constitute overtime work to the extent that time spent in such training does not exceed the hours of work stipulations of the Fair Labor Standards Act.

The Department may elect to change an employee's regularly scheduled work hours to a 5/40 schedule in order to accommodate extended training. In this case, the employee would work an eight (8) hour day as regular work hours excluding lunch periods.

F.3. Dispute as to Normal Hours of Employment

Any dispute or question of fact as to what time or times are normally required for the employment of any employee shall be decided by the City Manager and his decision shall exhaust administrative remedies. (CSR XVIII)

F.4. Rate

Affected employees shall be paid overtime at 1½ times the hourly rate for the step in which they are employed, except employees who receive differential pay shall be paid 1½ times the hourly rate they are paid under Section G. (BMC 2-711).

F.5. Overtime Pay-Emergency Call In

When an employee is called back to work after returning home, or is called to work on a day when he would normally be off duty, or is called to work on a shift to which he is not assigned, he shall be paid a minimum of four (4) hours of pay at the overtime rate even though he works less than four (4) hours. The employee's pay shall commence when he or she reports to the work location or goes into service in the City. Should an employee so called to work be recalled after having been released from work he or she will again be paid a minimum of four (4) hours of pay at the overtime rate provided he or she worked at least four (4) hours during the previous call to overtime duty, or two (2) hours had elapsed since the previous call to duty. (CSR XVII & 1989-92 MOU)

F.6. Overtime Pay - On Call For Court

Affected employees shall receive two (2) hours of straight time for the period from 8 a.m. to 12 noon, and two (2) hours of straight time for the period from 1 p.m. to 5 p.m. when the affected employee is placed on an "on-call" status for court on either a workday or day off, except for those employees actually working during the time the on-call subpoena is in effect. (1989-92 MOU)

F.6.a. City Attorney Trial Subpoenas

Affected employees who are on Court-On-Call Pay for a City Attorney Trial Subpoena and is called off of the subpoena with less than 24 hour notice shall receive two (2) hours of straight time if it is the employees day off.

F.6.b. Trailing Felony Case Subpoenas

The trial date will be clearly indicated on subpoenas for "trailing felony cases" and will be served in the normal fashion as an on-call subpoena. Officers will receive on-call pay from the new trail date until the case is adjudicated or continued to a date beyond the original ten (10) court day trailing period. Officers will be taken off of "on-call status" when there is a case disposition or recalendar for a future date with a new subpoena. Officers will not be responsible for any on-call status until they have actually been served.

F.7. Time Off With Pay In Lieu Of Overtime

The Police Chief may, whenever he considers that the best interests of the City will be served, order that an employee may take time off work with pay in lieu of overtime pay. Time off with pay shall be given for a period equal to the appropriate overtime rate. Accrued in-lieu time shall be used by the employee within 30 days after it is earned, unless extended by the Police Chief. The Police Chief shall not permit any employee to accumulate in lieu time in excess of 160 hours beyond the end of a calendar year without the approval of the City Manager. Overtime earned working on jobs for which the City is reimbursed ("billable hours") are not eligible to be paid in time off in lieu of overtime payment. (CSR XVII & AP II-12)

G. DIFFERENTIAL PAY

G.1. Definition

"Differential pay" shall mean that addition to the base salary of a City officer or employee determined by reference to assignment or certification. (BMC 2-710)

G.2. Entitlement Amount

Affected employees shall receive differential pay in such amount and under such terms and conditions as specified by this MOU. (BMC 2-710)

G.3. Special Assignment

Effective July 1, 1994, the differential pay for affected employees on special assignment shall be modified as follows:

Pilot-in-Command	\$285 per month
Pilot-in-Command	
with a commercial rating	\$390 per month
Helicopter Observer	\$147 per month

Motor Officer \$208 per month
School Resource Officer \$193 per month
Field Training Officer
(Patrol/Motor/Aero-Bureau/K-9) \$193 per month
Special assignment pay is effective on the 1st day of such assignment.

G.4. Assignment Surveys

The City agrees to survey the assignment differentials (Helicopter Pilot, Observer, Motor Officer and Field Training Officer) and to adjust them to the average of the survey cities, except that no reduction will be made unless it is pursuant to meeting and conferring with the BPOA. All references to survey in this MOU are suspended for the duration of this agreement. (1989-92 MOU)

G.5. Non-Civil Service Detective

Unit employees who are assigned to a Non-Civil Service Detective position, shall receive salary advancements in accordance with **Article II C.8.**

G.6. K-9 Duty

Unit employees who are assigned to K-9 duty receive additional compensation in the amount of nine (9) hours of pay per month at time and one-half (1½). K-9 duty compensation is granted in recognition of the duties and responsibilities of the K-9 assignment including any time spent by the employee on or off duty in the care and maintenance of the assigned animal. (1986-89 MOU)

G.7. Shooting Pay

All affected employees shall shoot at least once each month. Employees may shoot as many times as desired, but no more than twice per month while on-duty and at City expense. Annual shooting pay will be computed by multiplying \$30.00 by the number of months the officer qualifies on the combat shoots, usually twelve

G.8. Bilingual Bonus

A bonus of \$100 per month will be paid to qualified employees desiring to translate/speak a second language. Payment of the bonus will be subject to the following criteria:

G.8.a. Individuals desiring to receive the bonus must have their proficiency in the second language evaluated in a method to be mutually agreed upon between the City and BPOA. (1986-89 MOU)

G.8.b. Employees in uniform patrol may be required to select their shifts in such a manner to allow utilization of their expertise on

all shifts. Such shift selection shall be made on the basis of seniority. Effective January 1, 1987, no more than ten represented employees may be certified to receive the bonus. Effective July 1, 1988, no more than fifteen represented employees may be certified to receive the bonus. (1986-89 MOU) If fifteen employees become so certified during the life of the current MOU, the City and the BPOA agree to meet and confer on the need for additional employee certifications. The Police Chief shall have sole discretion to authorize a bilingual bonus for other languages, as deemed necessary. (1986-89 MOU)

G.9 P.O.S.T. Pay

G.9.a. Effective July 1, 1999, the compensation for affected employees possessing an Intermediate P.O.S.T. Certificate shall be two hundred thirty-eight dollars (\$238) per month. The compensation for affected employees possessing an Advanced P.O.S.T. Certificate shall be four hundred sixty-four dollars (\$464) per month. The compensation for affected employees possessing a Supervisory P.O.S.T. Certificate shall be five hundred ninety-nine dollars (\$599) per month. The compensation for affected employees possessing a Management P.O.S.T. Certificate shall be nine hundred seventy-nine dollars (\$979) per month.

G.9.b. Effective July 1, 1994, the City will pay to any Lieutenants, a Management P.O.S.T. Certificate, \$285 per month for a "Lieutenants Certificate." These payments will be made monthly until the attainment of a Management Post certificate. These payments will be paid cumulative with the Advanced or Supervisory Post Certificate. These payments will be made in lieu of \$ 285 per month vehicle allowance.

Effective July 1, 2001, the City will pay to any Lieutenants, promoted to the rank prior to June 30, 1997 who do not possess a Management P.O.S.T. Certificate, \$300 per month for a "Lieutenants Certificate." These payments will be made monthly until the attainment of a Management Post certificate. These payments will be paid cumulative with the Advanced or Supervisory Post Certificate. These payments will be made in lieu of \$285 per month vehicle allowance.

G.9.c. The City agrees to survey P.O.S.T. differential each September and adjust the differential up to the survey average if it is below the average of the five survey cities. All references to survey in this MOU are suspended for the duration of this agreement.(1992-94 MOU)

G.10. Education Differential

G.10.a. Effective July 1, 2001, Officers, Detectives, and Sergeants possessing post-secondary degrees shall be paid the following:

Associate's degree - \$ 25 per month

Bachelor's degree - \$ 50 per month

Master's degree - \$ 75 per month

G.10.b. Effective July 1, 2000, Lieutenants possessing post-secondary degrees shall be paid the following:

Bachelor's degree - \$50 more than Advanced P.O.S.T.

Master's degree - \$100 more than Advanced P.O.S.T.

Effective July 1, 2001, Lieutenants possessing post-secondary degrees shall be paid the following:

Associate's degree - \$ 100 per month

Bachelor's degree - \$ 200 per month

Master's degree - \$ 375 per month

G.11. Standby Pay

Employees required to be on standby and carry a paging device due to assignment shall be paid one (1) hour at the straight time rate per day on days which they are on-duty and two (2) hours at the straight time rate per day on days which they are off-duty. The City will have at least two (2) Detectives in addition to one (1) Traffic Investigator, on standby at all times.

H. WORKING OUT OF CLASS

H.1. Policy

It is the Policy of the City to pay employees for working out of class because of a temporary position vacancy. When a position becomes vacant, the Police Chief will first determine whether the position must be filled, whether the more responsible functions of the position can be assumed by the next higher level, or whether the balance of duties may be dispersed to a number of other positions. If it is not possible to accommodate the work load using the aforementioned, the Police Chief may recommend that an employee be assigned to work out of classification. (AP II-13)

H.2. Out of Class Pay

All affected employees when assigned to work out of classification in accordance with the policy outlined in **H.1. of this Article** shall be paid out of class pay beginning the 16th day of working out of class, when temporary assignment is in excess of 15 days. (AP II- 13)

H.3. Duration of Provisional Appointment

Upon the completion of the provisional appointment, employees shall be returned to their previous classifications, unless promoted in accordance with Civil Service Rules. Effective January 1, 2000, if a provisional appointment results in a probationary/permanent appointment without a

return to the employee's previous classification, the employees probationary period and salary raise date shall be calculated from the first day of the provisional appointment, not to exceed 12 months of provisional time. This does not affect the employee's seniority date for any other seniority based purpose.

I. POLICE OFFICER SPECIALTY ASSIGNMENTS

- I.1. DUI Unit
As currently administered
- I.2. Gang Unit
As currently administered
- I.3. Mall Unit
As currently administered
- I.4. Special Enforcement Detail
As currently administered
- I.5. School Resource Officer
As currently administered
- I.6. Field Training Officer
Assignment shall be for the duration of a valid FTO list. Extensions may be granted by the Police Chief should an FTO receive overall "Outstanding" evaluations. FTO's who do not obtain the level of an overall "Outstanding" evaluation shall be required to re-test for the assignment when a list expires.
- I.7. Vice/Narcotics
Five (5) year maximum assignment excluding time assigned to special projects or task forces outside the Department (includes Civil Service Detective Classification). Special Task Force assignments shall be for a maximum of three (3) years. Extensions may be made for operational concerns.
- I.8. Detective (Non-Civil Service Classification)
Assignment shall be for an indefinite period based on performance. All members of the bargaining unit with a minimum of three (3) years service with the Burbank Police Department, and currently in the Police Officer (830.1 PC) classification shall be eligible to test for the Non-Civil Service Detective position. All aspects of testing, and the promulgation of a promotional list shall conform to applicable Civil Service rules.
- I.9. Helicopter
Assignment shall be for an indefinite period based on performance and safety factors.
- I.10. K-9

Assignment shall be for an indefinite period based on performance and safety factors. Response time may be used as a factor during the selection process, but may not be used as a sole criteria for selection, nor as a means to disqualify applicants from the testing process.

I.11 Motors

Assignment shall be for an indefinite period based upon performance and safety factors.

I.12 Performance Criteria

I.12.a. To maintain any specialty assignment listed, officers shall maintain a "Satisfactory" performance rating in all critical performance "factors" listed in the Police Officer - Progress Review evaluation form adopted by the Department. Additionally, officers assigned to Field Training Officer, Detective (Non-Civil Service), K-9, Motor, and Helicopter positions will be required to maintain an "Above Standard" performance rating in those factors identified as "critical" performance areas designated on the Police Officer - Progress Review Specialty Assignments Addendum.

I.12.b. Should the performance of an Officer assigned to any Specialty Assignment listed fall below the minimum performance levels for that position, a Performance Improvement Plan shall be initiated before an Officer may be removed from an assignment. The development of a Performance Improvement Plan shall provide for sufficient time (minimum six (6) months) for the Officer to improve performance to minimum standards designated for the position. An exception to the Performance Improvement Plan requirement prior to removal from a position is when an Officer's performance is judged to be Unacceptable". An "Unacceptable" performance rating in any critical factor may be utilized by management to immediately evaluate an Officer's continued assignment to the positions noted.

I.13. Safety Factors

The Helicopter, K-9, and Motor positions involve technical skills not required of other Specialty positions. Should these skills which are inherent to the safe operation or control of equipment deteriorate, and future training would not raise these skills to a satisfactory level, an Officer may be removed from these designated positions.

I.14. Training Periods

Ratings below minimum performance levels for Specialty Assignments at the termination of training periods (six (6) months) may be utilized by management to evaluate an Officer's continued assignment to any Specialty Assignment.

I.15. Appeals

The Burbank Police Officer's Association does not waive any member's right to appeal ratings which are perceived by the employee to be biased.

I.16. Rotation

Officers assigned to Specialty Assignment positions which automatically rotate after a specified period of time (i.e. DUI, Gang Unit, SED, SRO, Mall Unit, Vice/Narcotics Detail), or Officers removed from Specialty Assignments for cause, may test for other rotating Specialty Assignments. However, they will not be eligible for appointment until one (1) year (365 days) from the date they left their previous rotating Specialty Assignment. An exception to this limitation will take place when there are no other applicants on a selection list who are available for an opening in any designated rotating Specialty Assignment. Officers being assigned from rotating Specialty Assignments to available positions in Field Training Officer (FTO), Detective, K-9, Motor, or Helicopter assignments are not effected by the one (1) year limitation.

ARTICLE III
PAY FOR TIME NOT WORKED

A. HOLIDAYS

A.1. Entitlement

Holidays shall be:

A.1.a. Regular days off provided in Article II, G.2.

A.1.b. Legal holidays as follows:

January 1st, known as "New Year's Day"

Third Monday in January, known as "Martin Luther King Day"

February 12th, known as "Lincoln Day"

Third Monday in February, known as "Washington's Day"

Last Monday in May, known as "Memorial Day"

July 4th, known as "Independence Day"

First Monday in September, known as "Labor Day"

September 9th, known as "Admission Day"

November 11th, known as "Veterans Day"

Fourth Thursday in November, known as "Thanksgiving Day"

Friday after the fourth Thursday, known as the "Day after Thanksgiving"

December 25th, known as "Christmas Day" (CSR XIV)

A.2. Working on a Holiday

A.2.a. If any of the foregoing legal holidays fall on an employee's first or second day off, the nearest preceding or following working day, respectively, shall be the employee's day off, and the employee shall be entitled to additional compensation as provided in the rule on overtime if he works on such day. If a legal holiday falls on a day on which a provisional, probationary or permanent employee would normally work, he shall be entitled to the day off with pay, or if he works, to additional compensation as provided in the rule on overtime. (CSR XIV)

A.2.b. 9/80 shift worked holidays will continue as is except as modified by **Article 1, Section E.2.c.** (extra hours pool).

A.2.c. 3/12 employees working a holiday will be compensated for a total of 25.8 hours. The total consists of:

A.2.c.1 12.3 hours of holiday pay

A.2.c.2. 9 hours of 1½ time (13.5)

A.2.d. 4/10 employees working a holiday will be compensated for a total of 23.5 hours. The total consists of:

A.2.c.1 10 hours of holiday pay

A.2.c.2. 9 hours of 1½ time (13.5)

A.3. Working on a Minor Holiday

A.3.a. All Police Detectives and plain clothes Sergeants and plain clothes Lieutenants will be allowed to work a total of six (6) minor holidays per year. Minor holidays are defined as:

A.3.a.(1) Martin Luther King Day (Third Monday in January)

A.3.b.(2) Lincoln Day (February 12)

A.3.c.(3) Washington Day (Third Monday in February)

A.3.d.(4) Admission Day (September 9)

A.3.e.(5) Veterans Day (November 11)

A.3.f.(6) Day after Thanksgiving (1981-83 MOU)

A.3.b. Police Detectives and plain clothes Sergeants and Lieutenants shall be allowed to work a maximum of twelve holidays per year in their last year of employment, so as not to jeopardize their entitled retirement benefits. However, should a Police Detective, plain clothes Sergeant or Lieutenant work twelve (12) holidays in a year, and not retire in that year, they shall be prohibited from working any holidays the following year.

B. SICK LEAVE

B.1. Use

Sick leave shall not be considered as a right which an employee may use at his discretion. Sick leave is intended to provide protection against loss of earnings due to illness or injury, illness in the immediate family or for pre-approved medical or dental appointments. Sick leave may be granted by the Police Chief if an employee is disabled from a job incurred injury after exhausting his industrial accident leave. (AP II-19 & CSR XV)

B.2. Notice

B.2.a. An employee taking sick leave because of personal illness or injury or illness in the immediate family, shall notify the Police Chief or his designated representative no later than one (1) hour prior to the beginning of his/her scheduled shift or watch. (AP II-19 & GO 140)

B.2.b. An employee taking sick leave for a medical appointment shall notify his supervisor not later than the work day prior to that appointment. (AP II-19)

B.3. Sick Leave Investigation

If an employee's sick leave usage shows an array of frequency, pattern or timing, e.g., "Friday-Monday," that the Police Chief finds inconsistent to expected usage, he shall have an interview with the employee and his

supervisor to determine if the actual circumstances justify further action. Further actions are:

- B.3.a. To counsel the employee as to the purpose of sick leave, or to recommend or direct the employee to visit his personal physician, as appropriate.
- B.3.b. The use of the Certificate of Absence or Medical Release Form as delineated in the Return-to-Work Table.
- B.3.c. Request a special medical evaluation by the City Medical Consultant. (see AP II-17)
- B.3.d. Direct personal visits by the employee's supervisor on subsequent absences.
- B.3.e. Other procedures the Police Chief considers appropriate. (AP II-19)

B.4. Sick Leave Revoked

The City Manager shall revoke sick leave, if it is determined that the employee is not, in fact, sick or incapacitated from performing his duty, or if he has engaged in private or other public work while on such sick leave, or if it is determined that the employee is not in compliance with the provisions of **Section B.1** and **B.2.** of this Article. (CSR XV)

B.5. Sick Leave Without Pay

Sick leave without pay may be granted by the Police Chief after accumulated sick leave is exhausted. Application must include a physician's statement in writing showing the need and the duration. (AP II-19) The City's contribution toward an employee's flex plan and life insurance benefits shall continue at the normal rate for up to three months. (AP II-39)

B.6. Sick Leave Accrual

- B.6.a. An employee shall be entitled to one day of sick leave for each calendar month during which he is employed by the City with pay. (CSR XV)
- B.6.b. Employees absent without pay in excess of 87 hours in any one month shall not receive sick leave accrual for that same month. (CSR XV)
- B.6.c. In computing compensation payable for sick leave, the compensation paid shall be the amount the employee would earn during the sick leave period if working at his current rate of

pay and work schedule without the inclusion of overtime earnings. (CSR XV)

B.7. Compensation for Accrued Sick Leave

If an employee with unused sick leave credit dies; retires under the City's retirement system; or resigns when eligible for such retirement; resigns to enter a City elective office without a break in continuity of City service and serves in such office employment until retired under the City's retirement system; or is laid off because of the abolishment of his position or employment or because of absence of funds; he or his estate shall be entitled to receive one-half (½) of the value of his accrued sick leave computed from his last base salary as an employee, except that, sick leave earned prior to July 1, 1974 will be available for sick leave use only and will not have monetary value at the time of retirement or death. In deducting sick leave used by an employee, that sick leave earned after June 30, 1974, will be deducted before deducting sick leave earned prior to July 1, 1974. Payment shall be made as soon as practicable following the occurrence of any of the foregoing events. (1974 MOU & CSR XV)

C. RETURN TO WORK

C.1. Medical Certificate

When an employee is absent more than three (3) consecutive work days on sick leave, the Police Chief will require him to file a physician's or practitioner's certificate or a personal affidavit stating the cause of such absence. (CSR XV)

C.2. Medical Authorization for Return-To-Work

Submittal of a physician-signed copy of the City's Medical Authorization for Return-to-Work form is mandatory for sick leave taken due to back injury or heart trouble. If the employee is not under the care of a personal physician, then the City's authorized physician will sign the Return-to-Work form after examining the employee. (AP II-19)

C.3. Medical Release Form

The City's Medical Release procedure encompasses the release of the employee to work only after examination by the City's Medical Consultant or examiner and will be required only in those cases involving back injury or heart or suspected heart conditions. (AP II-19)

D. VACATION

D.1. Accrual

All full-time affected employees shall accrue vacation as follows:
(CSR XIV)

D.1.a. Two (2) calendar weeks per year; (CSR XIV)

- D.1.b. Upon the completion of five (5) years of continuous service, an additional calendar week shall be added to the allowance currently available and the annual allowance thereafter shall be three (3) calendar weeks per year; (CSR XIV)
- D.1.c. Upon completion of fifteen (15) years of continuous service, an additional calendar week shall be added to the allowance currently available and the annual allowance thereafter shall be four (4) calendar weeks per year; (CSR XIV)
- D.1.d. Vacation accrued in any current year may be taken in the year in which it is accrued with the consent of the Police Chief subject to such procedures and limitations as may be specified by the City Manager. (CSR XIV)
- D.1.e. Employees absent without pay in excess of 87 hours in any one month shall not receive vacation accrual for that same month. (CSR XIV)

D.2. Vacations - Termination of Employment

Upon resignation, death, or other termination of employment, all vacation accrued to the employee shall be granted and a cash settlement will be made. (CSR XIV)

D.3. Vacation Use

All vacations will be chosen within bureaus on the basis of rank and seniority. Seniority is defined as "date of appointment to rank." (GO 202) The Department is responsible for scheduling the vacations of City personnel so that the vacation absenteeism does not interfere with productivity. (AP II-16) Employees may utilize their accrued vacation time in minimum increments of one hour subject to prior approval of the Police Chief. Vacations shall be taken during the calendar year following their accrual except that the Police Chief may authorize such accrued vacation or any portion thereof to be carried over into the succeeding calendar year. Employees shall accrue no more than two (2) years of vacation on the books. They may request an additional forty (40) hours with the approval of the Police Chief. Further vacation carry-over shall require the approval of the City Manager or his designee. Accrued vacation that will be lost unless carried over shall, in the City Manager's discretion, be compensated in cash. (CSR XIV)

E. JURY SERVICE

E.1. Jury Summons

Employees receiving a "Jury Summons" shall notify their supervisors within one (1) working day, by presenting a copy of this document. Since

the receipt of this notice indicates that no exemption or personal excuse has been granted, the employee will report to jury service as directed by the court. If the employee is unable to notify his supervisor of his jury summons, he should report to the Court as instructed and notify his supervisor at the earliest possible time. (AP II-20)

E.2. Reporting For Jury Service

Upon reporting for actual jury service, the employee shall notify the Jury supervisor that he is a City employee receiving paid jury leave, and file his Certificate of Jury Service (which he obtains from his department) with him. Upon completion of jury service, the employee shall obtain this form, completed by the Court, and present it to his Department. (AP II-20)

E.3. Compensation for Jury Duty

All employees will receive pay during time actually lost from work due to jury duty. Employees will be excused from night shift assignments if they are scheduled for jury duty on the following day, or the current day. The term regular pay means full pay for regularly scheduled work, which the employee would have received had he not been called to jury service, including shift premium or schedule differentials that would have resulted from regularly scheduled work. All time spent on jury leave must be accounted for. If an employee is excused from jury service on a normal workday, he is expected to report for work. Employees must account to their Departments for any time off for illness or other reasons, while on jury duty. Upon completion of jury service, the employee shall submit to the City Treasurer's Office the warrant for jury fees and mileage. The City Treasurer's Office shall cash the warrant and return to the employee that portion of the warrant covering mileage, and jury fees representing jury service performed by the City employee on his regular day off. (AP II-20)

E.4. Return from Jury Duty

Upon returning from jury service, the employee shall submit the completed "Certification of Jury Service" to his Department, which will account for all regularly assigned workdays during which the employee was on jury duty. Regularly assigned workdays on which the employee did not report for work or for jury duty may not be paid unless covered by sick leave, vacation time, or accumulated overtime, as they would for a normal absence. (AP II-20)

F. **MATERNITY LEAVE**

F.1. Notification

When an employee is unable to continue work due to pregnancy, she should notify her supervisor and bring in a medical certificate. At that time, the employee shall be placed on family medical leave (FMLA) in accordance with **Administrative Procedure II-31**. The employee will use

any sick leave or vacation time she may have accrued up to that point, or be placed on a leave_without pay status. Flex benefits will be continued up to three months of absence, while in a leave without pay status. After three months of leave without pay, the employee shall make her premium payments to the Benefit's Office for any insurance's she wishes to continue. (AP II-23)

F.2. Extension of Leave

After FMLA time is exhausted, the employee shall be entitled to an additional sixteen (16) weeks of maternity leave. As such, a total leave of seven (7) months shall be allowed for maternity leave. If the employee cannot return to work by that time, then the City may terminate her services. However, additional time beyond the seven (7) months may be requested by the Police Chief, with advice and counsel from the treating physician, and may be granted at the sole discretion of the City Manager. (AP II-23)

F.3. Return to Work

Upon return from maternity leave, "Medical Authorization for Return to Work" should be completed by her physician and given to the supervisor. The employee will have the option to return to her former position which she vacated prior to maternity leave. She will retain her seniority, salary and benefits due. (AP II-23)

F.4. Termination & Reinstatement

When an employee terminates, but is reinstated within one (1) year of date of confinement, such reinstatement shall be within the same salary step and without any loss in vacation time or other fringe benefits related to tenure. (AP II-23)

G. LEAVE - DEATH IN FAMILY

G.1. Policy

An employee shall be entitled to absent himself from work in the event of the death of a member of his immediate family. The City Manager may, in his discretion, authorize pay for all or any portion not to exceed twenty-seven (27) hours of such leave, provided a written request for such pay is filed. Any absence in excess of twenty-seven (27) hours shall be in accordance with the existing rules. (Side letter)

G.2. Definition - Member of Family

For purpose of this rule the term "member of the immediate family" is limited to:

G.2.a. any relative by blood or marriage who is a member of the employee's household, and

- G.2.b. parents, step-parents, spouse, children, step-children, brother, sister, grandparents, grandchildren, son/daughter-in-law, father/mother-in-law, sister/brother in-law, or responsible guardian or person who has acted in that capacity, regardless of place of residence; and/or any blood relative of the employee.
(MOU 1989-92)

H. INDUSTRIAL ACCIDENT LEAVE

If an employee is compelled to be absent from duty on account of any injury or disease which comes under the State of California Worker's Compensation Insurance and Safety Act, he shall receive compensation from the City for each such accident as follows:

H.1. Compensation

The City will pay full salary for up to one (1) year cumulative for each injury. After the one year period, temporary disability benefits are paid at the current statutory rate (presently up to \$490.00 per week) based upon 2/3 of the employee's wages.

H.2. Leave Supplement

The employee shall not be entitled to avail himself of any sick leave or vacation benefits while he is receiving temporary disability indemnity under the provisions of the Workers' Compensation Insurance and Safety Act, except that in the discretion of the City Manager he may be permitted to take as much of his accumulated sick leave or his accumulated vacation as, when added to his temporary disability indemnity, will result in the payment to him of not more than 100 percent of his normal gross salary. (City)

I. MILITARY LEAVE OF ABSENCE

An employee may be absent on paid military leave for 160 hours pursuant to Sections 395 through 395.8 of the Military and Veterans Code of California. An employee may be absent on unpaid military leave beyond 160 hours pursuant to said Code. The employee shall furnish to the Department satisfactory proof of his orders to report for duty and of his actual service pursuant to such orders. He shall be returned to City service thereafter as provided in said Code. (CSR XV)

J. EMERGENCY LEAVE

An employee may be excused from work without loss of pay for emergencies or special circumstances not covered by this section. Such leave of absence may be granted by the Police Chief, not to exceed one (1) day. For longer periods of time, approval of the City Manager is required. Any emergency leaves of absence in excess of fifteen (15) days shall be brought to the attention of the Civil Service Board. (CSR XV)

Emergency leave may be granted to employees in instances where actual or potential damage to an employee's personal residential property or personal belongings due to natural or civil disasters requires the employee's presence to protect, salvage or restore his property to a safe condition; death in the immediate family requires more than the three (3) days of death leave (not to exceed two (2) days of emergency leave); an employee is subpoenaed to appear in court as a witness; other emergencies or special circumstances not covered by Civil Service Rule XV requires an employee's absence from work. (AP II-21)

K. GOOD FRIDAY

Any employee who desires leave from work to attend religious services on Good Friday may be excused by the Police Chief, or the City Manager, for not to exceed three (3) hours. This absence shall be leave without pay unless the employee chooses to use accrued vacation or in-lieu time. Unless the services of employees are required by public necessity or convenience, they shall be allowed to absent themselves as herein provided. (CSR XV)

L. REST PERIODS

Employees will be provided two rest periods, consisting of fifteen minutes each, one during each half of a regular eight hour shift. Rest periods taken in the field should conform to this policy. No rest period will be permitted within the first or last hour of the shift unless approved by the immediate supervisor. (AP II-1 mod. 1989-92 MOU) The rest periods for the 3/12 schedule will be mutually agreed to by the Police Chief and the BPOA. They shall not be less than the current level.

M. TIME OFF FOR MUNICIPAL, COUNTY AND STATE ELECTIONS

Time off will be provided employees who, as registered voters, do not have time to vote before reporting for work or after finishing work. The employee shall notify the Police Chief two (2) days prior to the election of his need and reason for the time off. The employee may take as much time off as needed, whether it be at the beginning or the end of the day, yet will only be compensated for a maximum of two (2) hours of regular working time. (AP II-6)

N. TIME OFF FOR CIVIL SERVICE BOARD MEETINGS

Employees shall be granted time off without loss of pay to attend meetings of the Civil Service Board which are scheduled during the employee's regular working hours, in accordance with **Article 1, E.3.**

Employees may attend Civil Service meetings by notifying the Police Chief at least twenty-four (24) hours prior to the meeting. Unless otherwise authorized, the employee must return to work as soon as the business for which he is attending the meeting is complete. (AP II-5)

O. LEAVE POLICIES

O.1. Return at Expiration of Leave

Upon the expiration of any leave, other than a military leave, the employee shall be returned to the same class of position or to any position to which he had been eligible to transfer at the time his leave of absence was granted. (CSR XV)

O.2 Return From Temporary Assignment

Upon the termination of a temporary assignment, a permanent employee shall be returned to his permanent position. (CSR XV)

O.3. Refusal of Leaves of Absence

O.3.a. No leave of absence shall be granted, and if granted it shall be revoked, where the Board determines, after investigation instituted upon its own motion or upon complaint of any resident of the City, that the request for such leave of absence was for any of the following purposes:

O.3.a.1. Of accepting private employment,

O.3.a.2. Of enabling employment of a temporary employee to the same position,

O.3.a.3. Because of political pressure or other improper influence, or,

O.3.a.4. For a purpose contrary to the good of the service. (CSR XV)

O.3.b. The order revoking such leave of absence shall specify the effective date thereof and the employee shall be informed of the contents forthwith. The Police Chief may grant a leave of absence without pay for a maximum of five (5) continuous days. An employee desiring a leave of absence without pay for three (3) continuous days or more shall file a written request thereof on forms provided by the Personnel Department. The request shall state the title of his position and the name of the employing department, the beginning and ending dates of the desired leave of absence, and a full statement of the reasons supporting the request. The Police Chief's approval of a leave of absence without pay for a continuous period up to a maximum of sixteen (16) hours may be reported by noting on the time report. (CSR XV)

P. UNPAID FAMILY LEAVE

Unpaid "family leave" is available to employees pursuant to the terms of the **Administrative Procedure II-31** on Family Leave. Employees may be entitled up to 12 weeks leave in a 12 month period for the birth, adoption or placement of a new child, or for serious illness of the employee or a family member.

Employees who may need to take advantage of this right should contact Human Resources as soon as possible.

Q. SPECIAL RESPONSE TEAM ON-DUTY WORKOUT AGREEMENT

The following agreed upon criteria was established regarding the implementation of a procedure to allow SRT Tactical Team Members to workout on duty.

- Q.1. The workouts will begin on May 10, 2001
- Q.2. Only SRT Tactical Team members who complete the SRT Obstacle Course twice yearly qualify to participate.
- Q.3. SRT members will be given up to three hours a week of on-duty time to workout. Every attempt shall be made to fulfill this agreement, however, both sides agree that in certain emergency circumstances (e.g. major criminal investigations and/or major field emergencies, etc.) it may become necessary to cancel the workout and deploy the personnel to the field.
- Q.4. The member shall begin their shift on time at roll call. The member may be in workout clothing if the member begins their shift with the workout period.
- Q.5. The workout period may be at the beginning or end of the shift period. It may consist of three one-hour periods, two-1½ hour periods, etc., based upon an agreement between the individual and the Command Group.
- Q.6. At the end of the workout period, the individual shall be dressed and prepared for deployment in the field. The member does not receive one hour to workout and one hour to prepare for their shift.
- Q.7. Code 7, or seven for ten, shall not be used in conjunction with the workout time. Each SRT member shall keep the desk advised of their whereabouts during the workout period. When the member leaves the station for a run, the member shall carry a pager in compliance with the BPOA MOU.
- Q.8. The workout time shall be documented on the Officer's Daily Log.

ARTICLE IV
SUPPLEMENTAL WAGE PAYMENTS

A. 125 FLEXIBLE BENEFITS

A.1. Monthly Contribution to Plan

A.1.a. Effective July 1, 1997 , the City will increase the 125 flex plan contribution by \$4.00, from \$560.08 to \$564.08 per month toward each eligible member of the unit. In exchange for this \$ 4.00 increase all affected employees will purchase and carry reliable pagers while on duty or on call status. Pager numbers will be provided to the Department or Watch Commanders upon request. Any change in pager numbers will be reported immediately to the Watch Commander. All references to survey in this MOU are suspended for the duration of this agreement. (1992-94 MOU)

A.1.b. The City will resurvey the medical insurance of the comparable cities and recompute the flex benefit amount to an amount equal to the average of the maximum flex benefit contributions of the survey cities. All references to survey in this MOU are suspended for the duration of this agreement. (1992-94, 1989-92 MOU)

A.2. Eligibility for 125 Flex Plan Benefits

All employees must enroll in one of the PERS Health Program plans, unless they submit to the City both: 1) proof of health coverage, and 2) sign a health insurance waiver. Employees who fail to complete both requirements shall not be allowed to utilize their 125 flex plan contributions for any other eligible plans. Employees who meet both requirements shall be allowed to utilize their flex plan contributions for any of the eligible plans. (1986-89 MOU)

A.3. 125 Flex Benefit Contribution Reduction

The Burbank Police Officers' Association agrees to annually reduce the City's 125 flex benefit contribution in order to cover the cost of the following:

A.3.a. Sixteen dollars (\$16) of the City's portion of the retirees' health insurance under the PERS Health Program. These costs are based on total number of retirees enrolled. (MOU 89-90)

A.3.b. The administration cost of the PERS Health Program based on the total annual premium including actives and retirees. (1986-89 MOU)

A.3.a.(1)The above costs which amount to 7.50 for fiscal year 2000-01, will be calculated on the following basis:

RETIREES: The cost of all enrolled retirees divided by the total number of eligible employees in the City. This amount will be calculated each July by totaling the costs for the previous twelve (12) months.

ADMINISTRATION: The cost of all enrolled retirees divided by the total number of eligible employees in the City. This amount will be calculated each July by totaling the costs for the previous twelve (12) months. (1986-89 MOU)

A.3.c. One and one-half percent (1.5%) of the affected employee's salary to be placed in a Voluntary Employees Benefits Association (VEBA) in the name of the affected employee.

B. CALIFORNIA PSYCHOLOGICAL HEALTH PLAN (CPHP)

The City shall provide benefits of the California Psychological Health Plan (CPHP) or equivalent at no premium cost to the affected employees. (1986-89 MOU)

C. DISABILITY INSURANCE

The Association agrees to provide disability insurance coverage for **all employees**. The City agrees to pay to BPOA nineteen dollars and fifty cents (\$19.50) per month for each employee to be used for disability insurance. The City will pay all allowable increases to the BPOA LTD premium rates as long as they do not exceed the City's LTD premium rates. The first annual payment will be due by August 1, 1995. Subsequent payments will be paid by August 1st of each fiscal year of this agreement. These August 1st payments will be payment for the previous fiscal year.

D. SAFETY EQUIPMENT

D.1. New Employees

New employees shall be provided with the following equipment at City expense:

- Service weapon
- Holster
- Belt and ammunition
- Magazine holders
- Handcuffs and case
- Baton
- Flashlight
- Ballistic Vest
- Baton Holder
- O.C. and Holder

D.2. Motor Duty

Affected employees assigned to motor duty shall be provided with the following equipment at City expense:

Motor boots
Motor breeches
Plastic safety helmet
Leather gloves
(1986-89 MOU)

D.3. Helicopter Duty

Affected employees assigned to helicopter duty shall be provided with the following equipment at City expense:

Flight boots
Nomex fireproof coveralls or flight suit
Nomex flight jacket
Plastic aviation-type safety helmet
Nomex flight gloves
(1986-89 MOU)

D.4. Special Issue Equipment

The difference in cost between special issue equipment and normal issue equipment required by the City, such as shoes, shall be borne by the City.
(1986-89 MOU)

D.5. Equipment Repair/Replacement

The City shall provide for the repair and/or replacement of the above equipment for all affected employees regardless of hire date when the equipment becomes unserviceable (lost, damaged, or worn out) during the course of normal duty. Expenses for the repair or replacement of the above equipment due to non-job-related causes shall be borne by the employee. The decision to repair or replace equipment shall be made by the Police Chief or his designee. Written authorization of the Police Chief or his designee must be obtained by the employee in advance before repair or replacement will be approved by the City. (1986-89 MOU)

E. UNIFORMS

E.1. Allowance

The City provides a Uniform Allowance in the amount of one thousand dollars (\$ 1000.00) per year for each affected employee. The allowance is paid twice yearly in increments of five hundred dollars (\$ 500.00), except in cases of newly hired lateral officers or recruit graduates or in case of emergency and with advance approval of the Police Chief or his designee. Uniform allowance for the first year will be advanced to all new lateral officers and recruit graduates. After the first year, lateral officers and recruit graduates will be

paid uniform allowance twice yearly in accordance with Department policy. Employees absent from duty for a period of six (6) months or more shall receive clothing allowance only upon submittal of acceptable receipts. (1989-92 MOU)

E.2. Class B Uniforms

All BPOA employees will purchase a Class B uniform no later than sixty (60) days after the Uniform Committee finalizes the new uniform specifications. (2000-2004 MOU)

E.3. Damage to Uniforms

The City may provide monetary reimbursement to affected employees whose uniforms are damaged as a result of on-duty incidents. Affected employees shall submit appropriate reports to their immediate supervisor. The decision to provide reimbursement shall be made by the Police Chief or his designee. Expenses for replacement of uniforms due to non-job related causes shall be borne by the employee. (GO 605)

F. POST TRAUMA COUNSELING

Affected employees involved in a traumatic incident shall participate in a minimum of one (1) post-trauma counseling session. The determination of the necessity of this counseling shall be made by the Police Chief and Risk Management and their determination shall be final. (1989-92 MOU)

G. ANNUAL PHYSICAL EXAMINATION

The City and the BPOA agree that members of the Police bargaining unit shall be required to provide at their own expense an annual physical examination at least as good as that provided by the City under Class I and II physical examination at Urgent Care or its equivalent. (1989-92 MOU)

H. RETIREE MEDICAL

The City agrees to pay to BPOA forty-five thousand dollars (\$45,000) per fiscal year of this MOU for the benefit of retirees to be used for medical expenses or premiums. (1989-92 MOU) These payments are to be paid by August 1 of the agreement. These August 1st payments will be payment for the previous fiscal year.

I. AFTER HOURS EDUCATION REIMBURSEMENT PROGRAM

Effective July 1, 2000, all affected employees shall be entitled to annual after hour's education reimbursement to a maximum of one thousand five hundred dollars (\$1500.00) at the rate of 75% of eligible fees. Eligible fees include tuition, tests (including instructional computer software or audio tapes required for class participation) and certain materials and fees for courses which are directly related to the employee's present position or promotion within the City. Costs for retained supplies such as paper, pens, pencils, and related supplies are not eligible for

reimbursement. Educational expenses not reimbursed in the year in which they were incurred may be applied for in the following year. In no event will the amount reimbursed to the entire bargaining unit exceed \$15,000 in any fiscal year. Such reimbursement shall be made in accordance with **Administrative Procedure II-3**.

J. MEDICARE

Affected employees hired April 1, 1986 and after must be covered under Medicare. Affected employees will have a deduction from their paycheck to cover the cost of Medicare. The deduction will be based on their gross salary. The deduction and salary requirements are determined by federal regulations. In the event that any or all of the provisions of Medicare are no longer applicable to local government due to legislation or judicial action(s), the benefit set forth in this section shall be declared null and void, and the City's requirement to provide this benefit shall cease. (Federal regulation)

K. CAR ALLOWANCE/DISCONTINUED

Effective July 1, 1994, due to the City's restructure of the Lieutenants' compensation, the car allowance (previously at \$300 per month) will be discontinued. The Lieutenants agree that they will use their personal cars on City business. Since the Lieutenants are not being compensated for the use of their own cars on the job, the City shall assume responsibility for "insurance coverage" during the periods of work in which the Lieutenants are engaged in City business using their own automobiles. In certain assignments, the Police Chief may determine that the use of a City car is occasionally required for specific duties (such as surveillance or pursuit). In such a case the Lieutenant will continue to receive either the Lieutenant or Management Certificate payment.

L. WELFARE BENEFIT PLAN

A Welfare Benefit Plan for all BPOA employees has been established in accordance with Section 501(c) (9) (**Voluntary Employees Beneficiary Association**) of the Internal Revenue Code. The benefits to be provided by the PLAN shall include but are not limited to payment of/or reimbursement for costs associated with the following Post-retirement benefits: medical benefits as provided in Section 213 (d) of the Internal Revenue Code, and Life Benefits.

L.1. All BPOA employees shall participate in the PLAN. Contribution to the PLAN shall be one and one-half percent (1½%) of the current salary step for each member in effect on September 1st of each year. Members shall have the equivalent dollar value deducted from the Flexible Benefit amount established in **Article IV.A**. The contribution shall be credited to each individual's PLAN account as delineated in the VEBA Trust Agreement. The balance of the Flexible Benefit amount shall be available for other authorized benefits as provided in this MOU.

L.2. The City may make additional contributions to an individual member's PLAN account from the following sources:

- L.2.a. Annual conversion of a maximum 30 hours or the lesser number of hours unused at the end of each calendar year at one half ($\frac{1}{2}$) cash value in compliance with current sick leave conversion rules.
- L.2.b. One half ($\frac{1}{2}$) of the total value of unused accrued sick leave computed from the employee's last base salary upon retirement from the City's retirement system, resignation when eligible for such retirement, resignation to enter a City elective office without a break in continuity of City service and serves in such office employment until retired under the City's retirement system, or upon lay off because of the abolishment of position or employment because of absence of funds. Sick leave earned prior to July 1, 1974, will be available for sick leave use only and will not have monetary value at the time of retirement or death.
- L.2.c. Other mutually agreed to contributions.

ARTICLE V
MISCELLANEOUS

A. PROBATIONARY PERIOD

A.1. Duration of Probationary Period

All original appointments of affected employees to positions in the Civil Service System shall be for a normal probationary period of twelve (12) months. All promotional appointments of affected employees to positions in the Civil Service System shall be for a normal probationary period of six (6) months. (1986-89 MOU & BMC 2-512)

A.2. Evaluation of Probationary Employees

Evaluation of probationary employees should be completed at least by the end of the second, fifth, eighth, and eleventh months. (AP I-35)

A.3. Extension of Probation

The probationary period shall be regarded as 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 or her new position, and for rejecting any probationary employee whose performance does not meet the required standards of work. The Police Chief may recommend and, the City Manager may extend an employee's normal probationary period by a maximum of six (6) months in two (2) month increments. (1986-89 MOU)

A.4. Termination of Probationary Appointment

Probationary employees do not have property or vested rights to their position with the City. A probationary employee may be discharged or rejected at any time during the probationary period by the appointing power without cause and without right of appeal, unless discharge was for misconduct. In cases involving misconduct, the affected employee is entitled to a hearing to protect his liberty interests. Notification of rejection in writing shall be served on the probationer and a copy shall be filed with the Employee Relations Administrator. (BMC 2-512 & Public Safety Officers Procedure Bill of Rights)

A.5. Rejection and Reinstatement to Former Position

An employee rejected during the probationary period from a position to which he or she has been promoted, shall be reinstated to the position from which he or she was promoted, unless charges are filed and he is discharged as provided in this Article and the Civil Service Rules. (BMC 2-512)

A.6. Displacement by Reinstatement of Another to His/Her Former Position

Any employee, though he or she may have attained permanent status and who is displaced as a result of another employee's being returned to his or her former position under paragraph A.5 above or under this subsection, shall likewise be reinstated to his or her former position. If an employee so affected has permanent status but no former position he or she shall be placed on the appropriate layoff list. Any employee who has permanent or probationary status and who is displaced or placed on layoff in accordance with this subsection, without fault or delinquency on his part, shall be reinstated to the position from which he was displaced if within three (3) years a vacancy should occur within that classification. (BMC 2-512 & CSR X-1).

A.7. One (1) Hour Response Time

The City and the Association agree that a one (1) hour response time is a reasonable requirement. The parties agree that employees hired after July 1, 1992, may be required to reside at a location from which they can report to work within one (1) hour. This requirement will not be imposed until six (6) months after the affected employees have completed their initial probationary period.

B. EMPLOYEE RELATIONS

B.1. Investigation of Complaints

The Department will receive, consider, and act on all complaints made by employees or members of the public against affected employees or practices in accordance with Government Code Section 3300 ET. All complaints setting out a "grievance" shall be processed in accordance with the provisions of **Administrative Procedure II-4**. (AP II-4)

C. DISCIPLINARY ACTION

Employees of the City with permanent civil service status shall be assured of fair and consistent treatment and no arbitrary actions will be taken for disciplinary time off or termination of any employee without just cause and due process.

C.1. Reasons for Suspension, Demotion, or Dismissal

Suspension, demotion, or dismissal of an employee may be accomplished for any one or more of the following reasons:

C.1.a. Violation of any official regulation or order or failure to obey any proper direction made and given by a superior, or failure to comply with any condition of employment or to maintain any necessary qualification in the course of municipal employment;

- C.1.b. Neglect of duty;
- C.1.c. Unjustified failure or refusal to properly perform the duties assigned;
- C.1. d. Carelessness in the discharge of assigned duties;
- C.1.e. Conduct of a disgraceful or scandalous nature;
- C.1.f. Malfeasance in office or employment;
- C.1.g. Conviction or forfeiture of bail for any job-related misdemeanor involving moral turpitude, or any felony;
- C.1.h. Having one's privilege to operate a motor vehicle on the public highway in the State of California suspended or revoked by the Department of Motor Vehicles where a driver's license is required for the performance of one's job;
- C.1.i. One (1) or more days unauthorized absence;
- C.1.j. Repeated tardiness;
- C.1.k. Inability to establish and maintain proper working relationships with fellow officers or employees;
- C.1.l. Reporting for duty, or being on duty, under the influence of alcohol, drugs or any combination thereof; or rendering oneself unfit to perform fully one's duties for reasons attributable to, or produced by, indulgence in alcohol, drugs, or any combination thereof;
- C.1.m. Absence from the job during the working hours without permission;
- C.1.n. Unauthorized use of City tools, equipment or property;
- C.1.o. Abuse or negligence in the care or operation of City tools, equipment or property;
- C.1.p. Use of sick leave for unauthorized purposes;
- C.1.q. Conduct unbecoming a public officer or employee;
- C.1.r. Receiving gratuities or any personal favor in exchange for the performance or for the non-performance of an assigned duty;

- C.1.s. Discussion of confidential City business or information with unauthorized persons;
 - C.1.t. Willful refusal to respond to an official call in an emergency;
 - C.1.u. Willfully making any false statements, certificates, or reports or in any manner committing or attempting fraud;
 - C.1.w. Violation of administrative rules and regulations;
 - C.1.x. Illegal possession or use of drugs or narcotics;
 - C.1.y. Incompetency or inefficiency in the performance of required duties;
 - C.1.z. Discrimination against, or harassment of, co-workers or the public based on race, religion, national origin, sex, age, handicap, or other unlawful consideration. (CSR XI)
 - C.1.zz. Consuming alcoholic beverages or illegal drugs during work hours, including lunch and rest periods.
- C.2. Procedure: Minor Discipline
- C.2.a. Minor discipline shall be all discipline administered where the punishment imposed is a written reprimand, suspension from work for not more than three (3) days or equivalent discipline.
 - C.2.b. Minor discipline shall be preceded by a written or oral notice to the employee of the time, date and reasons for an informal hearing two (2) calendar days prior to the hearing.
 - C.2.c. The Police Chief or his designee shall document what occurs at the meeting including the problem, significant facts and the results. A copy will be given to the affected employee, as well as placed in the employee's City personnel file, except that no employee shall have any comment adverse to his interest entered in his personnel file, or any other file used for any personnel purposes by his employer, without the affected employee having first read and signed the instrument containing the adverse comment indicating he is aware of such comment, except that such entry may be made if after reading such instrument the affected employee refuses to sign it. Should an employee refuse to sign, the fact shall be noted on that document, and signed or initialed by the officer making the notation.

C.2.d. If, during the course of the hearing, it becomes apparent that more than is in order, the Police Chief shall terminate the hearing and then proceed in accordance with the procedure set forth below for major discipline.

C.3. Procedure: Major Discipline

C.3.a. Major discipline shall be all discipline administered where the punishment imposed may result in suspension without pay of more than three (3) days or in the dismissal or demotion of the employee.

C.3.b. Major discipline shall be preceded by a notice served on the employee ten (10) calendar days prior to a pre-disciplinary hearing.

The notice shall contain the time, date and place of the hearing and shall also contain a brief statement of all charges against the employee. An earlier date may be established if the employee agrees, or with department approval, the date may be extended by five (5) calendar days.

C.3.c. In major disciplinary matters the statement of charges shall be specific and factual and enumerate violations of **Section C.I.** of this Article.

C.3.d. In major disciplinary matters, the employee's rights include calling witnesses, presenting testimony and evidence, inspection of City evidence, and representation by BPOA or an attorney.

C.3.e. The Police Chief, or his designee, shall preside at major disciplinary hearings. The Police Chief shall document the significant occurrences at the hearing including facts, violations, brief summary of key testimony, attendees, etc. A copy will be placed in the employee's personnel file and the employee has the right to be given a copy if requested. The person conducting the hearing may decide on the facts and render a decision at the immediate conclusion of the hearing or advise the employee within two (2) to three (3) calendar days.

C.4. Emergency Disciplinary Situations

C.4.a. Emergency disciplinary situations exist when the continuation on the job by the employee shall constitute an immediate adverse effect on the function of the department.

C.4.b. In such situations the employee may be placed upon suspension with pay for a period of time no more than ten (10)

calendar days from the employee's receipt of notice of the hearing.

C.4.c. At the discretion of the Police Chief, the employee may not be permitted to come to his/her regular place of employment or may be assigned a task where the department's function is not jeopardized by his presence.

C.5. Implementation

In implementing the preceding, a full trial type evidentiary hearing is not required in pre-disciplinary hearings. (AP II-26)

C.6. Appeals

C.6.a. Any person holding a position or employment in the Civil Service System shall be subject to suspension without pay by the appointing power, but such suspensions shall not exceed a total of ninety (90) days in any fiscal year; provided, however, any person suspended without pay shall have the right of appeal in the manner provided by this Article. (BMC 2-514)

C.6.b. Any permanent employee in the Civil Service System who has been demoted, dismissed or reduced in pay, shall be entitled to receive a written statement of the reasons for such action within three (3) working days upon his request for such statement from the Employee Relations Administrator, to be sent by registered mail by said Administrator, and he shall have ten (10) working days time thereafter within which to answer in writing thereto. A copy of such charges and answer shall be filed with the Employee Relations Administrator. In the event the employee files an answer, a copy of such written charges and of such answer shall be transmitted by the Employee Relations Administrator to the Board. Within ten (10) working days from the date of filing his answer to the written charges, he may file a written demand with the Employee Relations Administrator for transmission to the said Board requesting a hearing before the Board. The Board shall investigate the case and conduct a hearing as provided by this Article and by the rules. (BMC 2-515)

C.6.c. Neither the provisions of this section nor this Article shall apply to reductions in pay which are part of a general plan to reduce salaries and wages as an economy measure or as part of a general curtailment program. (BMC 2-515)

D. CIVIL SERVICE BOARD

D.1. Hearing

Upon the filing of an appeal the Civil Service Board shall make such

investigation as it may deem necessary, and shall hold a hearing at the first regular meeting following the filing of the appeal by the employee, or at a special meeting called for that purpose, at which time it shall hear evidence for and against such employee. Hearings may be informally conducted and the rules of evidence need not apply. No hearing shall be held without at least a quorum of the Board present. (BMC 2-516)

D.2. Representation

Any City employee shall be permitted to represent another City employee or group of City employees. (BMC 2-516)

D.3. Disposition

Within thirty (30) days after the conclusion of the hearing, the Civil Service Board shall certify its findings and recommendations to the City Manager. Upon receipt of the Board's findings and recommendations, the City Manager shall review the evidence produced at the hearing and may affirm, revoke or modify the discipline or other action taken. His decision shall be final and conclusive unless:

D.3.a. The Board finds upon relevant evidence that political, religious or racial bias has been the basis for the action taken in which case the Board is empowered to overrule the City Manager and grant appropriate relief; or,

D.3.b. The decision is found on judicial review to constitute an arbitrary abuse of discretion, in which case the Board's recommendation shall be final. (BMC 2-516)

E. GRIEVANCE PROCEDURE

The City encourages any employee having a grievance related to working conditions to informally discuss the matter with his or her immediate supervisor without undue delay. The informal discussion need not be reduced to writing and no records need be kept. The purpose of informal discussion is to settle grievances fairly and as quickly as possible. The employee may be represented by himself or herself, by the Association, or by counsel.

E.1. Definitions

E.1.a. **GRIEVANCE** - The term "grievance" shall be defined as a "cause of distress felt to afford a reason for complaint as an unsatisfactory working condition." An impasse in meeting and conferring can not be grieved.

E.1.b. **IMMEDIATE SUPERVISOR** - Immediate supervisor is defined as the employee's closest supervisor whose position has been designated as Supervisory or Management.

E.2. Informal Procedure

E.2.a. **STEP ONE**

If an employee feels that he has a grievance, then he or she shall, within ten (10) working days of the incident or condition giving rise to the grievance or within ten (10) working days of the time when he or she should have reasonably been aware of the grievance, contact his or her immediate supervisor to informally discuss the matter. The Supervisor should thoroughly discuss the grievance with the employee, endeavoring to reach a mutual understanding on the matter. If employee's grievance concerns the immediate supervisor and cannot be resolved through informal discussion, the employee may request an informal meeting with the next level of supervision and his immediate supervisor. The immediate supervisor shall respond within five (5) working days.

E.3. Formal Procedure

E.3.a. **STEP TWO**

If an employee's grievance cannot be satisfactorily resolved through informal discussion with his immediate supervisor, the employee may submit to the division head within ten (10) working days of the informal response a written statement which shall set forth in detail: the exact incident or condition as to which the grievance is made and the remedy requested by the employee. The division head shall have five (5) working days to meet with the employee. The division head shall inform the employee in writing of his or her decision within five (5) working days after the meeting. The division head shall include findings relating to the incident or condition as to which the inquiry is made and the action taken or to be taken or the reasons for the refusal to act.

E.3.b. **STEP THREE**

If the grievance cannot be satisfactorily resolved at the second step, then, upon written request to the Police Chief within ten (10) working days of the response to the second step, the Police Chief or his or her designee will meet with the employee within five (5) working days of the request. The Police Chief or designee will inform the

employee in writing of his or her decision within five (5) working days of the meeting.

E.3.c. WAIVER OF STEPS BY MUTUAL ASSENT

Any of the preceding steps may be waived by mutual assent, in writing, of the Department, the Employee Relations Administrator and the aggrieved employee or his or her representative.

E.3.d. STEP FOUR

If the grievance cannot be successfully resolved at the third step, it may be forwarded in writing to the Employee Relations Division or submittal to the Civil Service Board. At the next regular Civil Service Board meeting for which there is time to place the matter on the agenda, the Employee Relations Administrator shall schedule a hearing for the grievance. The Police Chief shall also submit his findings and comments to the Employee Relations Division for transmittal to the Civil Service Board with the employee grievance. The Civil Service Board shall consider the grievance and forward its recommendation to the City Manager. The City Manager shall review the recommendation of the Civil Service Board and shall notify the affected employee and the Department of the final disposition of the grievance. (1989-92 MOU)

F. LAYOFF, DISPLACEMENT AND RECALL

F.1. Purpose

The purpose of this section is to provide a fair and equitable basis for the reduction of personnel when this becomes necessary in the department or in the total work force. In such circumstances, the City will make every effort to assist those employees who may be subject to layoff due to lack of work or similarly compelling reason. Assistance will be made available through utilizing existing vacancies to the fullest extent possible to relocate affected employees. In addition, contacts will be made with other employers to refer those employees who are unable to be placed in other City vacancies. (CSR XIII)

F.2. Seniority

F.2.a. Seniority is defined as the status attained by the length of service in employment for the City of Burbank. (CSR XIII)

F.2.b. Seniority shall accrue based on the most recent date of Civil Service employment. When an employee voluntarily terminates for a stated reason, except layoff, seniority shall cease and not be reinstated in the event of

reemployment. Seniority shall be reinstated in the case of layoffs where the employee is recalled within three (3) years of date of layoff. Such seniority shall include credits for prior time worked only and will not include any time while on layoff. (CSR XIII)

F.2.c. Seniority shall be implemented in accordance with the provisions as set forth in this Article. (CSR XIII)

F.3. Layoff

F.3.a. Layoff of employees shall be determined by length of Civil Service with the City using the present date of hire except as otherwise provided in this section. (CSR XIII)

F.3.b. Except as outlined below in **sub-section F.4.d.**, layoffs should be effected within the department; general displacement of employees across departmental lines shall not be permitted. (CSR XIII)

F.3.c. An employee with unique skills or body of knowledge for the performance of his or her duties, as determined by the Police Chief with the concurrence of the City Manager, may be retained out of his or her seniority with the City as long as such employee has a minimum of two (2) years total employment. There shall be a limit of ten (10) employees, City wide, who may be designated under this paragraph during any given layoff. Standards for defining retention of such employees shall be limited to:

F.3.c.(1) Special schooling provided or required by the City for an employee following his or her initial employment to fill a unique position or meet a specific program need where the schooling lasts for six (6) months or longer.

F.3.c.(2) Special experience provided or required by the City for a unique position or special program need where the experience requires at least one (1) year of training on the job.

F.3.c.(3) Possession of a unique craft, artistic endeavor or professional level skill not available in other City employees. (CSR XIII)

- F.3.d. An employee who has been previously appointed to provisional status in a higher classification at time of layoff considerations shall revert back to his or her permanent classification for purposes of determining his or her layoff. (CSR XIII)
- F.3.e. An employee in a probationary status as a result of a promotion within the Civil Service System cannot displace a permanent employee in the same classification at time of layoff. (CSR XIII)
- F.3.f. An employee may voluntarily request layoff in lieu of reassignment should his or her seniority be sufficient to be retained on the payroll. (CSR XIII)
- F.3.g. An employee on layoff shall be recalled to his or her previous classification based on the minimum qualification requirements, which existed at the time of his or her layoff. (CSR XIII)
- F.4. Displacement
 - F.4.a. Except as stated in **sub-section F.4.d.**, an employee whose position has been eliminated shall be permitted to transfer to a lower rank within the department. Date of appointment to permanent rank in their present classification shall govern who remains or who is displaced to the next lower rank. A higher ranking officer may only displace a lower ranking officer where the former employee has an earlier date of rank at the lower rank than the latter employee. On taking a lower classification, the employee shall be paid at the highest rate of the lower classification which is not greater than the rate earned prior to the displacement. (CSR XIII)
 - F.4.b. In such instances as outlined in **sub-section F.4.a.** immediately preceding, employees must meet the minimum qualifications of the newly assigned position. (CSR XIII)
 - F.4.c. Additionally, an employee must be medically fit to perform the duties of the newly assigned position. (CSR XIII)
 - F.4.d. An employee displaced from a job because the position has been deleted or replaced by a higher classified employee with more seniority, shall be eligible to transfer to the same or lower title in another department, where the employee last served prior to his or her current assignment, if:

- F.4.d.(1) he or she served in that title and in that department where a vacancy or employee with lesser seniority exists, and
- F.4.d.(2) the department manager of the department to which the transfer is to be made approves such transfer if said department is any of the following: City Council, City Manager, City Attorney, or Employee Relations Division. (CSR XIII)
- F.4.e. An employee who is reduced in classification shall be returned to his or her previous higher classification and department when a vacancy occurs within a three (3) year period of the reduction. Such return will not require qualifying through testing or placement on an employment list. Where the return involves returning to probationary status within six (6) months following demotion, the time spent in probationary status before the demotion occurred shall be applied toward permanent status. (CSR XIII)
- F.4.f. An employee in a provisional status in a higher classification shall be returned to his or her permanent classification prior to layoff in order to determine his or her availability for displacement or reassignment. (CSR XIII)
- F.4.g. Where three (3) or more employees exist in a classification within a department, the department shall not be required to lose more than fifty (50) percent of its employees in any given classification through displacement by higher classified, longer seniority employees. (CSR XIII)
- F.4.h. An employee with greater seniority than other employees in the same classification and department may request voluntary transfer or demotion to another position under the provisions of **Civil Service Rule IX, ¶ 1.B.** (CSR XIII)
- F.4.i. An employee designated by the City as a manager may or may not be reduced to a lower classification which would result in the employee having to work for another employee whom he or she formerly supervised when in a management position. (CSR XIII)
- F.4.j. As used in this section, "higher classification" or similar phrases are synonymous and interchangeable. (CSR XIII)

F.5. Procedure

- F.5.a. Departments anticipating a possible reduction in staff shall notify the City Manager and the Employee Relations Administrator as soon as possible in order for appropriate action to be taken. (CSR XIII)
- F.5.b. An immediate determination should be made as to which positions will be involved and the number of employees to be affected. (CSR XIII)
- F.5.c. The Employee Relations Administrator shall determine what openings exist in the same and other departments so that affected employees may be considered for transfer prior to layoff. (CSR XIII)
- F.5.d. Employees to be affected by a layoff will be given written notice thirty (30) calendar days in advance. (CSR XIII)
- F.5.e. Efforts will begin immediately to relocate affected employees into comparable positions of responsibility and pay or lower rated positions where practicable as outlined in **Section F.4**. First priority for filling open positions will be given to affected employees as opposed to other employees or job applicants under consideration. (CSR XIII)

F.6. Recall

The Employee Relations Administrator, upon approval by the City Manager, will establish and make available to affected employees a Recall List showing all employees on demotion or layoff status along with the date of appointment. In utilizing the list, the following shall apply:

- F.6.a. Persons on the Recall List shall have absolute rights over regular employment, transfer or reinstatement lists.
- F.6.b. Names shall be listed in the inverse order of their layoff or demotion according to seniority. An employee shall be recalled to his or her last classification or lower classified position in any department of the City should he or she be the most senior on the recall list or lists for the positions available. Should a lower classified position first become available and no recall list exists for such position, then the most senior employee on the recall list for the next higher classified position shall be recalled in accordance with **sub-section F.6.c.** of this Article.
- F.6.c. Employees on the Recall List will hold reinstatement rights for a period of three (3) years from date of layoff and be considered for openings as they arise if they are determined to be medically fit.

- F.6.d. Upon reinstatement, the employee will receive his or her old salary step or, if in a lower classification, the step nearest to, but not exceeding the old classification. In addition, if recalled within three (3) years of layoff, previous seniority will be reinstated less any time spent on layoff.
- F.6.e. If an employee is recalled from layoff and had been (1) serving in a probationary status and (2) never in a permanent status in the Civil Service system, then his or her past seniority shall not be reinstated for purposes of satisfying the probationary period unless recalled to the former position within six (6) months following the layoff.
- F.6.f. An employee on layoff status shall be responsible for keeping the City's Personnel Department aware of the most current address and telephone number for purposes of contact at time of recall. Absences from the home for over two (2) weeks should also be reported if the employee on layoff desires to safeguard against being passed over should notice of recall be given. On notifying employees of recall, the City of Burbank shall send notice by certified mail and the employee shall have fourteen (14) calendar days to respond from receipt of such notice. Where the employee fails to respond, the City shall contact the next most senior employee on the Recall List, and the same procedures shall apply. Failure of an employee to respond to notices sent as a result of three (3) opportunities during the permitted recall period shall cause removal of his or her name from the said list. In addition, employees must be available to return to work within two (2) weeks of receiving the above stated notification. (CSR XIII)

F.7. Benefit Considerations

- F.7.a. For layoffs under thirty (30) days, all benefits will be retained except for pro rata reduction in the retirement plan and reduction of seniority for days on layoff. (CSR XIII)
- F.7.b. For layoffs of thirty (30) days up to three (3) years, there is no accrual of seniority, vacation, sick leave or other benefits for the period of the layoff. Sick leave and vacation benefits not previously paid the employee at the time of layoff shall be paid at the end of the first month of layoff unless at the time of layoff, an employee elects to leave all sick leave and vacation credits on account and have such credits reinstated upon recall. If the employee elects to leave all sick leave and vacation credits on

accounts, such employee, or his or her heirs, representatives or assigns, may, at any time within three (3) years after the effective date of such employee's layoff, demand payment for such benefits in such sum or sums as would otherwise have been payable at time of layoff, without interest. The City shall have up to thirty (30) days to make such payment after time of demand. Failure to demand such payment during such three (3) year period and one (1) year thereafter shall constitute a waiver thereof. Payments of the cash value of accrued sick leave and vacation credits shall terminate all further obligation by the City to reinstate such past credits should the employee be returned to work. (CSR XIII)

F.7.c. For layoffs of three (3) years or more, recall privileges cease at three (3) years. (CSR XIII)

F.7.d. Any employee recalled following a layoff shall be entitled to receive at least the same level of benefits which he or she was receiving at the time the layoff occurred, provided, however, any reduction or increase in benefits for all employees in the recalled employee's represented group during the layoff period shall apply to the recalled employee. (CSR XII)

G. NEPOTISM POLICY

G.1. Statement

The City of Burbank, for business reasons of supervision, safety, security, or morale may refuse to place a new hire or promotional candidate under the direct supervision of a relative.

G.1.a. The City may refuse to place a new hire or promotional candidate in the same department, division or facility if the situation may result in potential conflicts of interest or other hazards greater for relatives than for other persons.

G.1.b. If co-employees marry or fellow employees become relatives by marriage as a result of the marriage of others, either inside or outside the organization, the City shall make reasonable efforts to assign duties so as to minimize problems of supervision, safety, security, or morale.

G.2. Definitions

G.2.a. Relatives

For the purpose of this policy, the term "relative" includes wife, husband, son, daughter, mother, father, brother, half-brother, brother-in-law, sister, half-sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle niece, nephew, grandchild, stepparent, stepchild, or any other relative living in the same household.

G.2.b. Direct Supervisor
This is the person that assigns, prioritizes and evaluates the employee's work.

G.3. **Procedures**

In order to carry out this policy, the following procedures are established:

G.3.a. Human Resources will ascertain if new hires or promotional candidates are related to current employees in the City.

G.3.b. Failure to disclose such relationship will result in disqualification from consideration for employment or promotion.

G.3.c. Human Resources will notify the appointing department of such relationships and ask the department head to:

G.3.c.1) Make a determination that no supervision, safety, security or morale issues will arise out of the hiring.

G.3.c.2) Identify and agree to workable accommodations to allow the hire, while avoiding or mitigating the potential negative impacts on supervision, safety, security, or morale.

G.3.c.3) Human Resources, with the oversight of the City Attorney's Office, will review the response of the department head and make a recommendation to the City Manager.

G.3.c.4) In the event the department and Human Resources disagree, the City Manager's Office will make the final decision.

G.4. **Promotional Candidate Appeal Process**

G.4.a. If a promotional candidate is rejected on the basis of this policy, they shall have the right to appeal the decision through an Administrative Appeal Procedure. The Administrative Appeal Procedure is as follows:

G.4.a.1) The candidate, upon notification of rejection, may, within three (3) working days, file a written appeal of the decision with the Management Services Director. The written submission must include the specific basis for the appeal under the policy.

G.4.a.2)The Management Services Director will review the matter and respond to the appellant within five (5) working days of receipt of the appeal.

G.4.a.3)If the Management Services Director denies the appeal, the candidate may, within three (3) working days, appeal the decision to the City Manager or his designee.

G.4.a.4)The City Manager or his designee will review the matter and respond to the appellant within five (5) working days. The decision of the City Manager or his designee is final.

H. **ANNUAL OBSTACLE COURSE COMPLETION**

The BPOA agrees that all police officers hired on January 1, 2001 or thereafter, shall complete the new hire obstacle course once a year prior to June30th.

H.1. A joint management and BPOA committee shall meet and arrive at the time standards for completing the course and a graduated method to address affected police officers who do not meet the agreed upon standard. This graduated method shall range from remedial training to disciplinary action.

In witness whereof, the parties hereto have caused their authorized representatives to execute this Memorandum of Understanding on this date to be effective the first day of July 2000, and as provided herein.

**ON BEHALF OF THE
CITY OF BURBANK:**

**ON BEHALF OF THE BURBANK
POLICE OFFICERS' ASSOCIATION:**

ROBERT R. OVROM
City Manager

DARIN P. RYBURN
President

MARY J. ALVORD
Assistant City Manager

FRANK J. TURNER III
Vice President

JOHN K. NICOLL
Management Services Director

JANICE D. LOWERS
Past President

JOANNE L. KOCH
Administrative Officer

JOHN D. DILIBERT
Sergeant Representative

ROGER BRENNAN
Administrative Analyst II

CHERYL D. SKINNER
Detective Representative

LARRY W. KOCH
Police Captain – Dept Rep

JOSEPH A. DEAN
Officer Representative

LAURA A. WALTERS
Administrative Analyst I

Date: November 14, 2000

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