

MEMORANDUM OF AGREEMENT

BETWEEN

THE CITY OF SAN LUIS OBISPO

AND THE

SAN LUIS OBISPO

POLICE STAFF OFFICERS' ASSOCIATION

JULY 1, 2007 - JUNE 30, 2012



## TABLE OF CONTENTS

<u>Article No.</u>	<u>Title</u>	<u>Page No.</u>
1	Parties to Agreement.....	1
2	Recognition.....	2
3	Check Off/Dues Deduction.....	3
4	Employee Rights.....	4
5	Management Rights .....	5
6	Representative Role .....	6
7	Renegotiations .....	7
8	Salary .....	8
9	Overtime .....	11
10	Payday.....	18
11	General Provisions.....	19
12	Health Care Insurance .....	20
13	Retirement.....	24
14	Uniform Allowance .....	25
15	Holidays.....	26
16	Vacation Leave .....	28
17	Administrative Leave.....	30
18	Sick Leave .....	31
19	Family Leave .....	32
20	Bereavement Leave .....	34
21	Catastrophic Leave .....	35

Table of Contents, Continued

22 Workers' Compensation Leave .....36

<u>Article No.</u>	<u>Title</u>	<u>Page No.</u>
23	Jury Duty and Military Leaves .....	37
24	Grievance Procedure.....	38
25	Disciplinary Action.....	40
26	Impasse Procedure .....	41
27	SWAT Sergeants .....	43
28	Reopeners .....	44
29	Full Agreement .....	45
30	Savings Clause.....	46
31	Term of Agreement.....	47
32	Authorized Agents .....	48
33	Signatures .....	49
	Appendix A – Salary Range Listing.....	50

ARTICLE 1

PARTIES TO AGREEMENT

This Agreement is made and entered into this, 2<sup>nd</sup> day of October, 2007, by and between the City of San Luis Obispo, hereinafter referred to as the City, and the San Luis Obispo Police Staff Officers' Association, hereinafter referred to as the Association.

ARTICLE 2

RECOGNITION

Pursuant to Government Code Section 3500 et seq and City Resolution No. 6620 (1989 Series), the City hereby recognizes the San Luis Obispo Police Staff Officers Association as the exclusive bargaining representative for purposes of representing regular and probationary employees occupying the position classifications of Police Sergeant, Police Lieutenant, Police Captain, Communications Supervisor, Police Records Supervisor, and Communications and Records Manager for the duration of this Agreement.

### ARTICLE 3

#### CHECK OFF/DUES DEDUCTION

- 3.1 The City shall deduct dues from City employees and remit said dues to the Association on a semi-monthly basis for the duration of this Agreement, which dues shall not include assessments.
- 3.2 Monthly dues deduction, additions, and/or deletions shall be recorded by the City's Finance Officer and a notification of all dues transactions shall be sent semi-monthly to the Association President.
- 3.3 The Association shall hold the City harmless from any and all claims, and will indemnify it against any unusual costs in implementing these provisions.

## ARTICLE 4

### EMPLOYEE RIGHTS

Employees of the City shall have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations including, but not limited to, wages, hours and other terms and conditions of employment. Employees of the City also shall have the right to refuse to join or participate in the activities of employee organizations and shall have the right to represent themselves individually in their employment relations with the City. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against because of the exercise of these rights.

## ARTICLE 5

### MANAGEMENT RIGHTS

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

## ARTICLE 6

### REPRESENTATIVE ROLE

Members of the Association may, by a reasonable method, select not more than three employee members and one employee observer to meet and confer with the Municipal Employee Relations Officer and other management officials (after written certification of such selection is provided by the Association) on subjects within the scope of representation during regular duty or work hours without loss of compensation or other benefits. The Association shall, whenever practicable, submit the name(s) of each employee representative to the Municipal Employee Relations Officer at least two working days in advance of such meetings. Provided further:

- (1) That no employee representative shall leave his or her duty or work station or assignment without specific approval of the Police Chief or other authorized City management officials. If employee representatives cannot be released, the date of the meeting will be rescheduled in accordance with item (2) below.
- (2) That any such meeting is subject to scheduling by City management consistent with operating needs and work schedules. Nothing provided herein, however, shall limit or restrict City management from scheduling such meetings before or after regular duty or work hours.

## ARTICLE 7

### RENEGOTIATIONS

If at the expiration of the term of this Agreement, either party wishes to make changes to this Agreement, that party shall serve upon the other its written request to negotiate, as well as its initial proposals for an amended Agreement. Such notice and proposals must be submitted to the other party between 15 April and 1 May 2012. If notice is properly and timely given, negotiations shall commence no later than 15 May.

ARTICLE 8

SALARY

8.1 SALARY PROVISION FOR THE TERM OF AGREEMENT

The City strives to maintain a reasonable difference in compensation between top step police staff officers' classifications and top step of the classifications supervised. The difference between top steps of these classifications is targeted at a minimum of 15%. If during the term of this contract, the differentiation goes below the 15% target, the City agrees to re-open negotiations on this topic.

The parties agree to salary increases as set forth below to be effective on the first day of the first full payroll period in the month listed below, for all employees in the Association employed by the City on the date this agreement is formally approved by the City Council:

July 2007	2.0%
January 2008	3.0%
July 2008	2.0%
January 2009	3.0%
July 2009	2.0%
January 2010	3.0%
July 2010	3.0%
January 2011	2.0%
July 2011	3.0%
January 2012	2.0%

In addition to the above-listed salary increases, the following classifications shall receive equity salary increases effective on the first day of the first full payroll period in the month listed below:

	January 2008	January 2009	January 2010
Police Captains	3.5%	3.5%	3.0%
Police Lieutenants	2.5%	2.5%	2.5%

	January 2008	January 2009
Communications Supervisors	2.0%	2.0%

The salary ranges for the term of this agreement are listed in Appendix A.

## 8.2 RULES GOVERNING STEP INCREASES:

The following rules shall govern step increases for employees:

1. Each salary range consists of six steps (A through F). Steps A through E equal 95% of the next highest step, computed to the nearest one dollar.

Step E = 95% of Step F  
Step D = 95% of Step E  
Step C = 95% of Step D  
Step B = 95% of Step C  
Step A = 95% of Step B

Each across-the board % salary increase shall raise step F of the respective range by the %. After all step F's of salary ranges have been established, each step F shall be rounded off to the nearest \$1.00 and the remaining steps established in accordance with the above formula.

2. The time in step progression for employees with satisfactory performance will be as follows:

1 year at Step A  
1 year at Step B  
1 year at Step C  
1 year at Step D  
1 year at Step E

3. Employees who are eligible for advancement to step E or F must receive a "Meets

Performance Standards" or better on the overall rating on their most recent Performance Appraisal prior to or coincident with their being eligible for advancement by time in grade.

4. The Police Chief shall be authorized to reevaluate employees who reach Step F in their pay range. An employee who is not performing up to standard for the sixth step shall be notified in writing that the Police Chief intends to reduce him/her one step unless his/her job performance improves significantly within a 60 day period. Unless the employee's job performance improves to an acceptable level by the end of 60 days, the pay reduction shall then become effective. The sixth step may be reinstated at any time upon recommendation of the Police Chief. If the Police Chief deems it necessary to again remove the sixth step during the same fiscal year, he/she may make the change at any time with three business days' advanced written notice.

## ARTICLE 9

### OVERTIME - SERGEANTS

#### 9.1 DEFINITION

Overtime is defined as all hours worked in excess of 160 hours worked in the employee's 28 day work period. Vacation, holidays, sick leave, IOD, and compensatory time off shall be considered hours worked when computing overtime.

#### 9.2 ELIGIBILITY

Sergeants (except the Administrative Sergeant) shall be eligible for overtime pay.

#### 9.3 SHIFT ADJUSTMENT

In the matter of shift adjustments, it is agreed that the following guidelines will be followed:

In any situation necessitating a shift adjustment, volunteers will first be sought.

Shift adjustments will not be for more than two hours.

Shift adjustments for special units or assignments are not covered by this guideline and remain the discretion of the Unit Supervisor or Bureau Commander.

Whenever volunteers cannot be located, Sergeants assigned will be chosen sequentially by seniority.

Generally, no more than two Sergeants per shift should be ordered to adjust unless a specific event necessitates it.

At least 14 days notice will normally be given, but in no event will less than seven days notice be given, for an ordered shift adjustment.

A Sergeant authorized to shift adjust will not suffer loss of briefing pay or other normal benefit.

Sergeants will be given at least ten hours between shifts for ordered non-emergency shift adjustments.

Shift adjustments will not be ordered to deal with court or shift continuation unless it is necessary to insure the Sergeant has adequate rest. If court or another assignment prevents a Sergeant from getting proper rest between shifts, the Sergeant and the Watch Commander may arrange a shift adjustment to meet this need. With approval, the Sergeant could opt to use adjusted court time towards normal work hours instead of overtime, or to adjust shift start time up to four hours. In cases where the Watch Commander determines an adjustment is warranted but does not have sufficient manpower, he is authorized to bring in a replacement (on O/T) for up to four hours.

Shift adjustments will not be limited by day or time except as articulated above.

~~It is noted that either party may reopen these issues at the time of contract renewal.~~

#### 9.4 COMPENSATION

A. Overtime hours shall, at the employee's option, be compensated in cash at time and one half the employee's regular rate of pay or in time off compensated at time and one half. However, no employee shall accumulate and have current credit for more than 80 hours of compensatory time off.

#### 9.5 GUARANTEED MINIMUMS FOR RETURNING TO WORK

Whenever an employee is required by the department to return to work outside of the employee's normal work hours, if a minimum applies as found in this article, then the employee has the choice of taking the minimum or taking the pay for the work actually performed.

9.6 CALL BACK

Employees called back to work at hours not contiguous to their normally scheduled shift shall be guaranteed three-hour minimum payment at time and one half. Unanticipated emergency call-backs (criminal investigations, emergency evacuations, natural disasters, civil unrest, SWAT, etc.) will include a total 30 minutes for travel time.

9.7 COURT TIME

- A. Employees reporting for court duty shall be guaranteed three hours minimum payment at time and one-half.
- B. Employees required to work through the lunch break while on court duty shall be credited with time worked.
- C. Two or more court cases occurring within the minimum time period shall be subject to a single minimum payment.
- D. Employees placed on standby in anticipation of reporting for court time shall be compensated one-hour's pay for each five hours standby. Such employees shall be paid a minimum of three hours straight time when on standby. Each calendar day starts a new standby period.
- E. Standby is that circumstance which requires an employee assigned by the department to: 1) be ready to respond immediately to a call for service; 2) be readily available at all hours by telephone or other agreed upon communication equipment; and 3) refrain from activities which might impair his/her assigned duties upon call. The parties agree that employees on standby, as defined above, are "waiting to be engaged."

9.8 ROLL CALL BRIEFING

Employees who are required to attend roll call briefing, and do, shall be paid for such attendance. Payment shall be considered overtime and paid as such if the hours fall within the definition of overtime.

9.9 TRAINING

A. Effective the first full pay period following ratification employees called back for training sessions, authorized by the Police Chief or designee, shall be guaranteed two-hour minimum payment at time and one half.

B. The City shall provide each employee with paid independent living hotel/motel accommodation when assigned to a POST reimbursable training course or City required training course requiring overnight stay. Daily meal reimbursement provided shall either be a flat \$36 per day or the actual amount spent as evidenced by receipts subject to the following maximum amounts (unless increased by City Policy).

- Breakfast - \$10.00 (regardless of whether or not a continental breakfast is provided)
- Lunch - \$15.00
- Commuter Lunch - \$8.00
- Dinner - \$25.00
- Mileage at the prescribed IRS mileage reimbursement rate.

9.10 RANGE QUALIFICATION

A. Effective the first full pay period following ratification sworn personnel shall be guaranteed two hours at time and one half when participating in range qualification training when off duty.

B. Each sworn employee who shoots for qualification shall be provided 100 rounds of practice ammunition each month upon request.

## OVERTIME – COMMUNICATIONS SUPERVISORS

### 9.11 DEFINITION

Overtime is defined as all hours worked in excess of 40 hours worked in a workweek.

Vacation, holidays, sick leave, IOD and compensatory time off shall be considered hours worked when computing overtime.

### 9.12 ELIGIBILITY

Communication Supervisors shall be eligible for overtime pay.

### 9.13 COMPENSATION

Overtime shall be compensated in cash at time and one half the employee's regular rate of pay or in time off compensated at time and one half.

### 9.14 GUARANTEED MINIMUMS FOR RETURNING TO WORK

Whenever an employee is required by the department to work outside of the employee's normal work hours, if a minimum applies as found in this article, then the employee has the choice of taking the minimum or taking the pay for the work actually performed.

### 9.15 CALL BACK

Employees called back to work at hours not contiguous to their normally scheduled shift shall be guaranteed a three-hour minimum payment at time and one half.

Unanticipated emergency call-backs (criminal investigations, emergency evacuations, natural disasters, civil unrest, SWAT, etc.) will include a total 30 minutes for travel time.

### 9.16 COURT TIME

A. Employees reporting for court duty shall be guaranteed three hours minimum

payment at time and one-half.

- B. Employees required to work through the lunch break while on court duty shall be credited with time worked. Duty free lunch periods shall not be compensable, to a maximum of thirty (30) minutes.
- C. Two or more court cases occurring within the minimum time period shall be subject to a single minimum payment.
- D. Employees placed on standby as required to fulfill court requirements shall be compensated one-hour's pay for each five hours standby. Such employees shall be paid a minimum of three hours straight time when on standby. Each calendar day starts a new standby period.
- E. Standby is that circumstance which requires an employee assigned by the department to: 1) be ready to respond immediately to a call for service; 2) be readily available at all hours by telephone or other agreed upon communication equipment; and 3) refrain from activities which might impair his/her assigned duties upon call. The parties agree that employees on standby, as defined above, are "waiting to be engaged."

9.17 ROLL CALL BRIEFING

Employees who are required to attend roll call briefing and do, shall be paid for such attendance. Payment shall be considered overtime and paid as such if the hours fall within the definition of overtime.

9.18 TRAINING

- A. Effective the first full pay period following ratification employees called back for training sessions, authorized by the Police Chief or designee, shall be guaranteed two-hour minimum payment at time and one-half.

B. The City shall provide each employee with paid independent living hotel/motel accommodation when assigned to a POST reimbursable training course or City required training course requiring overnight stay. Daily meal reimbursement provided shall either be a flat \$36 per day or the actual amount spent as evidenced by receipts subject to the following maximum amounts (unless increased by City Policy).

- Breakfast - \$10.00 (regardless of whether or not a continental breakfast is provided)
- Lunch - \$15.00
- Commuter Lunch - \$8.00
- Dinner - \$25.00
- Mileage at the prescribed IRS mileage reimbursement rate.

ARTICLE 10

PAYDAY

Paychecks will be disbursed on a bi-weekly schedule. Payday will be every other Thursday. This disbursement schedule is predicated upon normal working conditions and is subject to adjustment for cause beyond the City's control.

ARTICLE 11

GENERAL PROVISIONS

11.1 MANAGEMENT BENEFIT:

Employees in this bargaining unit shall receive \$25,000 term life insurance, paid by the City, for recognition of their management responsibilities. Non-sworn employees shall continue to be covered under the City's long-term disability insurance plan.

11.2 WORKING CONDITIONS:

An officer's place of residence shall be within a one hour driving radius from the San Luis Obispo Police Department.

ARTICLE 12

HEALTH CARE INSURANCE

12.1 CONTRIBUTION

City agrees to contribute the monthly amounts set forth below for Cafeteria Plan benefits for each regular, full-time employee covered by this Agreement. Less than full-time employees shall receive a prorated share of the City's contribution.

Employee	\$470.00
Employees Plus One	\$855.00
Family	\$1,133.00

Effective in December 2007 (for the January 2008 premium), the contributions will be as follows:

Employee	\$489.00
Employees Plus One	\$889.00
Family	\$1,178.00

Effective in December 2008 (for the January 2009 premium), in December 2009 (for the January 2010 premium), in December 2010 (for the January 2011 premium), and in December 2011 (for the January 2012 premium), the City's total Cafeteria Plan contribution shall be modified by an amount equal to one-half of the average percentage change for family coverage in the PERS health plans available in San Luis County. For example: if three plans were available and the year-to-year changes were +10%, +15%, and +20% respectively, the City's contribution would be increased by 7.5% ( $10\% + 15\% + 20\% \div 3 = 15\% \times 1/2$ ).

The Cafeteria Plan amount is inclusive of mandatory dental and vision coverage. Employees shall be eligible for the City contributions set forth above based on the number of dependents they enroll in the PERS Health Benefit Program. Employees

opting out of health coverage as provided for below shall receive payment at the employee-only level.

## 12.2 INSURANCE COVERAGE

### PERS Health Benefit Program

The City has elected to participate in the PERS Health Benefit Program with the "unequal contribution option" at the PERS minimum contribution rate, currently \$80.80 per month for active employees and \$20.30 per month for retirees. The City's contribution toward retirees shall be increased by 5% per year of the City's contribution for the active employees until such time as the contributions for employees and retirees are equal. The City's contribution will come out of that amount the City currently contributes to employees as part of the Cafeteria Plan. The cost of the City's participation in PERS will not require the City to expend additional funds toward health insurance beyond what is already provided for above in Section 12.1. In summary, this cost and any increases will be borne by the employees.

## 12.3 Health Insurance Coverage Optional Participation

Employees with proof of medical insurance elsewhere are not required to participate in the PERS Health Benefit Program and may receive the unused portion of the City's contribution (after dental and vision is deducted) in cash in accordance with the City's Cafeteria Plan. Those employees will also be assessed \$16.00 per month to be placed in the Retiree Health Insurance Account. This account will be used to fund the Retiree Health Insurance Account. This account will be used to fund the City's contribution toward retiree premiums and the City's costs for the Public Employee's Contingency Reserve Fund and the Administrative Costs. However, there is no

requirement that these funds be used exclusively for this purpose nor any guarantee that they will be sufficient to fund retiree health costs, although they will be used for negotiated employee benefits.

#### 12.4 Dental and Vision Insurance/Dependent Coverage

Employees will be required to participate in the City's dental and vision plans at the employee only rate. Should they elect to cover dependents in the City's dental and vision plans, they may do so, even if they do not have dependent coverage under PERS.

#### 12.5 Life Insurance

Employees in the Police Staff Officers Unit shall have life insurance coverage of Twenty Thousand Dollars (\$20,000) paid by the employees through the Cafeteria Plan.

#### 12.6 Medical Plan Review Committee

The Association shall appoint one voting representative to serve on a Medical Plan Review Committee. In addition, the Association may appoint one non-voting representative to provide a wider range of viewpoint for discussion.

##### A. Duties and Obligations of the Medical Plan Review Committee

1. Review and suggest changes for the City's flexible benefits plan and the insurance plans offered under the MOA.
2. Submit to the City and its employee associations recommendations on proposed changes for the City's flexible benefits plan and the insurance plans offered under the MOA.
3. Disseminate information and educate employees about the City's flexible

benefits plan and the insurance plans offered under the MOA.

4. Participate in other related assignments requested by the City and its employee associations.

B. Miscellaneous

1. The actions of the Medical Plan Review Committee shall not preclude the Association and the City from meeting and conferring.
2. No recommendation of the Medical Plan Review Committee on matters within the scope of bargaining shall take effect before completion of meet and confer requirements between the City and Association.
3. If changes to the City's flexible benefits plan are subject to meet and confer requirements, the City and the Association agree to meet and confer in good faith.
4. In performing its duties, the Medical Plan Review Committee may consult independent outside experts. The City shall pay any fees incurred for this consultation, provided that the City has approved the consultation and fees in advance.

- C. City agrees to continue its contribution to the Cafeteria Plan for two pay periods in the event that an employee has exhausted all paid time off due to an employee's catastrophic illness. That is, the employee shall receive the regular City health benefit contribution for the first two pay periods following the pay period in which the employee's accrued vacation and sick leave balances reach zero.

ARTICLE 13

RETIREMENT

- 13.1 The City agrees to provide the Public Employees' Retirement System's (PERS) 3% at age 50 plan to all sworn personnel and 2.7% at age 55 for all non-sworn personnel. The 3% at age 50 plan includes the following amendments: Post-Retirement Survivor Allowance, the 1959 Survivor's Benefit - Level Four, military service credit, one-year final compensation, conversion of unused sick leave credit to additional retirement credit, and Pre-Retirement Optional Settlement 2 Death Benefit. The 2.7% at 55 plan has the following amendments: 1959 Survivor's Benefit - Level Four, one-year final compensation, military service credit, conversion of unused sick leave credit to additional retirement credit, and Pre-Retirement Optional Settlement 2 Death Benefit.
- 13.2 The City has discontinued paying the sworn employees' share of the PERS Contribution (9%) and the non-sworn employees' share of the PERS Contribution (8%). The 9% for sworn or the 8% for non-sworn is included to the base salary schedule, and reported as compensation to PERS. The employee will pay directly to PERS their contribution amount on a pre-tax basis pursuant to Section 414 (h) (2) of the Internal Revenue Code (IRC).
- 13.3 The employee will be responsible for any and all tax liability incurred should the IRC provision become invalid.

ARTICLE 14

UNIFORM ALLOWANCE

- 14.1 Each employee required to wear a uniform shall receive an annual uniform allowance as provided below and is expected to purchase and maintain in good repair all required uniform pieces.
- 14.2 The uniform allowance shall be \$1,000 per year, with \$500 issued to the employee with the first payroll period in June and \$500 issued to the employee with the first payroll period in December. New hires will receive a prorated amount.
- 14.3 All represented employees shall be eligible for uniform allowance without regard to duty status interruption if in paid status, including 4850 Pay. Uniform allowance shall be reported to CalPERS as special compensation. Uniform allowance will not be prorated upon separation from employment.

## ARTICLE 15

### HOLIDAYS

15.1 The following days of each year are designated as paid\_holidays:

January 1 - New Year's Day  
Third Monday in January - Martin Luther King's Birthday  
Third Monday in February - Presidents' Day  
Last Monday in May - Memorial Day  
July 4 - Independence Day  
First Monday in September - Labor Day  
September 9 – California Admission Day  
Second Monday in October – Columbus Day  
November 11 - Veteran's Day  
Fourth Thursday in November - Thanksgiving Day  
Friday after Thanksgiving  
One-half day before Christmas Day  
December 25 - Christmas  
One-half day before New Year's Day

15.2 Each employee in this unit shall earn 4 hours of holiday leave bi-weekly, in lieu of fixed holidays.

Such employees shall receive payment at straight time hourly rate for a portion of their earned holiday leave (2.00 hours) each bi-weekly payroll period.

15.3 The remainder of the employee's annual holiday leave (52 hours) shall be advanced to the employee effective the first payroll period in January of each year. Such holiday leave may be taken off by the employee with the approval of the Police Chief or his/her designee.

15.4 Each calendar quarter, an employee has the option of receiving payment for one-fourth (1/4) of his/her advanced holiday leave. The combination of holiday leave taken off and payment of advanced holiday time may not exceed 52 hours. Any holiday leave remaining as of the last payroll period in December of each year will be

paid to the employee at the straight time rate.

If an employee terminates for any reason, having taken off hours in excess of his/her prorated share, the value of the overage will be deducted from the employee's final paycheck.

## ARTICLE 16

### VACATION LEAVE

- 16.1 Each incumbent of a 40 hour week line-item position shall accrue vacation leave with pay at the rate of 96 hours per year of continuous service since the benefit date for the first five years, 120 hours per year upon completion of five years, 144 hours per year upon completion of ten years, and 160 hours upon completion of twenty years. Employees scheduled for more than 40 hours a week shall receive the equivalent number of vacation days pro-rated to the number of regularly scheduled work hours.
- 16.2 An incumbent is not eligible to use vacation leave until accrued.
- 16.3 A regular employee who leaves the City service shall receive payment for any unused vacation leave.
- 16.4 Vacation schedules must be reviewed by the Chief or his/her designee prior to the scheduled vacation. Vacation schedules will be based upon the needs of the City and then, insofar as possible, upon the wishes of the employee. The department may not deny an employee's vacation request if such denial will result in the loss of vacation accrual by the employee, except that, management may approve a two month extension of maximum vacation accrual. However, in no event shall more than one such extension be granted in any calendar year.
- 16.5 Any employee who is on approved vacation leave and becomes eligible for sick leave as defined in Section 2.36.420A of the Personnel Rules & Regulations may have such time credited as sick leave under the following conditions.
- A. A physician's statement certifying that illness, injury or exposure to contagious disease has occurred is presented to the supervisor upon returning to work.

B. The vacation leave immediately ends and the employee reports to work following the end of sick leave usage.

16.6 Vacation leave shall be accrued as earned each payroll period, provided that not more than twice the annual rate may be carried over to a new calendar year. It shall be the responsibility of the employee to plan vacations and receive departmental approval in a timely manner.

16.7 All employees in this unit are eligible once annually in December, to request payment for up to 40 hours of unused vacation leave provided that an employee's overall performance and attendance practices are satisfactory.

## ARTICLE 17

### ADMINISTRATIVE LEAVE

- 17.1 The Administrative Sergeant, Lieutenants, Captains, Police Records Supervisor and Communications and Records Manager are exempt from paid overtime except as specifically authorized by the Police Chief due to extraordinary circumstances. In general, management employees are expected to work the hours necessary to successfully carry out their duties and frequently must return to work or attend meetings and events outside their normal working hours.
- 17.2 In recognition of these requirements and the 24-hour staffing requirements of Police Departments, all members of this unit who are designated as exempt in Section 17.1 above shall be afforded flexibility in managing their work load and time and are eligible to take a maximum of 64 hours per calendar year of Administrative Leave. Such leave may be taken at any time during the year. However, in cases where an individual is not actively employed in an exempt position with the city during the full year such leave shall be prorated or if the yearly amount earned is changed during the year the amounts shall be prorated. For purposes of computing monthly amounts the rate of 5.33 hours per month may be used.
- 17.3 Exempt employees understand that the nature of their jobs require that they will work additional hours outside of their regularly scheduled shifts for such activities as occasional meetings, paybacks, briefings, shift preparation, etc. Subject to the approval of the Bureau Commander, exempt employees may shift adjust for such things as court, administrative assignments, filling shift vacancies, lengthy or frequent meetings, training, etc.

ARTICLE 18

SICK LEAVE

- 18.1 Accumulation of sick leave days shall be unlimited.
- 18.2 Upon termination of employment by death or retirement, a percentage of the dollar value of the employee's accumulated sick leave will be paid to the employee, or the designated beneficiary or beneficiaries according to the following schedule:
- A. Death - 25%
  - B. Retirement and actual commencement of PERS benefits:
    - 1. After twenty years of continuous employment - 20%
    - 2. After twenty-five years of continuous employment – 25%
    - 3. After thirty years of continuous employment – 30%

## ARTICLE 19

### FAMILY LEAVE

- 19.1 An employee may take up to 16 hours of sick leave per year if required to be away from the job to personally care for a member of his/her immediate family.
- 19.2 An employee may take up to 40 hours of sick leave per year if the family member is part of the employee's household.
- 19.3 An employee may take up to 56 hours of sick leave per year if the family member is part of the employee's household and is hospitalized. The employee shall submit written verification of such hospitalization.
- 19.4 For purposes of this article, immediate family is defined as spouse/registered domestic partner, child, brother, sister, parent, parent-in-law, step-parent, step-brother, step-sister, grandparent, grandchild, or any other relative living in the same household.
- 19.5 The amounts shown in 19.1, 19.2 and 19.3 above are annual maximums, not maximums per qualifying family member.
- 19.6 If the family member is a child, parent or spouse/registered domestic partner, an employee may use up to 48 hours annually to attend to the illness of the child, parent or spouse, instead of the annual maximums in paragraphs 19.1 and 19.2, in accordance with Labor Code Section 233.
- 19.7 In conjunction with existing leave benefits, unit employees with one year of City service who have worked at least 1280 hours in the last year, may be eligible for up to 12 weeks of Family/Medical Leave within any 12 month period. Family/Medical Leave can be used for:

- A. A new child through birth, adoption or foster care (maternal or paternal leave).
- B. A seriously ill child, spouse or parent who requires hospitalization or continuing treatment by a physician.
- C. Placement of an employee's child for adoption or foster care.
- D. A serious health condition which makes the employee unable to perform the functions of his or her position.

19.8 This leave shall be in addition to leave available to employees under the existing four month Pregnancy-Disability Leave provided by California law. Paid leave, if used for family leave purposes or personnel illness will be subtracted from the 12 weeks allowed by the Family/Medical Leave Program. Employees must use all available vacation, compensatory time off and administrative leave and, if appropriate, sick leave prior to receiving unpaid Family/Medical Leave.

19.9 Employees on Family/Medical Leave will continue to receive the City's contribution toward the cost of health insurance premiums. However, employees who receive cash back under the City's Flexible Benefit Plan will not receive that cash during the Family/Medical Leave. Only City group health insurance premiums will be paid by the City.

19.10 If an employee does not return to work following leave, the City may collect from the employee the amount paid for health insurance by the City during the leave. There are two exceptions to this rule.

- A. The continuation of a serious health condition of the employee or a covered family member prevents the return.
- B. Circumstances beyond the employee's control.

Further details on Family/Medical Leaves, are available through the City's "Guide to Family/Medical Leave Program".

ARTICLE 20  
BEREAVEMENT LEAVE

At each employee's option, sick leave may be used to be absent from duty due to the death of a member of the employee's immediate family, meaning spouse, child, brother, sister, parent, parent-in-law, step-parent, step-brother, step-sister, grandparent, grandchild, or any other relative living in the same household, provided such leave as defined in this Article shall not exceed 40 hours for each incident. The employee may be required to submit proof of relative's death before being granted sick leave pay. False information concerning the death or relationship shall be cause for discharge.

ARTICLE 21  
CATASTROPHIC LEAVE

Employees may participate in the Catastrophic Leave program in accordance with the City-wide Catastrophic Leave Policy.

ARTICLE 22

WORKERS' COMPENSATION LEAVE

Any employee who is absent from duty because of on-the-job injury in accordance with State Workers' Compensation law and is not eligible for disability payments under Labor Code Section 4850 shall be paid the difference between his/her base salary and the amount provided by Workers' Compensation law during the first 90 business days of such disability absence.

ARTICLE 23

JURY DUTY AND MILITARY LEAVES

23.1 JURY DUTY

Any regular or probationary City employee, when duly called to serve on any jury, and when not excluded there from, or when subpoenaed to appear as a witness at any trial, shall be compensated for the time required to be spent under the jurisdiction of the court by an amount equal to the difference between the pay he/she received as a juror and his/her regular daily rate received from the City. The difference between the time required to be spent on jury duty and the normal workday of the employee shall be spent performing the employee's regular job assignments unless the department head, upon approval of the Director of Human Resources, determines this not to be practical.

23.2 MILITARY LEAVE

Any line-item employee shall receive normal salary and fringe benefits during the first thirty days of any period of temporary military leave. Such compensation shall not exceed thirty calendar days in any one fiscal year. Any temporary military leave in excess of thirty days in one fiscal year shall be taken as vacation leave or leave of absence without pay.

## ARTICLE 24

### GRIEVANCE PROCEDURE

- 21.1 A grievance is defined as an alleged violation, misinterpretation or misapplication of the personnel rules and regulations or of any Memorandum of Agreement, excluding disciplinary matters, or any existing written policy or procedure relating to wages, hours or other terms and conditions of employment excluding disciplinary matters.
- 21.2 Each grievance shall be handled in the following manner:
- A. The employee who is dissatisfied with the response of the immediate supervisor shall discuss the grievance with the supervisor's immediate superior. The employee shall have the right to choose a representative to accompany him/her at each step of the process. If the matter can be resolved at that level to the satisfaction of the employee, the grievance shall be considered terminated.
  - B. If still dissatisfied, the employee may immediately submit the grievance in writing to the Police Chief for consideration, stating the facts on which it was based, including the provision of the rules, regulations, or agreement said to be violated, and the proposed remedy. This action must take place within 15 business days of the occurrence of the grievance. The Police Chief shall promptly consider the grievance and render a decision in writing within 15 business days of receiving the written grievance. If the employee accepts the Police Chief's decision, the grievance shall be considered terminated.
  - C. If the employee is dissatisfied with the Police Chief's decision, the employee may immediately submit the grievance in writing to the Human Resources Director within five business days of receiving the Police Chief's decision. The

Human Resources Director shall confer with the employee and the Police Chief and any other interested parties, and shall conduct such other investigations as may be advisable.

- D. The results or findings of such conferences and investigations shall be submitted to the City Administrative Officer in writing within fifteen (15) business days of receiving the employee's written request. The City Administrative Officer will meet with the employee if the employee so desires before rendering a decision with respect to the complaint. The City Administrative Officer's decision shall be in writing and given to the employee within 15 business days of receiving the Human Resources Director's results and findings. Such decision shall be final unless the employee desires the Personnel Board to review the decision. If such is the case, the employee will have five business days following receipt of the City Administrative Officer's decision to submit a written request to the Personnel Board through the Human Resources Director for a review of the decision. The Personnel Board within 30 business days shall review the record and either (1) issue an advisory opinion to the City Administrative Officer; or (2) conduct a hearing on the matter. If a hearing is held, an advisory opinion shall be rendered by the Board within 10 business days of the close of such hearing. If an opinion signed by at least three (3) members of the Personnel Board recommends overruling or modifying the City Administrative Officer's decision, the City Administrative Officer shall comply or appeal this recommendation to the City Council. Such appeal shall be filed with the City Clerk within three business days of the Board's action. If appealed, the City Council shall review the case on the record and render a final decision within 15 business days of submittal.

## ARTICLE 25

### DISCIPLINARY ACTION

Except in regards to disciplinary suspensions of less than one work week, the standards for the discipline of exempt employees shall generally be consistent with the standards for discipline of non-exempt employees. Thus, such exempt employees may be subject to termination, demotion or reduction in compensation for any of the reasons set forth in Section 2.36.320 of the Personnel Rules and Regulations. In conformity with the Fair Labor Standards Act, a disciplinary suspension of less than one week may be imposed only for a violation of city safety rules of major significance. Minor violations of rules and regulations may result in lesser disciplinary actions, such as oral or written reprimands, counseling, or special training, etc.

ARTICLE 26

IMPASSE PROCEDURE

26.1 MEDIATION

A. Mediation may be requested only after the possibility of settlement by direct discussion (meet and confer) has been exhausted. Mediation may be requested by scheduling a meeting with the Employee Relations Officer (CAO).

1. The Employee Relations Officer shall convene a meeting between the chief negotiator for the Association, one other representative of the Association, the Employee Relations Officer and one other representative of the City:

- a. To review the position of the parties in a final effort to reach agreement or reduce the points of disagreement; and
- b. If agreement is not reached, to make arrangements for mediation.

B. Following the meeting with the Employee Relations Officer, only the disputed issues shall be submitted to mediation. The mediator shall be selected from the State Mediation and Conciliation Service by mutual consent. All mediation proceedings shall be private and confidential and the mediator shall make no public recommendation nor take any public position at any time concerning the issue. Any fees or expenses of mediation shall be shared equally by the City and the Association.

C. Mediation shall be terminated if agreement has not been reached in 30 days unless extended by mutual agreement.

26.2 FACT-FINDING

A. If mediation fails to resolve all issues, the unresolved issues shall be referred to

"fact-finding." The fact-finder shall be selected by mutual consent.

- B. The City and the Association shall submit its position on each unresolved issue and its last offer of settlement to the fact-finder. After due consideration, the fact-finder shall recommend on each issue using factors traditionally taken into consideration in determination of wages, hours and other terms and conditions of employment in the public sector.
- C. Within 10 days of commencing fact-finding, recommendations of the fact-finder shall be reported in writing at a meeting of representatives of the City and the Association. Each party shall accept, reject or propose alternatives to the fact-finder's recommendations. Any recommendations or alternatives not accepted by both parties within 15 days of receiving the fact-finder's recommendations will be presented to the City Council.
- D. After a hearing where the chief negotiator for the Association, one other representative of the Association, the Employee Relations Officer and one other representative of the City have presented their position on the fact-finder's recommendations, the City Council may accept or reject any recommendation. All proceedings and recommendations of fact-finding shall be private and confidential. Any fees or expenses shall be equally shared by the City and the Association.

ARTICLE 27

SWAT SERGEANTS AND LIEUTENANTS

SWAT team members are required to maintain a higher standard of physical fitness than the normal employee. The City will reimburse each SWAT team member who voluntarily joins a physical fitness gym for the cost of the membership and monthly charges up to a maximum yearly rate of \$375.00 per member. At the City's request each member requesting reimbursement may be required to provide proof of membership and active participation.

ARTICLE 28

REOPENERS

The City and the Associations agree to meet and confer to discuss post-retirement health contributions if changes to this benefit are agreed to with the Police Officers' Association during the term of the contract.

ARTICLE 29  
FULL AGREEMENT

It is understood this Agreement represents a complete and final understanding on all negotiable issues between the City and the Association. This Agreement supersedes all previous Memoranda of Understanding or Memoranda of Agreement between the City and the Association except as specifically referred to in this Agreement. In the event any new practice or subject matter arises during the term of this Agreement and an action is proposed by the City, the Association will be afforded notice and shall have the right to meet and confer upon request.

ARTICLE 30

SAVINGS CLAUSE

If any provisions of this Agreement should be held invalid by operation of law or by any court of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by any tribunal, the remainder of this Agreement shall not be affected thereby, and the parties shall enter into a meet and confer session for the sole purpose of arriving at a mutually satisfactory replacement for such provision within a 30 day work period. If no agreement has been reached, the parties agree to invoke the provision of impasse under Section 13 of City Resolution No. 6620.

ARTICLE 31

TERM OF AGREEMENT

This Agreement shall become effective as of July 1, 2007, except that those provisions which have specific implementation dates, shall be implemented on those dates and shall remain in full force and effect until midnight June 30, 2012.

ARTICLE 32

AUTHORIZED AGENTS

For the purpose of administering the terms and provisions of the Agreement:

A. The Association's principal authorized agent shall be the President

(address: 1042 Walnut Street, San Luis Obispo, California 93401; telephone:  
(805) 781-7313).

B. Management's principal authorized agent shall be the Human Resources Director

or his/her duly authorized representative (address: 990 Palm Street, San Luis  
Obispo, California 93401; telephone: (805) 781-7252).

ARTICLE 33

SIGNATURES

1. Classifications covered by this agreement and included within this unit are Police Sergeant, Police Lieutenant, Police Captain, Communications Supervisor, Police Records Supervisor, and Communications and Records Manager.
2. This Agreement does not apply to Temporary Employees or Part-time Employees.

This Agreement was executed on October 2, 2007, by the following parties:

CITY OF SAN LUIS OBISPO

SAN LUIS OBISPO  
POLICE STAFF OFFICERS'  
ASSOCIATION

\_\_\_\_\_  
Monica Irons, Human Resources Director

\_\_\_\_\_  
Chris Staley, President, SLOPSOA

\_\_\_\_\_  
Karen Jenny, Risk Manager

\_\_\_\_\_  
Tom DePriest, Board Member

\_\_\_\_\_  
Kris Dutra, Board Member

\_\_\_\_\_  
Keith Storton, Board Member

APPENDIX A

**Salary Range Listing - July 2007 Through June 2012**

**July 2007**

**2% all employees**

Job Code	Salary Range	Title	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
			Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly
8010	800	Police Sergeant	6,247	6,576	6,922	7,286	7,669	8,073
			2,883	3,035	3,195	3,363	3,540	3,726
8030	805	Police Lieutenant	7,122	7,497	7,892	8,307	8,744	9,205
			3,287	3,460	3,642	3,834	4,036	4,248
8040	810	Police Captain	8,143	8,572	9,023	9,498	9,998	10,524
			3,758	3,956	4,164	4,384	4,614	4,857
8050	855	Communications Supervisor	4,438	4,671	4,917	5,176	5,448	5,735
			2,048	2,156	2,269	2,389	2,515	2,647
8045	850	Records Supervisor	4,352	4,581	4,822	5,076	5,343	5,624
			2,009	2,114	2,226	2,343	2,466	2,596
8055	800	Communications & Records Mgr	6,247	6,576	6,922	7,286	7,669	8,073
			2,883	3,035	3,195	3,363	3,540	3,726

**January 2008**

**3% all employees**

**Equity adjustments:**

**3.5% Captains**

**2.5% Lieutenants**

**2% Communications Supervisor**

Job Code	Salary Range	Title	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
			Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly
8010	800	Police Sergeant	6,434	6,773	7,129	7,504	7,899	8,315
			2,970	3,126	3,290	3,464	3,646	3,838
8030	805	Police Lieutenant	7,514	7,909	8,325	8,763	9,225	9,710
			3,468	3,650	3,842	4,045	4,258	4,482
8040	810	Police Captain	8,672	9,129	9,609	10,115	10,647	11,208
			4,003	4,213	4,435	4,668	4,914	5,173

APPENDIX A

**Salary Range Listing - July 2007 Through June 2012**

**January 2008 (Continued)**

8050	855	Communications Supervisor	4,660 2,151	4,905 2,264	5,163 2,383	5,435 2,508	5,721 2,640	6,022 2,779
8045	850	Records Supervisor	4,483 2,069	4,719 2,178	4,967 2,293	5,229 2,413	5,504 2,540	5,793 2,674
8055	800	Communications & Records Mgr	6,434 2,970	6,773 3,126	7,129 3,290	7,504 3,464	7,899 3,646	8,315 3,838

**July 2008**

**2% all employees**

Job Code	Salary Range	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
			Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly
8010	800	Police Sergeant	6,563	6,909	7,272	7,655	8,058	8,482
			3,029	3,189	3,356	3,533	3,719	3,915
8030	805	Police Lieutenant	7,664	8,068	8,492	8,939	9,410	9,905
			3,537	3,724	3,920	4,126	4,343	4,572
8040	810	Police Captain	8,846	9,312	9,802	10,318	10,861	11,432
			4,083	4,298	4,524	4,762	5,013	5,276
8050	855	Communications Supervisor	4,752	5,002	5,266	5,543	5,835	6,142
			2,193	2,309	2,430	2,558	2,693	2,835
8045	850	Records Supervisor	4,573	4,813	5,067	5,333	5,614	5,910
			2,110	2,222	2,338	2,462	2,591	2,727
8055	800	Communications & Records Mgr	6,563	6,909	7,272	7,655	8,058	8,482
			3,029	3,189	3,356	3,533	3,719	3,915

APPENDIX A

**Salary Range Listing - July 2007 Through June 2012**

**January 2009**

**Equity adjustments:**  
**3% all employees**  
**3.5% Captains**  
**2.5% Lieutenants**  
**2% Communications Supervisor**

Job Code	Salary Range	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
			Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly
8010	800	Police Sergeant	6,761	7,116	7,491	7,885	8,300	8,737
			3,120	3,284	3,457	3,639	3,831	4,032
8030	805	Police Lieutenant	8,087	8,512	8,960	9,432	9,928	10,451
			3,732	3,929	4,136	4,353	4,582	4,823
8040	810	Police Captain	9,420	9,916	10,438	10,987	11,566	12,174
			4,348	4,577	4,818	5,071	5,338	5,619
8050	855	Communications Supervisor	4,991	5,253	5,530	5,821	6,127	6,450
			2,303	2,425	2,552	2,687	2,828	2,977
8045	850	Records Supervisor	4,709	4,957	5,218	5,492	5,781	6,086
			2,173	2,288	2,408	2,535	2,668	2,809
8055	800	Communications & Records Mgr	6,761	7,116	7,491	7,885	8,300	8,737
			3,120	3,284	3,457	3,639	3,831	4,032

**July 2009**

**2% all employees**

Job Code	Salary Range	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
			Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly
8010	800	Police Sergeant	6,895	7,258	7,640	8,042	8,465	8,911
			3,182	3,350	3,526	3,712	3,907	4,113
8030	805	Police Lieutenant	8,248	8,682	9,139	9,620	10,126	10,659
			3,807	4,007	4,218	4,440	4,673	4,919
8040	810	Police Captain	9,609	10,115	10,647	11,207	11,797	12,418
			4,435	4,668	4,914	5,173	5,445	5,731

APPENDIX A

**Salary Range Listing - July 2007 Through June 2012**

**July 2009 (Continued)**

8050	855	Communications Supervisor	5,091 2,350	5,359 2,473	5,641 2,603	5,938 2,740	6,250 2,885	6,579 3,037
8045	850	Records Supervisor	4,804 2,217	5,056 2,334	5,322 2,457	5,603 2,586	5,897 2,722	6,208 2,865
8055	800	Communications & Records Mgr	6,895 3,182	7,258 3,350	7,640 3,526	8,042 3,712	8,465 3,907	8,911 4,113

**January 2010**

**Equity adjustments:**  
**3% all employees**  
**3% Captains**  
**2.5% Lieutenants**

Job Code	Salary Range	Title	Step 1 Monthly/ Bi-Weekly	Step 2 Monthly/ Bi-Weekly	Step 3 Monthly/ Bi-Weekly	Step 4 Monthly/ Bi-Weekly	Step 5 Monthly/ Bi-Weekly	Step 6 Monthly/ Bi-Weekly
8010	800	Police Sergeant	7,102 3,278	7,476 3,451	7,870 3,632	8,284 3,823	8,720 4,025	9,179 4,236
8030	805	Police Lieutenant	8,700 4,016	9,158 4,227	9,640 4,449	10,148 4,684	10,682 4,930	11,244 5,190
8040	810	Police Captain	10,185 4,701	10,721 4,948	11,285 5,208	11,879 5,483	12,504 5,771	13,162 6,075
8050	855	Communications Supervisor	5,244 2,420	5,520 2,548	5,811 2,682	6,117 2,823	6,439 2,972	6,778 3,128
8045	850	Records Supervisor	4,947 2,283	5,208 2,404	5,482 2,530	5,770 2,663	6,074 2,803	6,394 2,951
8055	800	Communications & Records Mgr	7,102 3,278	7,476 3,451	7,870 3,632	8,284 3,823	8,720 4,025	9,179 4,236

APPENDIX A

**Salary Range Listing - July 2007 Through June 2012**

**July 2010**

**3% all employees**

Job Code	Salary Range	Title	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
			Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly
8010	800	Police Sergeant	7,315	7,700	8,105	8,532	8,981	9,453
			3,376	3,554	3,741	3,938	4,145	4,363
8030	805	Police Lieutenant	8,988	9,461	9,959	10,484	11,035	11,616
			4,148	4,367	4,597	4,839	5,093	5,361
8040	810	Police Captain	10,490	11,043	11,624	12,236	12,880	13,557
			4,842	5,097	5,365	5,647	5,944	6,257
8050	855	Communications Supervisor	5,401	5,686	5,985	6,300	6,632	6,981
			2,493	2,624	2,762	2,908	3,061	3,222
8045	850	Records Supervisor	5,096	5,364	5,646	5,944	6,256	6,586
			2,352	2,476	2,606	2,743	2,888	3,040
8055	800	Communications & Records Mgr	7,315	7,700	8,105	8,532	8,981	9,453
			3,376	3,554	3,741	3,938	4,145	4,363

**January 2011**

**2% all employees**

Job Code	Salary Range	Title	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
			Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly
8010	800	Police Sergeant	7,461	7,854	8,267	8,702	9,160	9,642
			3,444	3,625	3,816	4,016	4,228	4,450
8030	805	Police Lieutenant	9,168	9,650	10,158	10,693	11,255	11,848
			4,231	4,454	4,688	4,935	5,195	5,468
8040	810	Police Captain	10,700	11,263	11,856	12,480	13,137	13,828
			4,938	5,198	5,472	5,760	6,063	6,382
8050	855	Communications Supervisor	5,510	5,800	6,105	6,426	6,765	7,121
			2,543	2,677	2,818	2,966	3,122	3,286

APPENDIX A

**Salary Range Listing - July 2007 Through June 2012**

**January 2011 (Continued)**

8045	850	Records Supervisor	5,199	5,472	5,760	6,063	6,382	6,718
			2,399	2,526	2,659	2,798	2,946	3,101
8055	800	Communications & Records Mgr	7,461	7,854	8,267	8,702	9,160	9,642
			3,444	3,625	3,816	4,016	4,228	4,450

**July 2011**

**3% all employees**

Job Code	Salary Range	Title	Step 1 Monthly/ Bi-Weekly	Step 2 Monthly/ Bi-Weekly	Step 3 Monthly/ Bi-Weekly	Step 4 Monthly/ Bi-Weekly	Step 5 Monthly/ Bi-Weekly	Step 6 Monthly/ Bi-Weekly
8010	800	Police Sergeant	7,684	8,089	8,515	8,963	9,434	9,931
			3,547	3,733	3,930	4,137	4,354	4,584
8030	805	Police Lieutenant	9,442	9,939	10,462	11,013	11,593	12,203
			4,358	4,587	4,829	5,083	5,350	5,632
8040	810	Police Captain	11,021	11,601	12,211	12,854	13,530	14,242
			5,086	5,354	5,636	5,933	6,245	6,573
8050	855	Communications Supervisor	5,674	5,973	6,287	6,618	6,967	7,333
			2,619	2,757	2,902	3,055	3,215	3,385
8045	850	Records Supervisor	5,355	5,637	5,933	6,246	6,574	6,920
			2,471	2,602	2,738	2,883	3,034	3,194
8055	800	Communications & Records Mgr	7,684	8,089	8,515	8,963	9,434	9,931
			3,547	3,733	3,930	4,137	4,354	4,584

APPENDIX A

**Salary Range Listing - July 2007 Through June 2012**

**January 2012**

**2% all employees**

Job Code	Salary Range	Title	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
			Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly	Monthly/ Bi-Weekly
8010	800	Police Sergeant	7,839	8,251	8,686	9,143	9,624	10,131
			3,618	3,808	4,009	4,220	4,442	4,676
8030	805	Police Lieutenant	9,631	10,138	10,672	11,233	11,824	12,447
			4,445	4,679	4,925	5,185	5,457	5,745
8040	810	Police Captain	11,240	11,832	12,455	13,110	13,800	14,526
			5,188	5,461	5,748	6,051	6,369	6,704
8050	855	Communications Supervisor	5,789	6,093	6,414	6,751	7,107	7,481
			2,672	2,812	2,960	3,116	3,280	3,453
8045	850	Records Supervisor	5,462	5,749	6,052	6,371	6,706	7,059
			2,521	2,654	2,793	2,940	3,095	3,258
8055	800	Communications & Records Mgr	7,839	8,251	8,686	9,143	9,624	10,131
			3,618	3,808	4,009	4,220	4,442	4,676