

**MEMORANDUM OF
UNDERSTANDING**

BETWEEN

**THE CITY OF
WOODLAND**

AND THE

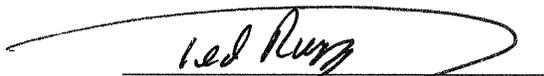
**WOODLAND POLICE
EMPLOYEES'
ASSOCIATION**

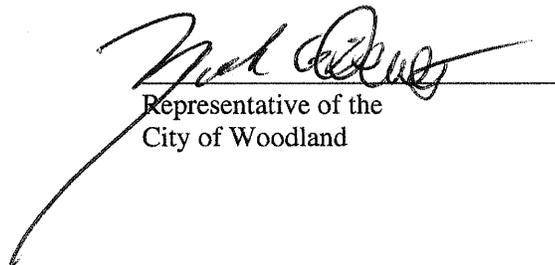
July 1, 2009 – June 30, 2012

MEMORANDUM OF UNDERSTANDING
CONCERNING POLICE EMPLOYEES
OF THE
CITY OF WOODLAND

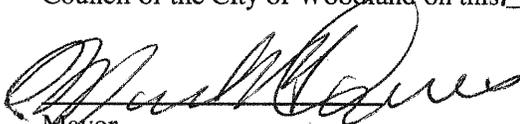
The City of Woodland and the Woodland Professional Police Employees' Association, representing employees employed by the City of Woodland in the classifications of Police Officer, Community Services Officer, Senior Police Records Specialist and Police Records Specialist by and through their authorized representatives, hereby ratify as and for a Memorandum of Understanding the attached Resolution entitled "A Resolution of the City Council of the City of Woodland Approving Certain Terms and Conditions for Police Employees" and the exhibits appended hereto, and recommend that the same be adopted by the City Council of the City of Woodland. Provisions outlined in this Resolution shall be incorporated into the City's adopted Personnel Rules and Regulations and, thereafter, the attached Resolution shall be used for the purpose of interpreting the specific rules and regulations addressed. In resolving questions of interpretation the Resolution shall in all cases be the primary source.

DATED: 7-30-09


Representative of the Woodland
Professional Police Employees'
Association


Representative of the
City of Woodland

The foregoing Resolution and exhibits appended thereto hereby are approved by the City Council of the City of Woodland on this 1st day of Sept. 2009


Mayor

RESOLUTION NO. 5038

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING CERTAIN TERMS AND CONDITIONS FOR POLICE
EMPLOYEES

TABLE OF CONTENTS

	<u>Page</u>
ARTICLE I GENERAL PROVISIONS	
1.1 Application	4
1.2 Term	4
1.3 Purpose	4
1.4 Peaceful Performance	4
1.5 Salary Survey	4
ARTICLE II COMPENSATION	
2.1 Salary	5
2.2 Furloughs	5
2.3 Uniform Allowance	5
2.4 Personal Property	6
2.5 City Equipment and Clothing Return	6
2.6 Call-back Duty	7
2.7 Departmental Meetings and Training	7
2.8 Overtime Pay	8
2.9 Compensatory Time Usage	8
2.10 Court Appearance Policy	9
2.11 Emergency Stand-By	10
2.12 Longevity Pay	10
ARTICLE III SPECIAL ASSIGNMENTS	
3.1 Field Training Officer	11
3.2 Corporal	11
3.3 Canine Officer	11
3.4 Bilingual Pay	12
ARTICLE IV EDUCATIONAL INCENTIVE	
4.1 POST Certificates	12
4.2 Tuition Reimbursement	12
4.3 Training and Travel Expenses	12
ARTICLE V WELLNESS PROGRAM	
5.1 Defined	13
5.2 Requirements and Incentive Pay	13
ARTICLE VI MEDICAL AND RELATED BENEFITS	
6.1 Medical Insurance	13
6.2 Medical Insurance Upon Retirement	15
6.3 Long Term Disability Insurance	16
6.4 Sick Leave	17

6.5	Dental Insurance	17
6.6	Vision/Optical	17
6.7	Life Insurance	17
6.8	Flexible Spending Account	18
6.9	Use of Tobacco Products	18
ARTICLE VII LEAVES		
7.1	Holidays	18
7.2	Vacation	18
7.3	Vacation Accrual	18
7.4	Vacation Accumulation	19
7.5	Sick Leave	19
7.6	Other Leave	19
7.7	Bereavement Leave	19
7.8	Catastrophic Leave Bank	19
ARTICLE VIII WORK HOURS		
8.1	Patrol Work Schedule	20
8.2	Alternate Work Schedules	20
ARTICLE IX LIGHT/LIMITED DUTY		
9.1	Light/Limited Duty	21
ARTICLE X PERS RETIREMENT		
10.1	PERS Retirement	21
ARTICLE XI EMPLOYMENT PROBATION		
11.1	Probation	22
ARTICLE XII MEMORANDUM OF UNDERSTANDING		
12.1	No Discrimination	22
12.2	Modification	23
12.3	Separability of Provisions	23
ARTICLE XIII MANAGEMENT RIGHTS		
13.1	Management Rights	23
ARTICLE XIV AGENCY SHOP		
14.1	Agency Shop	23
ARTICLE XV SEPARATION FROM SERVICE		
15.1	Dismissal	24
15.2	Layoff	25
15.3	Interpretation	29
15.4	Mediation	29
ARTICLE XVI MISCELLANEOUS		
16.1	Association Release Time Bank	29
ARTICLE XVII OTHER COMPENSABLE ITEMS		
17.1	Other Compensable Items Not Set Forth Herein	30

ARTICLE I - GENERAL PROVISIONS

1.1 Application (MODIFIED)

1.1.1 This resolution applies to the employees of the City of Woodland in permanent positions in the classifications of Police Officer, Community Services Officer, Senior Police Records Specialist and Police Records Specialist, all of whom are represented by the Woodland Professional Police Employees Association.

1.2 Term (MODIFIED)

1.2.1 Except where the context otherwise determines or otherwise provides, the provisions of this Resolution shall apply from July 1, 2009 to June 30, 2012 and for such reasonable time thereafter as may be required to ratify, revise and supersede such provisions by action taken by the Woodland City Council after good faith negotiations pursuant to the Meyers-Miliias-Brown Act (MMB).

1.3 Purpose

1.3.1 The purpose of this Resolution is to provide certainty in payment of employee compensation over a three (3) year period.

1.4 Peaceful Performance (MODIFIED)

1.4.1 The Association agrees that during the term of this Memorandum of Understanding neither it nor the employee it represents will engage in, encourage, sanction, support, any:

- a. Strikes,
- b. Mass resignations,
- c. Mass absenteeism.
- d. Picketing which would involve suspension of or interference with normal work of this department, or,
- e. any other similar actions, which could involve suspension of or interference with any work of this department.

1.5 Salary Survey (MODIFIED)

1.5.1 Total compensation survey shall be conducted prior to negotiations using the following cities: Davis, Lincoln, Lodi, Manteca, Rocklin, West Sacramento and Yuba City. The total compensation shall include and be limited to the following: top step salary, maximum education incentives, maximum POST Certificates, uniform allowance, maximum longevity, employee contribution to the Public Employees Retirement System paid on behalf of employee by employer, and employer contribution towards family medical, dental and vision insurance.

ARTICLE II – COMPENSATION

2.1 Salary (MODIFIED)

2.1.1 During the term of this agreement, represented unit employees shall receive the following increase:

Effective July 1, 2011, 4% salary increase

2.1.2 Effective July 1, 2011 Senior Police Records Specialist shall be benchmarked 10% above Police Records Specialist after implementation of the 4% increase set forth in 2.1.1 above.

2.2 Furloughs (NEW)

2.2.1 Represented unit employees agree to an unpaid furlough of 96 hours in fiscal years 2009/10 and 2010/11. Hours will be deducted in equal amounts from each monthly paycheck. For fiscal year 2009/10 and 2010/2011 employees will have four hours added to their vacation bank.

Furlough time will be held in a bank separate from vacation or sick time. Employees having furlough time in their furlough bank will be allowed to use furlough time instead of sick time or vacation time.

When using furlough time in lieu of sick time or annual vacation, all furlough time use requests must be made in accordance with G.O. 3.01.11, G.O. 2.01.04, and will be subject to the restrictions of the type of leave (sick leave or vacation leave). Requests for use of furlough time not taken during annual vacation or used as sick leave require supervisor approval and will be treated as vacation for time off approval processing.

The responsibility of monitoring the amount of time in the furlough bank and proper use rests with the employee. It is the expectation that employees will use their furlough time by the end of the fiscal year; however, balances will be carried forward.

Furlough hours/usage will be prorated for employees working less than the full year with appropriate adjustments made to final settlement pay.

2.3 Uniform Allowance (MODIFIED)

2.3.1 For the purchase and maintenance of required uniforms, soft body armor, and rain gear employees will receive an annual allowance as follows:

Police Officer: \$900 per year

Community Services Officer: \$800 per year

Police Records Specialist: \$800 per year

2.3.2 New Police Officer employees shall receive one set of soft body armor upon hire. The City will replace soft body armor within six (6) months of the expiration of the manufacturers warranty

2.3.3 The City shall provide each newly hired Police Officer, Community Service Officer and Police Records Specialist with a set of uniforms consisting of:

One Long Sleeve Shirt
Two Short Sleeve Shirts
Two Uniform Trousers
One Jacket
One Pants Belt
Eight Shoulder Patches

2.3.4 Employees shall receive the annual uniform allowance in twelve monthly payments as listed below. Newly hired employees shall commence receiving this payment the tenth (10th) month after the start of employment.

Police Officer: \$75.00 per month

Community Services Officer: \$66.67 per month

Police Records Specialist: \$66.67 per month

2.4 Personal Property

2.4.1 Personal property which is destroyed or damaged in the course of employment shall be repaired or replaced.

2.4.2 Personal property are those items necessary during job-related activities. Items include uniforms, eye glasses, false teeth and watches.

2.4.3 Personal property shall not include those items not required for job related activities. Items not included are necklaces or chains; earrings, bracelets, and other jewelry.

2.4.4 The total payable claims for eyeglasses shall be \$175.00 per occurrence. The total payable claims for watches shall be \$50.00 per occurrence.

2.4.5 The procedure for the repair or replacement of damaged personal property shall be the same for City property as described in the Department's Operations and Procedures Manual.

2.5 City Equipment and Clothing Return

2.5.1 All City furnished equipment remains in the ownership of the City and must be returned when employee leaves employment.

2.6 Call-Back Duty

- 2.6.1 All represented employees called back to duty or required to appear in court shall be compensated at one and one-half (1-1/2) times their regular hourly rate of pay for four (4) hours or the number of hours actually spent on duty or in court, whichever is greater.
- 2.6.2 Callback minimum compensation shall not be provided to employees who are called back to correct incomplete or substandard work. Employees will not be called back to correct faulty work if the correction can reasonably await the start of the employee's next regularly scheduled shift. If an employee is called back to correct incomplete or substandard work, normal overtime shall be paid for actual time spent.

2.7 Departmental Meetings and Training

- 2.7.1 Employees on their day off who are required to attend a meeting or training, will be compensated at the rate of one and one-half (1-1/2) times their hourly rate for a minimum of four (4) hours.
- 2.7.2 When an employee is required to attend a scheduled meeting on a regularly scheduled duty day and there is less than eight hours between the time an officer went off duty and his/her next regularly scheduled shift, compensation will be at the rate of one and one half (1-1/2) times their hourly rate for a minimum of four hours.
- 2.7.3 A required scheduled meeting requires personal notification to the employee at least forty eight (48) hours prior to the meeting time.
- 2.7.4 Employees required to attend a scheduled meeting on a regularly scheduled duty day where the time of occurrence is contiguous with the beginning or ending of the employee's shift, will be compensated at the rate of one and one-half (1-1/2) times their hourly rate for the actual time spent in attendance.
- 2.7.5 Contiguous means connected to the employee's regular duty schedule, or if the meeting or duty day were continued, it would have been contiguous to the employee's regular duty schedule and would be less than four (4) hours.
- 2.7.6 Employees required to attend a scheduled meeting on a regularly scheduled duty day where there has been more than eight (8) hours between the conclusion of their last duty shift and the scheduled meeting, shall be compensated at the rate of one and one half (1-1/2) times their hourly rate of pay for a minimum of four (4) hours. However, in no event will an officer be compensated for more than would result if the meeting or assignment were scheduled in a way as to be contiguous with the officer's regularly scheduled shift. (Example: If an officer was off duty at 12 midnight and was required to attend a meeting at 1:00 p.m. which lasted

until 2:00 p.m., and who was scheduled to return to work at 3:00 p.m., the maximum compensation allowable would be two hours at one and one-half (1-1/2) times.)

- 2.7.7 If an employee volunteers for a committee assignment, and the particular committee is scheduled to meet on the officer's day off, the officer may attend the committee meeting and be compensated at one and one-half (1-1/2) times their hourly rate for the actual time in attendance at the meeting.

2.8 Overtime Pay

- 2.8.1 Employees who work in excess of their standard work day or forty (40) hours per week shall be compensated for such overtime at a rate of one and one-half (1-1/2) times the employee's regular rate of pay. Paid time off shall be counted as hours worked for overtime calculation purposes.

- 2.8.2 The Department shall not alter scheduled work time to avoid payment of overtime without at least seventy-two (72) hours prior notice.

- 2.8.3 Overtime may be taken in cash or in the form of compensatory time off. Compensatory time off shall be earned at the rate of time and one half to a maximum accrual of seventy (70) hours. When the timecard is filled out, employees may elect to accrue compensatory time or be paid in cash. Compensatory time off shall be as set forth in 2.9 below.

2.9 Compensatory Time Usage

- 2.9.1 Definition: As used in this section, the term compensatory time refers to that time which an employee is entitled to be absent from their duty with pay for hours worked in addition to or excess of their normal work schedule.

2.9.2 Use:

- 2.9.2.1 Requests for compensatory time off must be made no earlier than fourteen (14) days in advance of the requested time off. In cases where overtime or additional staffing will be required to cover the absence, requests must be submitted no later than 5 days in advance of the requested CTO. The Division Head or designee will respond within 72 hours of having received the CTO request.

- 2.9.2.2 Once compensatory time is approved, authorization cannot be rescinded, except in the case of an emergency.

- 2.9.3 Payment: Once seventy (70) hours of compensatory time is accrued on the books, all other hours worked in excess of forty (40) hours in a seven (7) day work period must be recorded on the timecard as overtime pay. At the end of each calendar year, all compensatory time will be carried forward (up to seventy (70)

hours maximum), unless the employee's elects to have the compensatory balance paid. Carry over compensatory time and accumulated compensatory time cannot exceed the seventy (70) hour maximum.

2.10 Court Appearance Policy

2.10.1 Employees who are served a subpoena for a criminal matter will call their individual voice mail box to determine if the appearance has been canceled or continued to another date and time. The call must be made before the scheduled appearance.

For the morning calendar, the employee must call by 1700 the prior day for a 9:00 a.m. appearance. For hearings scheduled in the afternoon, the employee must call at 12:00 noon. Afternoon cancellations and continuances will be made by 12:00 noon.

2.10.2 If canceled or continued to another day or another time, the Court Liaison, the District Attorney, or Department representative will leave a message to that effect on your individual voice mailbox. If the employee is not canceled, the employee is required to make the appearance as directed on the subpoena.

2.10.3 The Court Liaison Unit is required to maintain accurate records of all subpoenas issued. These records include subpoenas canceled and continued. These records are presumed to be accurate based on the track record of the Court Liaison Unit. The Court Liaison Unit will forward a copy of their subpoena records weekly to the Day Shift Patrol Lieutenant or other designated person. These records will be used to verify claims for compensation for all court appearances. Employees who dispute Court Liaison records may rebut the presumption with proper proof to the Patrol Lieutenant. The Patrol Lieutenants findings are final.

2.10.4 If an employee makes an appearance for a case which has been canceled or continued and the message was delivered by the Court Liaison, the District Attorney or the Department representative to the employees voice mailbox in the time frames described above, there is no compensation for that appearance.

2.10.5 If the subpoena was canceled with less than 48 hours notice and the subpoena was issued for a regularly scheduled day off, compensation shall be paid at the rate of \$70.00 per occurrence. Only one occurrence can be claimed for any one day off.

2.10.6 If the subpoena was canceled on a duty day, but the employee was not on duty at the time of cancellation, compensation shall be paid at the rate of \$40.00 per occurrence. Only one occurrence can be claimed per day.

2.11 Emergency Stand-by

2.11.1 Officers shall be available, as designated by a written schedule approved by the Chief of Police, or his designee, for emergency call-out on weekends, holidays, days off or other off duty hours. Claims for stand-by compensation shall be made only when an employee has been assigned to stand-by.

2.11.2 Officers shall be paid two dollars (\$2.00) per hour for any hours assigned to stand-by duty. During the time officers are being compensated for emergency call-back, stand-by will not apply. Stand-by duty requires that the officer:

- a. Be ready to respond immediately to calls for service;
- b. Be reachable by telephone, pager or vehicle radio;
- c. Remain a reasonable distance (45 minutes driving time) from the City; and,
- d. Refrain from activities, which might impair the ability of the officer to perform the assigned duties.

2.11.3 "Stand-by" duty differs from other assignments in which an employee may be equipped with a pager to facilitate contact. In those instances, employee's activities and response distance are not restricted; therefore, they are not eligible for emergency stand-by compensation.

2.12 Longevity Pay (MODIFIED)

2.12.1 The City shall pay longevity pay according to the following schedule, payable the last payday before Christmas each year as indicated below:

<u>Years</u>	<u>Amount</u>
10 years	\$225.00
15 years	\$275.00
20 years	\$325.00

2.12.2 Effective July 1, 2011 Longevity Pay as set forth in 2.12.1 shall cease. In lieu:

- a. Employees with 15 years completed service will receive an additional 2.5% of base pay as a retention incentive; and
- b. Employees with 20 years completed service will receive an additional five (5%) percent of base pay as a retention incentive (not cumulative).

ARTICLE III - SPECIAL ASSIGNMENTS

3.1 Field Training Officer

- 3.1.1 Represented employees in the assignment of Field Training Officer pursuant to Police Department policy shall receive a five (5%) percent increase above their base salary for any pay period during which they are training a new officer.
- 3.1.2 Employees shall be paid Field Training Officer pay in one week increments. An employee working one (1) through four (4) days as a Field Training Officer shall be paid for five (5) days; five (5) through eight (8) days shall be paid for ten (10) days; nine (9) through twelve (12) days shall be paid for fifteen (15) days; and thirteen (13) days or more shall be paid for a full month.
- 3.1.3 Employees assigned as Field Training Officers shall not be assigned a trainee for training purposes in excess of one hundred twenty (120) consecutive days. In determining the one hundred twenty (120) consecutive days, interruptions of seven (7) or less days, including excused absences by the trainee, shall be included in the total calculation of days.
- 3.1.4 A one hundred twenty (120) consecutive day period shall be followed by a minimum of thirty (30) consecutive days without a trainee. During this time, a Training Officer may be assigned to other Field Training Officer administrative functions.
- 3.1.5 The Chief of Police may declare that exigent circumstances exist, and may override the one hundred twenty (120) day maximum training limitation in order to avoid leaving a trainee without a trainer. It would be the Department's intent to take reasonable steps to insure any such declarations are the exception, rather than the rule.

3.2 Corporal

- 3.2.1 The Chief of Police may assign officers to the position of Corporal for which they will be compensated an additional five (5%) percent of base salary.

3.3 Canine Officer

- 3.3.1 Employees assigned to work as Canine Officers shall receive additional compensation at the rate of three and a half (3.5) additional hours of overtime pay per week. This pay is recognition of the additional hours required of employees assigned to care for a City dog. City and association mutually agree that the additional three and a half (3.5) hours pay does represent reasonable compensation for the additional task required. No employee shall work more than three and a half (3.5) hours in performing Canine Officer duties without the express direction of their supervisor.

3.4 Bilingual Pay

- 3.4.1 The City shall maintain the existing bilingual policy. Bilingual pay is one hundred and fifty (\$150.00) dollars per month.

ARTICLE IV - EDUCATIONAL INCENTIVE

4.1 POST Certificates

- 4.1.1 Employees shall receive an additional two and one-half (2.5%) percent of base pay for holding a POST Intermediate certificate.
- 4.1.2 Employees shall receive an additional five (5%) percent base pay for holding a POST Intermediate and Advanced certificates.
- 4.1.3 The maximum increase under this section shall be five (5%) percent of base pay total.

4.2 Tuition Reimbursement

- 4.2.1 The maximum payment under the City's existing tuition reimbursement plan shall be six hundred twenty-five dollars (\$625) per employee per fiscal year.

4.3 Training and Travel Expenses

- 4.3.1 The Woodland Professional Police Employees Association and the City of Woodland mutually agree that education and training are one of the most important aspects of law enforcement. It is the desire of both entities to provide the members of the Woodland Police Department with the best training possible, while making it equitable to both the employee and the City. To accomplish this task, both entities agree to the following:
- 4.3.2 The employee being sent to the training, will convert the time spent in training, the travel time to and from the training and any additional hours required by the training to replace their normal duty hours. If the employee is required to produce any other work not related to the training while away on training the employee shall be paid for that work at the normal rate of pay at one and one half (1 1/2) times their rate for the time actually spent. This will be agreed upon by the division commander and the employee prior to the training leave.
- 4.3.3 At the discretion of the department, the employee shall be given his or her normal days off either before or after the training period to total the normal number of days off in that month's work cycle.
- 4.3.4 The City will determine the mode of transportation that will be used by the employee attending the out of town training. This mode may be either by air, department vehicle, or by the employee's personal vehicle. If the employee

drives their personal vehicle, the employee will be paid for the actual mileage driven by the employee to the motel, or the training facility. If the employee stays at a motel, the employee will be paid mileage to and from the motel to the training facility, each day. The rate of pay will be determined by the City. No other transportation costs will be paid by the City. If the employee chooses to drive their own vehicle, they will be compensated in accordance with the Travel Policy up to a maximum of current air fare to the destination or on a per mile basis, whichever is the less. If training is reimbursed by POST, employees may get the maximum rate for mileage by either POST or the City, whichever is greater.

- 4.3.5 Meals while away on training will be provided as agreed upon in the City's Meal Policy.

ARTICLE V - WELLNESS PROGRAM (MODIFIED)

5.1 Defined

- 5.1.1 The Wellness Program Assessment is a program designed to reduce sick leave time usage, on-duty injuries, disability retirements, and generally improve the health of represented employees.
- 5.1.2 The Wellness Program Assessment will be conducted as provided in Woodland Police Department General Order 3.04.01, Employee Fitness.
- 5.1.3 Annually, the Woodland Police Department will conduct an annual Health and Fitness Risk Appraisal to provide information to each participant on the status of their health and any risk factors identified during the health assessment.

5.2 Requirement and Incentive Pays (MODIFIED)

- 5.2.1 Participation in the annual Health and Fitness Risk Appraisal is mandatory.
- 5.2.2 Any changes in the Wellness Program Assessment which fall within the scope of representation will be implemented after the City has consulted with the Association.

ARTICLE VI - MEDICAL AND RELATED BENEFITS

6.1 Medical Insurance (MODIFIED)

- 6.1.1 The City shall make available to all unit employees, the CalPERS medical insurance program. Employees shall have the option of enrolling in any of the plans provided by CalPERS.
- 6.1.2 For Employees **hired before July 1, 2006**, the City provides a two tier medical benefits program:
- Tier One: Employee Only and Employee plus One
 - Tier Two: Employee plus Family

6.1.2.1 Employees hired before July 1, 2006 who provide proof of dual coverage under PERS or other medical insurance programs may decline to accept medical coverage. These employees shall be eligible for a payment of \$565 per month.

6.1.2.2 Employees hired before July 1, 2006 who are enrolled in medical insurance programs shall be entitled to receive payment of the difference between the cost of the medical plan and the monthly amount listed below based on the tier in which the employee is enrolled:

- Tier One: Employee Only and Employee plus One \$810
- Tier Two: Employee plus Family \$1060

6.1.3 For Employees **hired on or after July 1, 2006**, the City provides a three tier medical benefits program:

- Tier One: Employee Only
- Tier Two: Employee plus One
- Tier Three: Employee plus Family

6.1.3.1 Employees hired after July 1, 2006 who provide proof of dual coverage under PERS or other medical insurance programs may decline to accept medical coverage. These employees shall be eligible for a payment of \$405 per month.

6.1.3.2 Employees hired after July 1, 2006 who are enrolled in medical insurance programs shall be entitled to receive payment of the difference between the cost of the medical plan and the monthly amount listed below based on the tier in which the employee is enrolled:

- Tier One: Employee Only \$405
- Tier Two: Employee plus One \$810
- Tier Three: Employee plus Family \$1060

6.1.4 The City shall contribute up to the following amounts towards employee medical insurance coverage and cafeteria plan benefit:

Effective **July 1, 2009 through December 31, 2011**, the City shall contribute the following amounts towards employee medical insurance coverage and cafeteria plan benefit:

Tier	Medical Benefit	Cafeteria Plan Benefit	Total Benefit
Employee only	\$101.00	Note 3	\$515
Employee plus one	\$101.00	Note 3	\$1020
Employee plus family	\$101.00	Note 3	\$1335

Note 1: Per paragraph 6.1.2 above, employees hired before July 1, 2006 who qualify for the “Employee only” tier shall receive medical insurance coverage and cafeteria plan benefit equal to the “Employee plus one” tier.

Note 2: The Medical Benefit will be equal to the minimum established by the CalPERS Board (currently \$101 from the January 2009 table). It is anticipated that this amount will be adjusted annually based on changes to the medical component of the CPI.

Note 3: Cafeteria Plan benefit will be equal to the difference between the Medical Benefit and the Total Benefit.

Effective January 1, 2012 the total benefit above will be increased by the dollar amount necessary for the City to pay the full cost of the third highest plan available in the region Woodland is located in (currently Bay Area region) (excluding PERS Care).

6.2 Medical Insurance Upon Retirement (MODIFIED)

6.2.1 Employees who retire from the City may be eligible for Medical Insurance in accordance with the CalPERS Medical Plan. Dental, Vision and Long Term Disability Insurance is not provided to retirees.

6.2.2 For employees who were **hired before July 1, 2006**, with five (5) or more years of continuous City service who either retire and are eligible to receive benefits under the City's PERS plan or retire for disability under PERS shall be eligible for continued health and life insurance coverage subject to the following terms and conditions:

6.2.2.1 Employees 50 years old or older who separate from City service but postpone application to receive PERS retirement benefits must pay the premiums for any continued insurance coverage until the application for benefits is approved;

6.2.2.2 Insurance benefits levels to retirees will be equal to the schedule reflected in paragraph 6.1.4 above. Retirees who were hired before July 1, 2006, will receive a benefit equal to the "Total Benefit" reflected in 6.1.4 above; however, provisions of paragraphs 6.1.2.1 and 6.1.2.2 do not apply to retired employees;

6.2.2.2.1 Retirees who were hired prior to July 1, 2006 have a vested right to receive full medical insurance benefits in retirement equal to the total medical benefit provided to active employees. In the immediate case, such retirees shall receive the combined value of the medical benefit and the cafeteria plan benefit to equal the total benefit. In future cases, should the City again restructure its health care benefits, such retirees shall continue to receive the full value provided to active employees for health benefits irrespective of how they may subsequently be structured.

6.2.2.3 Life Insurance will be continued with the same benefit level and conditions as active employees except as adjusted according to the schedule outlined in the City's "Life Insurance Outline of Benefits" or in any modifications or other plans that replace the current plan;

6.2.2.4 Health Insurance coverage will be coordinated with Medicare when retirees become eligible; and

- 6.2.2.5 Dental, Vision and Long Term Disability Benefits will not be offered or provided to retirees.
- 6.2.3 Employees who were hired on or after July 1, 2006, will receive medical insurance benefits in retirement as follows:
 - 6.2.3.1 Insurance benefits levels to retirees who were hired after July 1, 2006, will receive a benefit equal only to the “Medical Benefit” reflected in 6.1.4 above; however, provisions of paragraphs 6.1.2.1 and 6.1.2.2 do not apply to retired employees;
 - 6.2.3.2 Retirement Health Savings Plan. The City of Woodland has established a program in which employees participate to save, on a tax deferred basis, money to help pay the cost of healthcare once an individual retires. The Retirement Health Savings Plan (RHSP) may be used for medical, dental and vision care as well as other healthcare expenses.
 - 6.2.3.2.1 For employees hired on or after July 1, 2006, participation in the City’s RHSP is mandatory.
 - 6.2.3.2.2 Contributions: The City shall contribute \$50 per month to the employee’s RHSP account; likewise, the employee shall contribute \$50 per month to their RHSP account. These contributions shall start after an employee has successfully completed their initial probationary period. However, upon successful completion of probation, the City shall contribute a lump sum of \$50 per month for each month served in the employee’s initial probation.
 - 6.2.3.2.3 Initial Probationary Period. During an employee’s initial probationary period with the City, neither the employee nor the City shall contribute to the employee’s RHSP account. The initial probationary period is that probationary period when an employee is first hired. A probationary period is also in effect when an individual changes classification or is promoted to a higher classification; City and employee contributions to RHSP accounts will continue during such promotional probationary periods.
 - 6.2.3.2.4 Conversion of Sick Leave. Once an employee has accrued 500 hours of sick leave, the City shall convert 50% of additional sick leave earned to a cash contribution to an employee’s RHSP account. This results in all sick leave earned above 500 hours being changed to 4 hours per month (versus 8 hours) with the value of 4 hours of salary being contributed to the employee’s RHSP account.
- 6.3 Long Term Disability Insurance (MODIFIED)
 - 6.3.1 The Woodland Professional Police Employees Association shall provide long term disability for Unit members. All represented employees will have \$45.19 added to their monthly salary. The City will then provide a monthly disbursement to the Woodland Professional Police Employees Association of \$45.19 per

Association member deducted from each employee's net pay (or such other amount as determined by the Association) and the WPPEA will assume responsibility of making long term disability payments and any other related benefits from the City provided payment.

- 6.3.2 The City's sole responsibility in the operation of the long-term disability insurance program shall be to deduct the designated amount. The WPPEA shall hold harmless and indemnify the City for any liability as a result of implementation of this long-term disability insurance program.

6.4 Sick Leave

6.4.1 Sick Leave Accumulation

Regular full-time employees earn and accumulate sick leave at the rate of eight (8) hours per month. An employee continues to earn sick leave while on any paid leave. There shall be no limit to the amount of sick leave credit an employee may accrue.

6.4.2 Use of Sick Leave

- 6.4.2.1 An employee eligible for sick leave is granted such leave for the following reasons:

- Non service-related illness or injury to the employee or physical or mental incapacity of the employee due to non service-related illness or injury.
- Medical, dental office or hospital visits for examination, diagnosis, or treatment.
- Up to 48 hours sick leave off with pay may be granted in the event of illness or disability or birth or adoption of a child of the employee's immediate family.

6.5 Dental Insurance

- 6.5.1 The City will maintain in effect the Delta Dental dental insurance program for the term of this agreement.

6.6 Vision/Optical

- 6.6.1 The City agrees to provide vision insurance to unit employees with a fifteen-dollar (\$15) deductible.

6.7 Life Insurance

- 6.7.1 The City agrees to provide life insurance to unit employees with minimum benefit payable of fifty thousand dollars (\$50,000).

6.8 Flexible Spending Account

6.8.1 The City agrees to maintain in effect a qualified plan under Internal Revenue Code Section 125 for using standby-taxed dollars for payment of child care expenses, dependent care expenses, as well as health, dental or other related qualifying expenses.

6.9 Use of Tobacco Products

6.9.1 Employees hired after July 1, 2006 shall refrain from the use of all tobacco products during the term of their employment with the City. This section also applies to smokeless tobacco products.

ARTICLE VII - LEAVES

7.1 Holidays

7.1.1 Employees will receive 8.3 hours per month of vacation leave in lieu of holiday time off. The use and limitations of this additional leave is subject to the same rules and regulations pertaining to vacation leave.

7.1.2 If during the term of this Agreement the City Council officially recognizes any new dates as City holidays the City shall increase the vacation leave totals of each represented employee by a corresponding amount of hours.

7.2 Vacation

7.2.1 Employees who have sufficient accrued vacation shall have the option of receiving pay in lieu of time off for two (2) weeks of the accrued time, provided that they are taking at least one (1) consecutive week of vacation time off. Payment will be made at the straight time rate. No employee may buy-out more than two (2) weeks of vacation per fiscal year.

7.3 Vacation Accrual

7.3.1 Vacation accrual for Unit personnel shall be as follows:

<u>Years of Service</u>	<u>Earned per Month</u>	<u>Earned per Year</u>
0 to 3 years	6.7 hours	10 days
4 to 5 years	8.7 hours	13 days
6 to 10 years	10 hours	15 days
11 to 15 years	12 hours	18 days
16 and over	14 hours	21 days

7.4 Vacation Accumulation

7.4.1 Employees with less than ten (10) years of service may carry a vacation leave balance of no more than three hundred twenty (320) hours past January 1 of each year. Employees with ten (10) years service or more may carry a vacation leave balance of no more than three hundred eighty-four (384) hours past January 1 of each year. Maximum vacation accumulation will be increased by the annual furlough hours for the term of this agreement.

7.4.2 Vacation schedules shall be established with primary consideration for the needs of the City, but with as much regard as possible for the wishes of the employee. Leave may be taken only after it has been earned.

7.5 Sick Leave: The City shall amend personnel rule language on use of sick leave as follows:

7.5.1 No lump sum payment shall be made for sick leave upon retirement, resignation, or discharge from employment with the City. Upon service retirement, however, accumulated sick leave shall be added to the length of time served for purposes of determining retirement benefits and shall include sick leave which accumulates during leave for non-service illness or injury.

7.6 Other Leave

7.6.1 All other leave is provided for in the Personnel Rules and Regulations.

7.7 Bereavement Leave

7.7.1 In the event of a death in the employee's immediate family, an employee may be granted time off charged to sick leave not to exceed five (5) working days.

7.8 Catastrophic Leave Bank

7.8.1 With prior approval, vacation, CTO or holiday leave credits may be donated by one or more employee(s) to an employee when:

(a) The receiving employee faces financial hardship due to his/her injury or prolonged illness, or due to the injury and/or prolonged illness of the employee's spouse or member of his/her immediate family; and

(b) The receiving employee has exhausted all leave credits.

7.8.2 The transfer of vacation, CTO, or holiday leave credits must be made in one (1) hour increments or more. Donations shall be made on a form to be developed by the City and signed by the donating employee. Donations are irrevocable.

ARTICLE VIII - WORK HOURS

8.1 Patrol Work Schedule

- 8.1.1 The City will continue the 4/10 schedule for the term of this agreement, unless the City provides prior notice and affords the Association the right to meet and confer. The City will not, however, condition continuance of the 4/10 schedule in lieu of scheduled salary or other compensation increases.
- 8.1.2 Shift schedules, including starting and stopping times will be designated by the Chief of Police or his/her designee. Once posted, work schedules will be changed only upon seventy-two (72) hours advance notice.
- 8.1.3 Paid leaves shall accrue at the current hourly rate. Time off shall be changed based upon the hours missed, i.e., one day equals ten (10) hours.

8.2 Alternate Work Schedules (NEW)

- 8.2.1 In addition to the Patrol Work Schedule established in Section 8.1 above, the Chief of Police may establish alternative work schedules for employees of his/her department.
- 8.2.2 For purposes of this section, alternative work schedules shall include, but not be limited to:
 - 8.2.2.1 Alternate Work Week - A biweekly work schedule consisting of eighty (80) hours of work in no fewer than eight (8) work days, and with no more than ten (10) hours scheduled on any work day.
 - 8.2.2.2 Flex Time Schedule - A weekly work schedule consisting of forty (40) work hours during five (5) work days at other than traditionally scheduled hours for the assigned shift.
 - 8.2.2.3 Other schedules approved by the Chief of Police.
 - 8.2.2.4 Alternative work schedules may be discontinued by the Chief of Police at any time if it is determined that such schedules inhibit the efficiency or maintenance of City operations and/or services. At the request of affected employees, the Chief of Police shall meet and discuss the discontinuance of an alternative work schedule prior to terminating the schedule.

ARTICLE IX - LIGHT/LIMITED DUTY

9.1 Light/Limited Duty

- 9.1.1 When due to injury or illness, whether or not the injury or illness is work related, an employee is unable to perform his/her usual duties, the employee may work in a light/limited duty capacity if the department determines such work is available.
- 9.1.2 An employee may work light/limited duty only upon authorization of the employee's attending physician or a properly appointed City physician, and only to the extent that the employee's illness or injury is not further aggravated by working in this capacity nor is a hazard created for other employees.
- 9.1.3 If light/limited duty is available, and the employee is cleared by an attending physician, or a properly appointed City physician to perform such work, he/she shall accept light/limited duty. Every reasonable effort will be made to allow the employee to work light/limited duty on the same shift to which he/she is assigned for up to a period of one (1) week. Following the one (1) week period, light/limited duty assignments will be made in accordance with the best interests of the department.

ARTICLE X - PERS RETIREMENT

10.1 PERS Retirement (MODIFIED)

- 10.1.1 The City will continue its participation in the Public Employee's Retirement System during the term of this agreement. The formula in effect for safety members is the 3% @ 50 formula. The formula in effect for miscellaneous members is the 2.7% @ 55 formula.
- 10.1.2 The City will continue to pay the employee's share to the retirement system as follows: Safety employees: 9%; Miscellaneous employees: 8%.
- 10.1.2.1 For Safety employees, the employee's retirement contribution shall be a total of 13% pursuant to Public Employee Retirement Law Section 20516. The City will continue to only pay 9%; safety employees shall pay the additional 4%. The City has adopted a resolution pursuant to IRS Code Section 4.14(h)(2) to allow this payment on a pre-tax basis. This additional 4% of salary is to help pay for the cost of the enhanced 3.0% @ 50 retirement formula.
- 10.1.2.2 For Miscellaneous employees, the City shall withhold 3% of salary to help pay for the cost of the enhanced 2.7% @ 55 retirement formula.
- 10.1.3 The City has amended its contract with PERS to include the military buy-back option (Section 20930.3) for employees.

- 10.1.4 The City shall report the employees' retirement contribution (nine (9%) for Safety and eight (8%) percent for Miscellaneous Employees) as special compensation. Pursuant to Section 20023 (c)(4) of the Public Employees Retirement Law, these retirement contributions (nine (9%) percent and eight (8%) percent) shall then be considered compensation for retirement purposes.
- 10.1.5 The City has amended its contract with PERS to provide for the 4th level 1959 Survivors Benefit.

ARTICLE XI - EMPLOYMENT PROBATION

11.1 Probation

- 11.1.1 All new and promoted employees shall serve a probationary period. The probationary period shall be considered the last portion of the selection process. Its purpose is to allow the City Manager or, under his/her direction, the Police Chief, to observe and appraise the conduct, performance, attitude, adaptability and job knowledge of new or promoted employees and to determine whether the employee is fully qualified for the position.
- 11.1.2 The probationary period for new (Sworn) employees shall be one (1) year following successful completion of Police Academy training. The probationary period for new (Non-sworn) employees shall be one (1) year. Merit increases from initial hire step to the next step will occur after twelve (12) months on the basis of merit.
- 11.1.3 Any employee who has gained permanent status and thereafter accepts a promotion, may be rejected during the probationary period without cause. Said employee shall retain all other rights of a permanent employee in the classification held prior to promotion. Those rights can only be affected for cause. The probationary period for promoted employees shall be twelve (12) months.
- 11.1.4 The Police Chief may extend the probationary period in three (3) month increments not to exceed one (1) year if he feels additional time is necessary to adequately evaluate the employee.

ARTICLE XII MEMORANDUM OF UNDERSTANDING

12.1 No Discrimination

- 12.1.1 The City and Association both agree not to discriminate against any employee because of membership or non-membership in the Association or because of any activities or lack of activity on behalf of the Association. Association activities shall not interfere with the normal operation of the City. Neither the City nor the Association shall discriminate for or against any employee or applicant for

employment on account of race, color, creed, sex, national origin, age, physical handicap, or mental handicap which does not prevent an employee from meeting the minimum standards established.

12.2 Modification

12.2.1 There will be no alteration or modification of any provision contained in this Memorandum without the consent of all parties hereto.

12.3 Separability of Provisions

12.3.1 Should any section, clause or provision of this Memorandum be declared illegal by final judgment of a court of competent jurisdiction, such invalidation of such section, clause or provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the duration of this Memorandum. In the event of such invalidation, the parties agree to meet and confer concerning substitute provisions for provisions rendered or declared illegal.

ARTICLE XIII - MANAGEMENT RIGHTS

13.1 Management Rights

13.1.1 Nothing contained in this Memorandum of Understanding shall be construed to waive or reduce any rights of the City, which include, but are not limited to the exclusive rights: to determine the mission of its constituent department, commissions and boards, set standards of service; to determine the procedures and standards of selection for employment; to direct its employees; to maintain the efficiency of governmental operations; to determine methods, means and personnel by which government operations are to be conducted; to take all necessary actions to carry out its mission in emergencies, including overtime; and to exercise complete control and discretion over the technology of performing the work. City rights also include the right to determine the procedures and standards of selection for promotion, to relieve employees from duty because of lack of work or other legitimate reasons, to take disciplinary action, and to determine the content of job classifications.

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

ARTICLE XIV – AGENCY SHOP

14.1 As a part of ratification vote for this Memorandum of Understanding, unit employees shall vote on implementation of Agency Shop. Prior to the vote,

employees will be provided with a City/Association generated fact sheet explaining the effect of Agency Shop implementation. The vote shall be by secret ballot. The City Clerk will be responsible for counting the votes.

- 14.2 If implemented, employees are required to either join the Association or pay a service fee reflecting the cost of representation within 30 days. If an employee elects neither option and does not qualify for the conscientious objection status set forth below; the City shall deduct the service fee.

The City and Association agree:

- (1) Employees will be informed as to the provisions and practical effect of Agency Shop agreements.
- (2) The Association will indemnify and hold the City harmless from any and all liability arising out of the implementation and administration of the Agency Shop provision.

The Association agrees to adhere to all statutory and judicial requirements, and to maintain an appropriate complaint procedure. The Association shall also establish alternative procedures for employees who are members of bona fide religion, body, or sect which has historically held conscientious objections to joining or financially supporting any public employee organization, to make alternative charitable contributions in accordance with Government Code Section 3502.5

ARTICLE XV – SEPARATION FROM SERVICE

15.1 Dismissal

An employee in the classified service may be dismissed by the Appointing Authority as provided for in the personnel rules. Whenever it is the intention of the Appointing Authority to dismiss an employee in the classified service, the Assistant City Manager shall be notified.

15.1.1 Non Disciplinary Dismissal

13.1.1.1 Inability to Perform Job Functions/Fitness for Duty

An employee with a disability (including a disability related to use of alcohol or drugs) or other condition which render the employee unable to perform the essential functions of his or her job with reasonable accommodation.

15.1.2 Disciplinary Dismissal

Shall be as set forth in Personnel Rule 14.

15.2 Lay-Off

15.2.1 General Policy

An employee in the classified service may be laid-off because of either the abolishment of his or her position or a determination by the City that there is a shortage of work or funds. The City Council shall determine when and in what classifications lay-offs are to occur. The Personnel Officer shall be responsible for the implementation of a lay-off order of the City Council in accordance with the procedures described herein.

15.2.2 Scope and Order of Lay-off

Lay-offs shall occur in inverse order of seniority date (as defined in Personnel Rule 13.2.5) within a job classification in the following order of employee status:

- a. provisional
- b. temporary part-time
- c. temporary full-time
- d. probationary employee
- e. regular classified part-time
- f. regular classified full-time

The Personnel Officer shall make an effort to transfer an employee who is affected by a lay-off to a vacant position for which the Personnel Officer determines the employee is qualified.

15.2.3 Notice of Lay-Off to employee Organization

When lay-offs are to occur, the Personnel Officer shall notify the applicable employee organization whose member(s) would be affected at the time the employees are notified.

15.2.4 Notice of Lay-Off to Employees

An employee to be laid-off shall be notified in writing of the impending action at least twenty (20) working days in advance of the effective date of the lay-off. The notice shall include the following information:

- Reason for lay-off
- Effective date of lay-off

- Employee rights as provided in these rules including all pertinent forms (e.g., LP-1, LP-2) and a copy of all Personnel Rules regarding the City's lay-off procedure.

15.2.5 Seniority Date

The seniority date of an employee shall be based upon time in classification for regular City employment or, in cases where there has been a break in continuous employment (other than any authorized leave), the recalculated date of hire as specified in Personnel Rule 6.1.2. Periods of approved leaves of absence shall be credited as continuous service with the City.

15.2.6 Seniority List

When the City Council has determined that lay-offs shall occur, the Personnel Officer shall prepare a seniority list for employees in affected classifications. The list shall place the employee with the most recent seniority date first, the employee with the next most recent seniority date second, and so forth. A copy of the list shall be made available to the impacted employee(s) and their employee organization(s).

15.2.6.1. Same Seniority Date:

In cases of the same seniority date, employees will first be rated according to the extent of their other City of Woodland service not otherwise considered for seniority. If no other City of Woodland service helps determine seniority, and if no other departmental policies or procedures establish seniority, then seniority shall be determined by lottery. The lottery should be conducted at the time of hire; but in absence of such, the Personnel Officer shall conduct a lottery to determine seniority for individuals with the same seniority date.

15.2.7 Reinstatement Following Lay-Off

For a period of twelve (12) months from the date an employee is laid-off due to non-disciplinary reasons the name of the employee shall be placed on a reinstatement list for the job classification held by the employee at the time of the lay-off. The Personnel Officer may extend reinstatement lists for up to an additional twelve (12) months. The time period for reinstatement shall be thirty-six (36) months in cases of demotion in lieu of lay-off. Placement on the reinstatement list shall be in order of seniority. Any vacancy occurring in a classification for which such a list has been developed shall be filled by the most senior person on the list provided that the following conditions are met:

- a. the most senior person listed is still qualified for the classification; and
- b. the most senior person listed is available and accepts the reinstatement offer; and
- c. the City is not prohibited by law or court ruling from making the reinstatement on this basis.

A regular classified employee who has been laid-off may request that his or her name be placed on the reinstatement list for:

- a. a lower class in his or her current job series, or
- b. classification(s) held by the employee provided the employee meets the classification's current qualifications.

Such requests shall be made to the Personnel Officer within ten (10) working days of the employee's date of lay-off, using form LP-1 and shall be made in the manner specified by the Personnel Officer.

15.2.8 Removal of Names from Reinstatement Lists

The Personnel Officer may remove an employee's name from a reinstatement list if any of the following occur:

- a. the individual indicates that he or she will be unable to return to employment with the City during the life of the list; or
- b. the individual cannot be reached after reasonable efforts have been made to do so; or
- c. the individual refuses three (3) reinstatement offers.

15.2.9 Rights and Responsibilities

In addition to others identified herein, employees affected by these procedures shall have the following rights:

Through prior arrangement with his or her immediate supervisor an employee who has been notified of his or her impending lay-off shall be granted reasonable time off without loss of pay to participate in a prescheduled interview or test for other employment. Additionally, through prior arrangement with his or her immediate supervisor, an employee may also use accrued vacation leave time to seek and apply for other employment.

15.2.10 Accrued Leave and COBRA Rights

An employee who has been laid-off shall be paid in full for his or her unused accrued vacation leave and unused compensation time on the effective date of the lay-off. An employee who has been laid-off may elect to continue health insurance coverage through the City of Woodland in accordance with COBRA regulations.

15.2.11 Employee Displacement

An employee who receives a notice of lay-off may displace either: an employee holding a lower classification in the laid-off employee's current series or an employee in a position previously held permanently in the City by the laid-off employee provided the employee:

- a. has more City seniority than the employee to be displaced. Seniority shall be defined as time in classification plus time in higher classifications;
- b. is willing to accept the reduced level of compensation, if any;
- c. can meet the qualifications in effect on the date of the lay-off for the other classification;
- d. requests displacement action within ten (10) days after receipt of the notification of lay-off using form LP-2, in the manner prescribed by the Personnel Officer.

15.2.12 Employee Reinstatement

When an individual is reinstated he or she shall be entitled to:

- a. retain his or her seniority date with an adjustment for the period of lay-off. The employee shall not accrue employment seniority while on a reinstatement list.
- b. accrue vacation leave currently in effect based on the recalculated hire date.
- c. have any unused sick leave reinstated.
- d. retain the same salary range and step he or she held at the time of the lay-off (if the individual is reinstated into the job classification from which he or she was laid-off).
- e. be assigned to the salary range of the new classification in the step closest to the salary he or she earned at the time of the lay-off (for individuals reinstated into a job classification other than the classification from which they were laid-off).

15.2.13 Probationary Period During Lay-offs

An individual reinstated into the classification from which he or she was laid-off while still a probationary employee shall complete, upon return to the job, the remaining portion of his or her probationary period, if any, in effect at the time of the lay-off. Similarly, reinstated employees shall complete the appropriate work time necessary to attain a higher vacation leave accrual rate or to become eligible for a salary step increase, if such changes are possible.

15.2.14 Appeals

An employee may appeal actions taken or interpretations made pursuant to the procedures described in this Rule as provided in Personnel Rule 14.7. Determinations by the City Council relative to when and in what classifications lay-offs are to occur shall not be matters subject to the appeal procedures.

15.3 Interpretation

In applying this layoff policy to unit employees the City shall:

- a. Utilize a 24 month reinstatement period when applying Section 15.2.7.
- b. Allow individuals removed from a reinstatement list pursuant to Section 15.2.8 to be reinstated if there was valid reason(s) for the City being unable to contact them.
- c. Break seniority ties (Section 15.2.6.1) by lottery.

15.4 Mediation

Prior to the submittal of a disciplinary appeal to the Personnel Board pursuant to Personnel Rule 14, either the City or appellant may request the matter be submitted to mediation. Upon such request, time limits shall be stayed pending completion of the mediation process. The State Mediation and Conciliation service shall be contacted to assign a mediator. The mediator shall, in a confidential process, attempt to help the City and appellant reach a mutually acceptable resolution. If no resolution is reached the appeal process shall continue as outlined in the Personnel Rules without reference to the mediation process or discussions

ARTICLE XVI - MISCELLANEOUS

16.1 Association Release Time Bank

16.1.1 Association members may donate vacation time, holiday time, and compensatory time off to an Association "time bank" under the following guidelines:

16.1.1.1 Only Association officers or bargaining team members may draw from the bank.

16.1.1.2 Requests to use time from the bank must be made reasonably in advance of the use and approval is subject to the operational necessity of the department. Further, the City is not required to grant time bank usage if to do so would result in overtime.

16.1.1.3 Time may be used for:

- a. Bargaining preparation.
- b. Association meetings.
- c. Association training/conferences
- d. Releasing an employee representative to assist a member at the formal steps of the disciplinary and grievance procedures.

16.1.1.4 Except for disciplinary and grievance appeal meeting, the maximum hours of time bank use shall be forty (40) hours per calendar year, per individual.

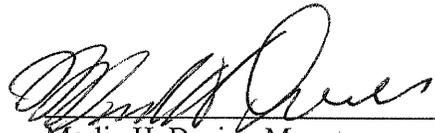
ARTICLE XVII OTHER COMPENSABLE ITEMS

17.1 Other Compensable Items Not Set Forth Herein

17.1.1 Other items not set forth herein which are compensable as terms and conditions of employment of the employees covered by this Resolution shall continue to be compensated by the City of Woodland at the rate applicable on July 1, 2009, unless determined otherwise by the Woodland City Council in accordance with law or required otherwise by law.

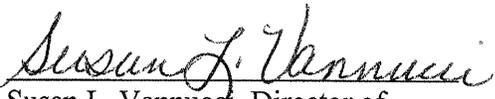
PASSED AND ADOPTED this 1st day of September 2009 by the following vote:

AYES:	Council Members Dote, Marble, Monroe, Pimentel, Davies
NOES:	None
ABSTAIN:	None
ABSENT:	None



Marlin H. Davies, Mayor

ATTEST:



Susan L. Vannucci, Director of
Administrative Services/City Clerk

Exhibit A - Salary Schedule
Woodland Professional Police Employees' Association
2009-2012

Effective Date	Percent Change	Base Salary						
		Step A	Step B	Step C	Step D	Step E	Step F	Step G
Police Officer								
July 1, 2009	0.0%	4,507.15	4,732.51	4,969.13	5,217.58	5,478.46	5,752.39	6,040.01
<i>Annual</i>		54,085.80	56,790.09	59,629.59	62,610.96	65,741.51	69,028.68	72,480.12
July 1, 2010	0.0%	4,507.15	4,732.51	4,969.13	5,217.58	5,478.46	5,752.39	6,040.01
<i>Annual</i>		54,085.80	56,790.09	59,629.59	62,610.96	65,741.51	69,028.68	72,480.12
July 1, 2011	4.0%	4,687.44	4,921.81	5,167.90	5,426.29	5,697.61	5,982.49	6,281.61
<i>Annual</i>		56,249.23	59,061.69	62,014.78	65,115.52	68,371.29	71,789.86	75,379.35
Additional Special Pays for Police Officers								
	Special Pay	MOU Section	Amount		Special Pay	MOU Section	Amount	
	Fld Tng Officer	3.1.1	5% of Base		POST Intermediate	4.1.1	2.5% of Base	
	Corporal	3.2.1	5% of Base		POST Advanced	4.1.2	2.5% of Base	
Community Service Officer								
July 1, 2009	0.0%	2,979.05	3,128.01	3,284.41	3,448.63	3,621.06	3,802.11	
<i>Annual</i>		35,748.60	37,536.12	39,412.92	41,383.56	43,452.72	45,625.32	
July 1, 2010	0.0%	2,979.05	3,128.01	3,284.41	3,448.63	3,621.06	3,802.11	
<i>Annual</i>		35,748.60	37,536.12	39,412.92	41,383.56	43,452.72	45,625.32	
July 1, 2011	4.0%	3,098.21	3,253.12	3,415.78	3,586.57	3,765.90	3,954.19	
<i>Annual</i>		37,178.54	39,037.47	40,989.34	43,038.81	45,190.75	47,450.29	

Exhibit A - Salary Schedule
Woodland Professional Police Employees' Association
2009-2012

Base Salary

Effective Date	Percent Change	Step A	Step B	Step C	Step D	Step E
Senior Police Records Specialist						
July 1, 2009	0.0%	2,903.00	3,048.15	3,200.56	3,360.59	3,528.62
<i>Annual</i>		34,836.00	36,577.80	38,406.72	40,327.08	42,343.44
July 1, 2010	0.0%	2,903.00	3,048.15	3,200.56	3,360.59	3,528.62
<i>Annual</i>		34,836.00	36,577.80	38,406.72	40,327.08	42,343.44
July 1, 2011	4.0%	3,019.12	3,170.07	3,328.58	3,495.01	3,669.76
<i>Annual</i>		36,229.43	38,040.90	39,942.94	41,940.09	44,037.10
Police Records Specialist						
July 1, 2009	0.0%	2,639.09	2,771.05	2,909.60	3,055.08	3,207.83
<i>Annual</i>		31,669.08	33,252.60	34,915.20	36,660.96	38,493.96
July 1, 2010	0.0%	2,639.09	2,771.05	2,909.60	3,055.08	3,207.83
<i>Annual</i>		31,669.08	33,252.60	34,915.20	36,660.96	38,493.96
July 1, 2011	4.0%	2,744.65	2,881.89	3,025.98	3,177.28	3,336.14
<i>Annual</i>		32,935.84	34,582.64	36,311.77	38,127.36	40,033.72