

MEMORANDUM OF UNDERSTANDING

CITY OF LODI

AND

LODI POLICE DISPATCHERS ASSOCIATION

July 1, 2019 – June 30, 2022

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**CITY OF LODI  
AND  
LODI POLICE DISPATCHERS ASSOCIATION  
JULY 1, 2019 – JUNE 30, 2022**

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**CHAPTER 1 – COMPENSATION & WORKING CONDITIONS**

**ARTICLE I - SALARY**

- 1.1 The Salary Schedule for members of the LPDA will be as set forth in Exhibit A.
- 1.2 Although the City is not required to perform a survey during the term of this MOU, the parties agree that if a survey is performed, the 15 cities to be surveyed shall be: Chico, Clovis, Davis, Fairfield, Merced, Manteca, Modesto, Redding, Roseville, Stockton, Tracy, Turlock, Vacaville, Visalia and Woodland.

In the event a salary survey is conducted during the term of this MOU, the lead dispatcher position will be used as the benchmark for the survey, provided that any city that does not have lead position shall use the dispatcher position and any training incentives received as part of the base. The survey shall be based upon total compensation including salary and limited to employee contribution to the Public Employees Retirement System paid on behalf of employee by employer, employer's health insurance premium, deferred compensation, and any comparable incentives.

Effective the first full pay period after City Council approval of the MOU, the City shall provide a cost of living increase of five percent (5%). The City shall provide a cost of living increase of three percent (3%) effective with the first full pay period in July 2020 and July 2021.

**ARTICLE II - HOURS AND OVERTIME**

- 2.1 Work schedules presently in effect shall remain in effect; however, the City reserves the right to change the hours of work after consultation with the employees involved. Temporary changes in this schedule must have at least 24 hours' notice.
- 2.2 Dispatcher/Jailer positions assigned to the Communication Center shall work a twelve (12) hour schedule with a one (1) hour paid lunch and two (2) 15- minute breaks. Alternative work schedules for Dispatcher/Jailer positions assigned outside of the Communications Center may be developed by mutual agreement between an employee (s) and the appropriate supervisor.
- 2.3 Members assigned to the Property Unit shall work a 4/10 schedule. The personnel participating will have consecutive days off scheduled depending on the needs of the assignment.

- a) Employees participating in this schedule will officially begin their work week at noon Friday to avoid FLSA conflicts and/or overtime.
  - b) In the event of unexpected staff shortages, this alternative work schedule can be terminated with 72 hours' notice.
- 2.4 Overtime - Overtime work is work performed by an employee outside their regular hours and includes time worked:
- a) In excess of forty (40) hours in a work week for members working a 4/10 schedule. This provision may be nullified if a shift trade is involved.
  - b) In excess of eight (8) hours in any work day for those on an eight (8) hour shift, in excess of ten (10) hours in any work day for those on a ten (10) hour shift, and in excess of twelve (12) hours per day for those on a twelve (12) hour shift.
  - c) Time worked outside of regular hours of work on a work day unless notification has been made in accordance with this MOU.
  - d) Time worked on a non-work day unless involved in a shift trade.
- 2.5 Employees who are required to report for prearranged work on their non-work days shall be compensated at the overtime rate for actual hours worked, but in no event shall they be paid for less than three (3) hours.
- 2.6 Compensation paid to employees called out in emergency situations, outside their regular work hours, shall be a minimum of three (3) hours' pay at the overtime rate.
- 2.7 When, at the request of the supervisor in charge, an employee reports for prearranged overtime on work days outside of their regular work hours, the employee shall be paid overtime compensation for actual worked time in connection therewith, provided however, that if any such employee continues to work into their regular work hours, the employee shall be paid overtime compensation only for actual work time up to their regular work hours.
- 2.8 Rest Period - The intent of the rest period is to ensure that members of this unit are adequately rested for their assigned work shift. In the event a supervisor or Watch Commander deems it necessary for an employee to work through their rest period, the employee will continue being paid at the overtime rate.
- a) Employees will receive a continuous eight (8) hour rest period immediately preceding or immediately following their scheduled court appearance or other departmental assignment(s), if less than eight (8) hours has elapsed during:
    - 1) the time period that employee's regular work shift ends and their scheduled appearance/assignment time; or
    - 2) the time period that employee is dismissed and their regular work shift begins.
- This rest period will not be charged to the employee.

- b) If an employee receives approval to take the remaining portion of their scheduled shift off, the employee's leave balances will be charged for the entire shift (as if no rest period has occurred).
- c) The rest period does not apply when an employee is scheduled for court or appearance/assignment the day immediately following a day off.

2.9 Compensatory Time - Employees may accrue compensatory time (CTO) in lieu of overtime pay. The accrual rate for compensatory time shall be one and one-half (1 ½) hours for each hour of overtime worked.

- a) No more than 144 hours of CTO may be carried on the books at any time. Bargaining Unit Members with banks exceeding 144 hours shall retain those excess hours but shall not be eligible to accrue additional CTO hours until their CTO banks fall below the 144 hour maximum provided for in this MOU.
- b) An employee's decision to elect CTO instead of overtime is irrevocable.
- c) Employees may cash out their CTO twice a year during the months of April and October.
- d) Upon separation, the employee will be paid at the employee's current hourly rate of pay or the average of the last three years, whichever is higher, for the remaining CTO balance.
- e) Employees may submit a written request to the Chief of Police to increase the hours of CTO that may be carried on the books in excess of 144 hours. The request may only be made to address extenuating circumstances and will be evaluated on a case by case basis. The decision to grant or deny said requests is at the sole discretion of the Chief of Police.

2.10 Communications Center Staffing - When staffing shortages occur in the Communications Center, Dispatcher/Jailers shall be called back to work under the following guidelines. Staffing shortages shall be determined by the number of fully-trained personnel actually on duty in conjunction with the amount and type of work actually needed or logically anticipated on any given watch.

- a) Personnel shall be called for duty by or at the direction of the Watch Commander, Supervisor, or Lead responsible for the hours of duty to be worked. The three (3) hour minimum call back time, as per this MOU, shall apply.

The option to work overtime shall be given to Dispatcher/Jailers assigned in the Communication Center by seniority, unless the employee is working an adjacent shift. If the employee has worked, or will be working, the adjacent shift the employee can work no more than sixteen (16) continuous hours, except in emergency circumstances.

- b) Any Dispatcher working an overtime shift must be able to perform all duties of dispatch and jail procedures, with the exception of a dispatcher on light duty. The purpose of this is to eliminate personnel in a training status or an unqualified person from working overtime shifts.
- c) A current seniority list shall be maintained in the Communication Center with an updated work schedule maintained by the Services Division Supervisor and Patrol Watch Commander(s). Dispatch will be responsible for call in/call backs at the Watch Commander's direction. Failure by dispatch to follow this procedure will not subject the City to unwarranted overtime.
- d) Vacations and Holidays – First vacation pick shall not be canceled unless there is a total departmental call-out. Holidays may be canceled in part or fully; however, during the period of time that the dispatch unit is short-staffed during the term of this MOU (including newly hired employees in training) the department will allow overtime for the shortage. If the shift is not covered by overtime, the holiday will be canceled. If the dispatch division shall reach full staffing levels based on the then current budgeted Full Time Equivalent positions, and remain at full staffing levels for 60 consecutive days, overtime shall no longer be paid to cover a shortage caused by a holiday or vacation that is not a first pick vacation. Should it become necessary to cancel a scheduled holiday, the employee will be given at least forty-eight (48) hours' notice of the cancellation. If such notice is not given, the employee will be paid at a rate of time and one half (1 ½) for the actual hours worked.

An employee who is on a first-pick schedule vacation will not be compelled to come to work on the vacation days or adjacent regular days off unless exigent circumstances exist. Staffing shortages will not be considered exigent circumstances for the purposes of this subsection only. Exigent circumstances would include, but not be limited to, natural disasters, riots, total department call-outs, etc.
- e) Duties - Personnel called back for work shall perform all the regular duties required in a regular work day and shall appear in uniform.

### ARTICLE III – BILINGUAL DISPATCHERS

Unit members who have demonstrated a proficiency in the Spanish language shall receive \$150.00 per month. The City shall be the sole judge as to whether a member has the necessary proficiency.

### ARTICLE IV – INCENTIVE PAY

4.1 A \$165 per month (\$76.15 per pay period) incentive pay allowance shall be paid to members who are trained in a Post Certified Field Evidence Technician (FET) course and are on the call out roster for Field Evidence Technicians. The Latent Print Examiner classification will receive the same incentive as FET.

- 4.2 Employees who have either an AA degree or Intermediate POST certificate will receive \$150 per month. Employees who have a BA degree or Advanced POST certificate shall receive \$225 per month. These amounts are not cumulative.

#### ARTICLE V – UNIFORM ALLOWANCE

- 5.1 The uniform allowance shall be \$950 annually paid bi-weekly in conjunction with regular pay checks.
- 5.2 In the event of pregnancy, maternity uniforms shall be required. Jailers shall wear a navy blue maternity top with a navy blue or black maternity skirt or slacks; Community Services Officers shall wear similar garments of a blue color.
- 5.3 The City agrees to repair or replace both personal and City owned uniforms, equipment and property, except for jewelry, damaged or destroyed on duty unless gross negligence can be shown on the part of the employee. Repair or replacement costs shall not exceed reasonable cost. Receipts will be required prior to reimbursement.

#### ARTICLE VI - COURT APPEARANCES

- 6.1 An employee serving on jury duty is entitled to keep any monies paid them for jury duty.
- 6.2 If an employee has jury duty he/she shall not be scheduled to work eight (8) hours preceding or following jury duty at no cost to the employee.
- 6.3 If an employee covered by this agreement is required by subpoena to appear in court or to give a deposition as a result of an action taken within the scope of employment with the City, that employee will receive their full pay while so doing with no loss of time if said employee is on regular duty. If the employee is not on duty the City agrees to compensate that employee at one and one half (1 ½) times their regular pay for the time spent in any appearance as required by this Article. As a prerequisite for payment to off-duty employees, the Police Chief or designee must be notified in writing of the off duty appearance within seventy-two (72) hours after the employee is subpoenaed or otherwise notified of the required court appearance.

#### ARTICLE VII –LOYALTY PAY

- 7.1 After completing ten years of service with the LPDA, employees shall receive loyalty pay in the amount of \$1,500 in November of the year following completion of ten years of service and each year thereafter until completing twenty (20) years of service with the LPDA. Employees who have completed 20 years of service with the LPDA will receive loyalty pay in the amount of \$3,000 in November of the year following completion of twenty (20) full years of service and each year thereafter.

For the purposes of this article, all employees who as of October 31<sup>st</sup> meet the service level requirements (either ten full years or 20 full years from the first day of the month in

which they started their employment with the LPDA) shall receive the loyalty pay associated with their years of service with the LPDA.

ARTICLE VIII - SAFETY

- 8.1 The City reaffirms its desire and aim to provide a safe place of employment for its employees and shall continue to take all reasonable steps to ensure this. The City and the LPDA mutually agree that during the ensuing year at least two joint meetings will be held in order to develop a mutually satisfactory safety program.

## **CHAPTER 2 – LEAVES**

### **ARTICLE IX - CATASTROPHIC LEAVE**

- 9.1 Catastrophic leave is available to employees in accordance with the City’s current Catastrophic Leave Policy.

### **ARTICLE X - HOLIDAYS**

- 10.1 Employees shall receive eleven (11) holiday days. Hours earned per pay period are dependent upon their work schedule. Schedules and hours received annually are as follows:

- |    |                  |           |
|----|------------------|-----------|
| a) | 12 hour schedule | 132 hours |
| b) | 10 hour schedule | 110 hours |
| c) | 8 hour schedule  | 88 hours  |

Holiday leave is to be taken off at a time mutually agreed upon between the employee and the department head. Holiday time may be taken in one-hour increments during the calendar year.

- 10.2 Unused holiday leave may not be carried forward into the following calendar year but shall be paid off by the City at the employee’s current straight time rate.

- 10.3 Employees hired after the first pay period of the year shall be credited with hours for each pay period remaining in the calendar year dependent upon the work schedule assigned. Schedule and hours received per pay period are as follows:

- |    |                  |                           |
|----|------------------|---------------------------|
| a) | 12 hour schedule | 5.07 hours per pay period |
| b) | 10 hour schedule | 4.23 hours per pay period |
| c) | 8 hour schedule  | 3.38 hours per pay period |

Employees separating after the first pay period of the year shall have their holiday balances reduced by a number of hours dependent upon work schedule assigned. Schedule and hours deducted per remaining pay period in the year are as follows:

- |    |                  |                           |
|----|------------------|---------------------------|
| a) | 12 hour schedule | 5.07 hours per pay period |
| b) | 10 hour schedule | 4.23 hours per pay period |
| c) | 8 hour schedule  | 3.38 hours per pay period |

If the employee does not have sufficient holiday hours remaining the difference in hours shall be reduced from other balances for which the employee would be paid.

### **ARTICLE XI - LEAVES OF ABSENCE**

- 11.1 Leave of Absence is available to employees in accordance with the City’s current Leave of Absence policy.

ARTICLE XII - SICK LEAVE

- 12.1 All employees shall accumulate sick leave based on shift worked. Schedule is as follows:
- |                 |                           |
|-----------------|---------------------------|
| 12 hour workday | 5.54 hours per pay period |
| 10 hour workday | 4.62 hours per pay period |
| 8 hour workday  | 3.70 hours per pay period |
- 12.2 Sick leave may be accumulated up to an unlimited amount.
- 12.3 Family sick leave may be used in accordance with Federal and State law.

ARTICLE XIII - VACATION LEAVE

- 13.1 0 - 1 year - none. However, at the completion of twelve (12) continuous months of service, eighty (80) hours of vacation will be credited to the employee’s account.
- |                         |                           |
|-------------------------|---------------------------|
| a) 1 through 5 years:   | 3.08 hours per pay period |
| b) 6 through 11 years:  | 4.62 hours per pay period |
| c) 12 through 14 years: | 5.24 hours per pay period |
| d) 15 years and more:   | 6.16 hours per pay period |
- 13.2 First choice vacation leave is picked by seniority. Second choice vacation leave is selected upon completion of first choice vacation leave. All vacation picks will be based upon seniority. However, if seniority is waived by an employee, the employee must wait until seniority list is exhausted prior to picking another vacation.
- 13.3 The maximum amount of unused vacation hours that an employee may accrue, at any given time is twice the employee’s annual vacation entitlement. Whenever an employee’s unused, accrued vacation has reached this maximum accrual amount, the employee shall stop accruing any additional vacation. Accrual will automatically resume once the employee uses some vacation and the accrual balance falls below the maximum accrual amount.

Under extenuating circumstances, requests to accrue vacation leave over the maximum may be authorized by the City Manager. For all other issues regarding Vacation Leave refer to the City’s Policy of Vacation Leave.

ARTICLE XIV – TIME OFF FOR SCHOOL ACTIVITIES

- 14.1 An employee may take up to eight (8) hours per month to attend school or child care activities. However, if the employee is scheduled to work a shift greater than 8 hours (i.e., 9, 10, or 12 hours) they may take up to the lesser of twelve (12) hours or their full-

shift so that they do not have to return to work for the remaining scheduled hours of their shift. Employees are entitled to use up to 40 hours each year for school or child care activities pursuant to the Family-School Partnership Act. Employees requesting such leave will provide advanced notice to the City.

**CHAPTER 3 – INSURANCE BENEFITS AND RETIREMENT**

**ARTICLE XV - DENTAL AND VISION INSURANCE**

- 15.1 The City will pay the full cost for employee dental premium and one-half (1/2) the premium for the employee's dependent for the current dental plan.
- 15.2 The City will provide a vision care plan equivalent to the VSP Plan B with a \$25.00 deductible for the employee and dependents. The entire premium shall be paid by the City.
- 15.3 The City reserves the right to select any dental or chiropractic carrier to administer the City's plan.

**ARTICLE XVI – MEDICAL INSURANCE**

- 16.1 All employees are offered medical insurance for themselves and dependent(s) through CalPERS medical plans. City shall pay one hundred percent (100%) of the premium for the employee's family category (Family, Employee + 1, Employee Only) for the lowest cost PERS HMO available in Lodi's geographical area (excluding PORAC).

If an employee waives medical insurance through the City of Lodi, the employee may at their option take the following in cash or deposited into their deferred compensation account:

\$692.81 per month for Family  
\$532.92 per month for Employee + 1  
\$305.22 per month for Employee Only

In order to qualify for this provision, proof of group insurance must be provided to the City.

- 16.2 Effective January 1, 2018, the City will pay a monthly maximum of the following for each family category:

\$1,794.51 per month for Family  
\$1,380.39 per month for Employee + 1  
\$690.20 per month for Employee Only

If employee selects a higher cost plan, employee will pay the difference as a payroll deduction.

- 16.3 If the Federal or State Government mandate changes in the present health care delivery systems the City and LPDA will reopen the MOU to meet and confer on the issue of health care.
- 16.4 The City will offer a chiropractic plan equivalent to Landmark benefit.

- 16.5 The City will maintain a flexible spending account to conform to IRS regulations to be used for premium contributions, dependent care, and/or unreimbursed medical payments for unit members. Effective in plan year 2018, the Medical Flexible Spending Account (FSA) will include a carryover provision which allows an active participant to automatically carryover up to \$500 to the new plan year. However, amounts over \$500 would be forfeited after the final filing date, if left unclaimed.
- 16.6 Only one family member may carry employee and dependent coverage of City sponsored medical insurance.

#### ARTICLE XVII - LONG TERM DISABILITY

- 17.1 A long term disability program, which, coordinated with other disability benefits, shall provide a benefit of 66 2/3% to a maximum of \$10,000 per month of the employee's basic salary in the event of disability. This program commences sixty (60) days from the date of disability. Please refer to the City Policy on Long Term Disability.
- 17.2 The maximum length of coverage is three (3) years from date of disability.

#### ARTICLE XVIII - LIFE INSURANCE COVERAGE

- 18.1 The City will provide each covered member a \$25,000 accidental death policy in addition to any other life insurance policy or statutory payments that may be due to an employee in the event of death resulting from a line-of-duty injury.
- 18.2 The City will provide a life insurance program providing an additional \$10,000 term life insurance for the employee. Said amount of insurance to reduce to \$6,500 at age 70, and to decrease to \$5,000 at age 75. In addition, the City will provide \$1,500 of life insurance for an employee's spouse, dependent children under the age of twenty-four (24), and dependent disabled children.

#### ARTICLE XIX - DEFERRED COMPENSATION

- 19.1 Employees may voluntarily participate in the City's Deferred Compensation plan as allowed by IRS Code 457(k).
- 19.2 The City shall match contributions by an employee to a deferred compensation program up to a maximum three percent (3.0%) of the employee's gross salary.

#### ARTICLE XX - PERS

- 20.1 The City agrees to provide the following retirement program and options and to pay the employer's cost for employees deemed to be "classic" employees by PERS:
- a) The 2.00% at 55 formula.

- b) Final retirement compensation based on the average monthly pay during the highest 36 consecutive months of service.
- c) Increased ordinary disability benefits which provide under PERS a 30% benefit after five years of service increasing to a maximum 50% benefit.
- d) The third level of 1959 survivor benefits.
- e) 50% survivor continuation in the event of death after retirement.
- f) Sick leave conversion.
- g) Employee shall pay the full employee share of retirement costs (7%) as calculated by PERS in its annual actuarial valuation.

20.2 The City agrees to provide the following PERS retirement program and to pay the employer's cost for employees deemed to be "new" employees by PERS under the Public Employee's Pension Reform Act of 2013 (PEPRA):

- a) The 2.00% at 62 formula.
- b) Final retirement compensation based on the average monthly pay during the highest 36 consecutive months of service.
- c) Increased ordinary disability benefits which provide under PERS a 30% benefit after five years of service increasing to a maximum 50% benefit.
- d) The third level of 1959 survivor benefits.
- e) 50% survivor continuation in the event of death after retirement.
- f) Sick leave conversion.
- g) Employee shall pay the full employee share of retirement costs as calculated by PERS in its annual actuarial valuation.

20.3 Effective as soon as administratively possible, in accordance with California Government Code §20516 contract amendment process requirements, each employee in this unit shall pay three percent (3%) towards the employer's share of CalPERS normal pension cost (cost-sharing). In exchange, the City shall provide a three percent (3%) salary adjustment. The parties agree that should the parties negotiate the elimination of the three percent cost-sharing by the employees, the corresponding salary adjustment is subject to reduction, elimination or change through the negotiation process.

#### ARTICLE XXI - SICK LEAVE CONVERSION

21.1 For all unused sick leave, a represented employee with ten (10) years of employment with the City shall receive medical insurance coverage upon retirement (but not upon resignation or termination) on the following basis:

- a) After ten (10) years of employment by the City, fifty percent (50%) of the represented employee's unused sick leave shall be converted to months of medical insurance at the rate of one (1) month's premium for employee and dependent coverage for each day of unused sick leave as adjusted herein.

- b) For each year that an employee has been employed by the City in excess of ten (10) years, the employee shall be entitled to add two and one-half percent (2 1/2%) to the fifty percent (50%) before converting the unused sick leave to months of insurance.
- 21.2 The City shall pay up to the City's liability for medical insurance premiums for retiree and dependent.
- 21.3 In accordance with the sick leave conversion provisions, a surviving dependent may at their own expense continue medical insurance at the employee-only premium for the same period as if the employee had not died.
- 21.4 Represented employees who retire from the City of Lodi shall have the option of purchasing, at the employee's cost, additional medical insurance.
- 21.5 Out of area retirees may receive reimbursement for medical insurance premiums up to the City's liability as specified in Section 21.2.
- 21.6 The City agrees to modify its contract with PERS to add credit for unused sick leave per Government Code Section 20862.8. This benefit is available to all employees regardless of the date hired; however, it is the only sick leave conversion benefit available to employees hired after November 8, 2004. It is agreed that eight hours equals one day for purposes of determining days creditable. If an eligible employee opts to utilize the provisions of Section 21.1, the City will report they have zero hours of unused sick leave.
- 21.7 The City asserts that the November 8, 2004 date referenced in Section 21.6 is a scrivener's error and should properly be July 9, 1994. Association contests the City's position. As a resolution to this matter, the City shall establish a Retiree Health Savings Account (RHSA) for the following employees that were hired into this bargaining group between July 9, 1994 and November 8, 2004. The City shall allocate a lump sum of \$75,000.00 to be distributed to the listed employees on a pro-rated amount based on their individual sick leave accrual as of the pay period ending May 17, 2015. The pro-rated amounts shall be deposited into the RHSA as soon as administratively possible. Beginning the first full pay period in 2016, the City shall contribute one percent (1%) of the employees' base bi-weekly salary, each pay period, into the RHSA until such time as the employee retires, resigns, or separates employment with the City of Lodi.

Maria Butterfield  
Tenneill Ramirez  
Jennifer Root

Jeff Humphrey  
Andrea Patterson  
Kimberly Van Tassell

Effective upon adoption, above named employees shall be required to make an irrevocable choice to either convert their previously earned sick leave as described above, moving the existing balance into a closed bank of hours (Bank A), which shall be available only for use as sick leave by the employee, or to decline the conversion as described above and maintain one bank of hours which may be used for sick leave by the employee and in accordance with Section 21.6 referencing PERS service credit provision. Hours in Bank A shall not be eligible for catastrophic leave donations.

Employees who opt into the RHSA shall have future sick leave hours deposited into Sick Leave Bank B. Sick Leave Bank B hours may be used by the employee for sick leave or towards CalPERS service credit upon retirement as described in Section 21.6. Sick Leave Bank B hours may also be donated under the City’s catastrophic leave policy. Sick Leave Bank B hours shall be valued at the employee’s current regular hourly rate of pay; however, these hours shall have no cash value.

Employees utilizing sick leave hours shall first draw from Bank A hours. If no Bank A hours exist, then Bank B hours shall be used.

#### ARTICLE XXII - TUITION REIMBURSEMENT

- 22.1 Tuition reimbursement shall be available to employees as stated in the City’s current Tuition Reimbursement policy.
- 22.2 The City shall allow LPDA members the option of using the funds referenced in section 22.1 for work-related training seminars, symposiums, etc., that are not reimbursable by the City. Up to \$300.00 per fiscal year may be used for tuition reimbursement to obtain an AA degree. All training and time off for training must be approved in advance by the department head.

#### ARTICLE XXIII - WORKERS' COMPENSATION

- 23.1 When an employee is compelled to be absent from work due to injuries or illness arising out of and in the course of their employment, the City will pay full compensation to any represented employee who becomes eligible for benefits under Workers' Compensation laws for the period of the time between the injury and the first day of eligibility for benefits. With the determination that the injury or illness is compensable in accordance with Workers' Compensation benefit criteria, the employee upon receiving said benefits paid by Workers' Compensation will also receive compensation from the City in such an amount that when added to the Workers' Compensation payment will equal the employee’s regular salary. The amount paid by the City will, after the period from the date of injury and date of eligibility, be charged to the employee's sick leave account. The employee's regular deductions shall be made from the amount paid by the City.
  - a) Bargaining unit members shall have the presumption afforded by Labor Code Section 3212.5 regarding pneumonia (but not heart trouble) and the presumption afforded by Labor Code Section 3212.6 regarding tuberculosis. Moreover, bargaining unit members who can establish exposure to bodily fluids shall have the presumption afforded by Labor Code Section 3212.8 regarding blood borne infectious diseases and MRSA and Labor Code Section 3212.9 regarding meningitis.
- 23.2 In the event an employee is injured or otherwise becomes disabled:
  - a) By contact with a prisoner or member of the public in the course of employment or,

- b) While performing evidence technician assignments.

The City shall supplement the Workers' Compensation payment to the extent that the employee shall receive their regular salary and benefits for up to one (1) year. Thereafter, the employee may be eligible for the Long Term Disability (LTD) program, per Article XVII. Please refer to the City Policy on Long Term Disability

23.3 The City supplement will end at the earliest of the following:

- a) Permanent and stationary rating of employee.
- b) Return to duty or physician's release.

## **CHAPTER 4 – ASSOCIATION/CITY ISSUES**

### **ARTICLE XXIV - CITY RIGHTS**

- 24.1 Nothing contained in this MOU shall be construed to waive or reduce any rights of the City, which include but are not limited to the exclusive rights to:
- a) decide the scope of service to be performed and the method of service
  - b) hire and/or otherwise determine the criteria and standards of selection for employment
  - c) fire, demote, suspend or otherwise discipline for just cause
  - d) transfer employees from location to location and from time to time
  - e) lay off and/or relieve employees from duty due to lack of work or any other legitimate reason
  - f) re-hire employees
  - g) determine the allocation and content of job classification
  - h) formulate and/or amend job descriptions
  - i) to determine the need for overtime work subject only to contrary provisions of this MOU
  - j) merge, consolidate, expand, curtail or discontinue operation temporarily or permanently in whole or in part, whenever in the sole discretion of the City good business judgment makes such curtailment or discontinuance advisable
  - k) contract and/or subcontract any existing or future work
  - l) control the use of equipment and property by the City
  - m) determine the number, location and operation of headquarters, annexes, substations and or division thereof
  - n) expand, reduce, alter, combine, assign or cease any job
  - o) schedule and assign the work to the employees and determine the size and composition of the work force
  - p) determine the services to be provided to the public, and the maintenance procedures, materials, facilities, and equipment to be used, and to introduce new or improved serviced, maintenance procedures, materials, facilities and equipment
  - q) take whatever action may be necessary to carry out the mission and responsibility of the City and specifically the Police Department in unusual and/or emergency situations
  - r) formulate, amend , revise, and implement standard operating procedures, rules, and regulations regarding the operation of the Police Department
  - s) establish, amend, revise and implement any programs, and or procedures including an employee evaluation system

- t) require employees to observe and obey the City's and Departmental policies, procedures, ordinances, resolutions, rules and regulations

However, the exercise by the City of the rights in the paragraph does not preclude employees of their recognized employee organizations from filing grievances regarding the practical consequences that decisions on such matters may have on wages, hours, or other terms and conditions of employment.

#### ARTICLE XXV - CHANGES IN MEMORANDUM

- 25.1 The parties agree to reopen this MOU and to renew meeting and conferring on the subjects set forth herein during the term of this MOU only in the event that any provision of this MOU is modified by statute, applicable regulation, or by order of Court in such a way as to affect either the employees or the City. In such event, all remaining provisions of the MOU would continue in full force and effect unless and until they were also modified by statute, applicable regulation or order of Court, or agreement of the parties.

#### ARTICLE XXVI - EMPLOYEE REPRESENTATION

- 26.1 This Memorandum of Understanding (hereinafter referred to as "MOU") is entered into between representatives of the City of Lodi (hereinafter referred to as "City") and representatives of the Lodi Police Dispatchers Association (hereinafter referred to as "LPDA").

- a) The parties to this MOU acknowledge and agree that this MOU constitutes the result of meeting and conferring in good faith as contemplated by Sections 3500 et seq. of the Government Code of the State of California, and further acknowledge and agree that all matters upon which the parties reached agreement are set forth in this MOU. If the City intends to change a matter within the scope of representation under the Meyers-Millias-Brown Act (MMBA) which is not covered by this MOU, it shall notify the LPDA. If the LPDA wishes to negotiate over such a matter, it shall notify the City within twenty (20) work days of notice, and the parties shall commence negotiations within twenty (20) work days of the LPDA's notification. If the LPDA does not respond within twenty (20) work days of the City's notification, the City will have no further obligation to negotiate over the matter.
- b) The terms and conditions of this MOU are applicable to all regular and probationary employees represented by LPDA. Those classifications are as follows:
- Community Services Officer
  - Dispatcher/Jailer
  - Lead Dispatcher/Jailer
  - Property & Evidence Technician

- 26.2 Dues - The City shall grant dues deduction to City employees who are members of the LPDA in accordance with the terms and conditions set forth in Section 4, Rule 2 of City of Lodi Resolution No. 3344 entitled, "Adopting Rules and Regulations to Implement Provisions of the Employee-Employer Relations Resolution."

- a) Any dues check-off cancellation or modification notice shall first be forwarded to LPDA for notation and then returned to Payroll prior to any change in members' dues check-off. In addition, any dues check-off cancellation or modification notice regarding the Police Officers' Association of Lodi (POAL) shall first be forwarded to POAL for notation and then returned to Payroll prior to any change in a member's dues check-off to POAL.
  - b) The LPDA shall indemnify, defend, and hold the City of Lodi harmless against any claims made and against any suit instituted against the City of Lodi on account of check-off of said employee organization's dues. In addition, the LPDA shall refund to the City of Lodi any amounts paid to it in error upon presentation of supporting evidence.
  - c) Effective upon adoption of this Memorandum of Understanding (MOU) and for the purposes of the continued certification of LPDA as the recognized employee organization for this unit, employees in this unit who are or hereafter become members of LPDA shall maintain membership in good standing with LDPA for the life of this MOU, except that any unit employee may withdraw from membership not earlier than ninety (90) days nor less than sixty (60) days from the expiration of this MOU. Such withdrawal must be in writing and delivered to LPDA and the Finance Department within the prescribed time frame.
- 26.3 The City agrees to furnish LPDA with a written notice of the City's intention to make changes in departmental rules, policies or procedures that would affect the working conditions of LPDA members, notwithstanding Article XXIV.
- 26.4 LPDA will have the right to use city facilities for association business subject to advance notice and availability.
- 26.5 If any section of the MOU in any way conflicts with the terms and conditions of employment stated in other authorities, such as the personnel rules, administrative policy and procedure manual, City resolutions, or City ordinances, any ambiguity will be resolved in favor of the MOU language. If the MOU is silent on any issue, the applicable document is controlling.

#### ARTICLE XXVII - EMPLOYEES RIGHTS

- 27.1 Individual bargaining unit members may donate from their vacation or holiday leave time up to eight (8) hours per calendar year for Association business. The President may designate members of the Association to utilize this time. Only one member at a time may be absent unless it is mutually agreed that additional members may be absent. Five (5) days' advance notice of use of time shall be given.
- 27.2 The City will provide affected employees with copies of personnel orders as soon as the personnel orders are issued. Personnel orders are defined as all written notices of actual disciplinary actions, notices of intent to take disciplinary actions, transfer notices, promotion notices and termination notices.

- 27.3 Any LPDA member who is to be interviewed concerning an act which, if proven, could reasonably result in disciplinary action will be afforded the following safeguards:
- a) LPDA member will be informed prior to the interview if the City believes the LPDA member is a suspect in the investigation.
  - b) The LPDA member will be informed of the nature of the investigations and allegations and afforded the opportunity to consult with a LPDA representative prior to an interview. The LPDA member shall be allowed the right to have an LPDA representative present during the interview.
  - c) The City shall make a reasonable good faith effort to conduct these interviews during the employee's regular working hours except for emergencies or where interviews can be conducted by telephone. Section 27.3 (a) and (b) notwithstanding.
  - d) Interviews shall be done under circumstances devoid of intimidation, abuse, or coercion. No more than two (2) interviewers may be present at any one time.
  - e) The employee shall be entitled to reasonable intermissions to attend to personal necessities.
  - f) If the City tape records the interview, the member also has the right to tape the interview. If the interview is taped by either party that party must give notice of its intention.
  - g) Interviews and investigations shall be concluded with no unreasonable delay.
  - h) The employee shall be advised of the results of the investigation and any future action to be taken on the incident.
  - i) When the investigation results in Departmental charges being filed against the employee, the employee, upon request, will be furnished with a copy of the reports of the investigation which contain all known material facts of the matter, to include any tape recordings, at no cost. The employee will also be furnished with the names of all witnesses and complainants who are to appear against the employee and/or whose statements may be used against the employee.
- 27.4 The performance of each LPDA member shall be evaluated annually. Performance evaluations shall be based on work performance related criteria.
- a) When an employee is rated unsatisfactorily in any category, the supervisor shall state the reason(s) for such rating and shall, if practicable, suggest means of improvement.
  - b) After the evaluation is made, the employee shall be given a copy. Either the supervisor or employee may request to meet and discuss the evaluation.
- 27.5 Each employee shall, during normal business hours, have the right of access to their own personnel file. At the employee's request they shall be provided one copy of any document placed in the employee's file. LPDA members will be given a list of all personnel files held by the City and any department personnel used for promotion and disciplinary actions.

- a) An employee shall have the right to inspect and review any official record relating to their performance as an employee which is kept or maintained in the employee's personnel file. The City shall provide an opportunity for the employee to respond in writing to any information with which the employee disagrees. Such response shall become a permanent part of the employee's personnel record. The employee shall be responsible for providing the written responses to be included as part of the employee's permanent record.
  - b) The only persons permitted to have access to the contents of an employee's personnel folder, excluding background investigation references from previous employers, are the employee, their designated representative having the employee's signed authorization, and persons authorized by the City.
  - c) Employees will receive a copy of all materials placed in their file. Written reprimands more than two (2) years old will not be considered for purposes of promotion, transfer, special assignments and disciplinary actions, except as to those disciplinary actions which show patterns of misconduct as defined in the Department's Rules and Regulations.
  - d) Anything less than a written reprimand shall be purged from an employee's personnel file after an evaluation is given. Requests to purge personnel files are the responsibility of the individual involved.
- 27.6 All special assignments available to LPDA members shall be posted and shall invite letters of interest from LPDA members.
- 27.7 All special assignment positions shall be limited to three (3) to five (5) years and will begin and end at shift pick changes. Those assigned will report to the immediate supervisor that is in charge of the department. The Chief reserves the right to ask for letters of interest during shift pick changes during this time. If no applications of interest have been submitted for the position, the employee holding the position may be extended for a period of two more years after the third year. It is also mutually agreed that assignments to Property Clerk and/or Court Liaison positions are at the sole discretion of the City of Lodi. No employee has property rights to such assignments and waives any appeals for assignment, reassignment, or transfer from this agreement.

#### ARTICLE XXVIII - GRIEVANCE PROCEDURE

- 28.1 This grievance procedure shall be used to process and resolve disputes regarding the interpretation or application of any of the terms and conditions of this MOU, letters of understanding, formal interpretations and clarifications executed by the LPDA and the City.
- a) The intent of this procedure is to resolve grievances informally at the lowest possible level and to provide an orderly procedure for reviewing and resolving grievances promptly.
  - b) The term "day" means a working day, i.e. Monday through Friday excluding fixed City Hall holidays.

- c) A grievance is a good faith complaint of one or a group of employees or a dispute between the City and the LPDA involving the interpretation, application, or enforcement of the express terms of the Agreement and other terms and conditions of employment and matters of discipline which includes demotion, suspension, or discharge.
- d) As used in this procedure, the term "party" means an employee, the LPDA, the City, or the authorized representative of any party. The employee is entitled to representation through all the steps in the grievance procedure.

## 28.2 INFORMAL GRIEVANCE PROCEDURE

- a) An employee, the LPDA, or their representative having an issue arising from employment in the municipal service shall seek adjustment of the issue initially through verbal contact with their immediate supervisor within twenty (20) working days of the date of the action being grieved, or the date the grieving party became aware of the incident which is the basis of the issue. Should the immediate supervisor be unable to make a satisfactory adjustment, or is a party to the issue, the employee, LPDA, or their representative may seek adjustment through either verbal or written contact to the next higher level of supervision up to and including the Chief of Police who shall render a decision in writing within ten (10) working days of hearing the appeal. The time allowed between steps in this process is ten (10) working days. All verbal contacts shall be documented as to the date, time and place of the contact.
- b) Should the employee, LPDA or their representative, progress through the above steps and find that the Department Head is unable to make a satisfactory adjustment within the timeframe given, or is a party to the issue, the employee, LPDA, or their representative may seek adjustment through the formal grievance procedure. Any decision by City at this step shall be a written decision rendered within ten (10) working days of hearing the appeal.

## 28.3 FORMAL PROCEDURE

An employee who has not received satisfactory adjustment through the use of the Informal Grievance Procedure may, within ten (10) working days of the last time deadline of the Informal Procedure, file a Formal Grievance. The steps of the Formal Grievance Procedure are as follows:

### STEP A

Class action grievances are filed, in writing, with the City Manager and can only be made by the LPDA president or representative upon the authority of the LPDA. Grievances that affect individual employees may be filed, in writing, with the City Manager by the affected employee, the LPDA, or their representative. The City Manager shall investigate the grievance and shall respond in writing within ten (10) working days. If satisfactory adjustment is not attained the employee, LPDA, or their representative may proceed to Step B within ten (10) working days.

### STEP B

The employee, LPDA, or their representative shall file an appeal of the City Manager's decision to the City Clerk. Within fifteen (15) days of the receipt of the appeal, the City Clerk shall begin the process of establishing a list of eligibles for a Personnel Board of Review. The Personnel Board of Review shall hold a public hearing, unless the grievant desires a closed hearing, within thirty (30) working days of the filing of the appeal with the City Clerk. The Personnel Board of Review has no power to add to, subtract from or modify the terms or conditions of this MOU; nor, do they have any power to add a greater form of disciplinary action than that which was originally grieved. Within fifteen (15) days after the hearing, the Personnel Board of Review shall submit a written statement of findings and directions to the City Manager, the employee, and the LPDA. The directions of the Board shall be binding on all parties to the MOU.

The Personnel Board of Review shall be constituted as follows:

- 1) Both the LPDA and the City will select a representative to serve on the three-member board. Board members must be registered to vote in the City of Lodi and may not be a current or former elected official, employee of the City, or related to a present or former elected official or employee of the City.
  - 2) The City Clerk shall submit the names of seven (7) persons applying for positions to the Personnel Board of Review to both parties. The criteria of qualifications are the same as in Step One. If there are not seven (7) persons from the list each party may select from the available names or ask the City Clerk to post for a vacancy(ies ). If there are more than seven (7) names, seven (7) names will be drawn by lot which shall be witnessed by the parties chosen in Step One.
  - 3) The two persons selected in Step One shall select a third member from the list, either by agreement, lot, striking names, or any other means the two can agree upon.
- 28.4 Any employee shall have the right to appeal letters of reprimand and suspensions of three (3) days or less through the chain of command up to the Police Chief or designee. The decision of the Police Chief or designee is final and binding and not subject to further appeal.

#### 28.5 FAILURE TO MEET TIME REQUIREMENTS

Failure by either party to meet any of the aforementioned time limits shall result in the following action:

Failure by an employee to take the initial grievance action within the twenty (20) working days given in the Informal Grievance Procedure will result in forfeiture of the grievance. Failure of management to meet any of the time limits set forth on any step in this grievance procedure will give the employee the right to automatically proceed to the next level of appeal. This action must be taken within ten (10) working days of the last date of the time limit which management failed to meet.

### ARTICLE XXIX - MUTUAL CONSENT CONTINGENCY

29.1 This Agreement may be amended any time with the mutual consent of the City and LPDA. Such amendment must be in writing and attached to all executed copies of this Agreement.

ARTICLE XXX - NO STRIKES

30.1 The represented employees agree that they shall not strike, withhold services, engage in "slow downs" or "sick-ins", or participate in any other concerted activity which adversely affects job performance or city services during the term of this MOU.

ARTICLE XXXI - RESERVED

ARTICLE XXXII - PROBATION

32.1 All appointments to positions in the classified service shall be subject to a probationary period of eighteen (18) continuous months of service. The probationary period shall be regarded as an integral part of the examination process and shall be used to closely observe the employee's work for securing the most effective adjustment of an employee to their new duties, assignments and responsibilities in the new position and for rejecting any probationary employee whose performance does not meet required work standards. If the service of the employee is deemed to be unsatisfactory, the employee shall be notified that they have not satisfactorily completed probation.

32.2 During the probationary period, all new hires shall have all the rights and privileges afforded to other employees, except:

- 1) Vacation Leave - See Article XIII for the vacation leave schedule.
- 2) The use of the Grievance Procedure to grieve termination.
- 3) The City and the employee may mutually agree to extend the probationary period for not more than six (6) months. The LPDA shall be notified of all extensions.
- 4) Probation shall be extended for the same time as any leaves of absence.

32.3 In the event an employee is promoted and is rejected by the appropriate department head, the employee shall be reinstated to the position from which the employee was promoted unless charges are filed and the employee is discharged. The seniority and status of a rejected candidate shall continue as before.

ARTICLE XXXIII - PROMOTION

33.1 The City and the LPDA mutually agree it is good personnel practice to make every effort to promote from within, consistent with the best interests of the City.

ARTICLE XXXIV - SENIORITY

- 34.1 Seniority, for purposes of city employee benefits is defined as the total length of continuous service with the City. Continuity of service shall not be broken and seniority shall accrue when an employee is:
- a) inducted, enlists, or is called to active duty in the Armed Forces of the United States or service in the Merchant Marine under any Act of Congress which provides that the employee is entitled to re-employment rights;
  - b) on duty with the National Guard;
  - c) is absent due to industrial injury;
  - d) on leave of absence; or
  - e) absent due to layoff for a period of less than twelve (12) consecutive months.
- 34.2 Seniority for purposes of shift selection, overtime, holiday selection, and vacation leave shall be defined as total time in service as a member of the bargaining unit. Should a member of the unit leave membership for any reason and return to membership within twelve (12) months, seniority shall be as if the member never left.
- 34.3 Seniority, as defined above, shall be the method utilized for shift selection and vacation leave.
- 34.4 In the event an employee completes training before another employee with the same or more City seniority for purposes specified in section 34.2, the employee completing training first will have seniority for purposes of shift selection.

#### ARTICLE XXXV - STATUS

- 35.1 Employees shall be designated as regular, probationary, or temporary, depending upon the purpose for which they are hired and their length of continuous service with the City.
- a) A regular employee is defined as an employee who has (twelve) 12 months or more seniority with the City in full-time employment, except as provided for in Article XXXII - Probation.
  - b) A probationary employee is defined as an employee hired for a full-time position that has been regularly established as an authorized position and is of indeterminate duration. A probationary employee shall receive not less than the minimum rate for the job and shall be eligible for sick leave pay, vacation pay, holiday pay, retirement plan participation, insurance coverage, and items of a similar nature as he or she becomes eligible, but shall not be given preferential consideration for promotion or transfer or be eligible for a leave of absence. Upon completion of (twelve) 12 months of continuous full-time service with City, a probationary employee shall be given the status of a regular employee.
  - c) A temporary employee is an employee hired on a full-time basis to temporarily fill a full-time position (at least 32 hours per week). Temporary employees shall attain regular status after being employed for twelve (12) continuous months.

ARTICLE XXXVI - TERM

- 36.1 All terms and conditions of this MOU shall continue in effect during the term of this MOU. The City of Lodi and LPDA agree that the term is July 1, 2019 through June 30, 2022.
- 36.2 The LPDA and City will commence negotiations for a new contract no later than three (3) months prior to the expiration of this MOU.

**CITY OF LODI  
AND  
LODI POLICE DISPATCHERS ASSOCIATION  
JULY 1, 2019 - JUNE 30, 2022**

Lodi Police Dispatchers Association:

City of Lodi:

\_\_\_\_\_  
Jennifer Root  
Lead Dispatcher/Jailer  
Date: \_\_\_\_\_

\_\_\_\_\_  
Stephen Schwabauer  
City Manager  
Date: \_\_\_\_\_

\_\_\_\_\_  
Tenneill Ramirez  
Dispatcher/Jailer  
Date: \_\_\_\_\_

\_\_\_\_\_  
Andrew Keys  
Deputy City Manager  
Date: \_\_\_\_\_

\_\_\_\_\_  
Kim VanTassel  
Property & Evidence Technician  
Date: \_\_\_\_\_

\_\_\_\_\_  
Adele Post  
Human Resources Manager  
Date: \_\_\_\_\_

\_\_\_\_\_  
Shaun Du Fosee  
Chief Negotiator  
Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Janice D. Magdich  
City Attorney  
Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Jennifer M. Ferraiolo  
City Clerk  
Date: \_\_\_\_\_

EXHIBIT A – SALARY SCHEDULE

Salary Schedule Effective: August 26, 2019

Title	Job Code	Annual Salary				
		Step 0	Step 1	Step 2	Step 3	Step 4
Community Services Officer	6400	\$ 49,862.97	\$ 52,356.15	\$ 54,974.06	\$ 57,722.73	\$ 60,608.78
Dispatcher/Jailer	6410	\$ 56,743.23	\$ 59,580.33	\$ 62,559.43	\$ 65,687.35	\$ 68,971.70
Lead Dispatcher/Jailer	6420	\$ 60,175.72	\$ 63,184.47	\$ 66,343.66	\$ 69,660.86	\$ 73,143.82
Property & Evidence Technician	6440	\$ 49,862.97	\$ 52,356.15	\$ 54,974.06	\$ 57,722.73	\$ 60,608.78