

## MEMORANDUM OF UNDERSTANDING

Teamsters Local 856, IBT  
POLICE ASSISTANTS UNIT

September 1, 2022 through August 31, 2025

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**MEMORANDUM OF UNDERSTANDING**

September 1, 2022 through August 31, 2025

Between the City of Daly City

and

Teamsters Local 856, Police Assistants

The adjustments to wages, hours and conditions of employment that are set forth in this Memorandum have been discussed by and between the bargaining representatives of the City of Daly City (hereinafter, "City") and the bargaining representatives of the Teamsters Local 856 Police Assistants (hereinafter called "Union") and shall apply to all employees in the City working in the classifications of:

Community Services Officer

Police Assistant I

Police Assistant II

Senior Police Assistant

The adjustments to wages, hours and conditions of employment that are set forth in the memorandum have been discussed in good faith and agreed upon as being an equitable adjustment of present wages, hours and conditions of employment between the bargaining representatives of the City and the bargaining representatives of the Union. The Union representatives represent that a majority of the members of the Union have approved all of the salary and fringe benefit adjustments as set forth herein; and the bargaining representatives of the City agree to recommend to the City Council that all of the adjustments as set forth herein be adopted in full by the City Council in the same manner and procedure prescribed by law.

**ARTICLE I - DUES DEDUCTIONS**

The Union shall be entitled to have authorized dues and other authorized deductions of its members deducted from their paychecks in accordance with the procedures set forth herein.

Payroll deductions and authorized deductions shall be made for each individual for whom the City has received a request in writing from the Union for the payroll deduction to be made. The Union shall notify the city of all elected and revoked dues in a timely manner. The City shall process each change in deductions in the first applicable pay period following receipt of the Unions' notification.

If the City receives any questions from employees regarding union membership or dues, the City shall direct the employee to the Union and shall not provide advice on these matters.

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New Employees

Within thirty (30) calendar days of hiring, the City shall provide the name, job title, department, work location and telephone number, personal cellular telephone number, and personal email address on file of the new employee in this bargaining unit to the Union.

The City shall provide Union written notice of new employee orientations for employees new to this bargaining unit at least ten (10) business days prior to the event. Union representatives shall be permitted to make a presentation of up to thirty (30) minutes, and present written materials, during a portion of the orientation for which attendance is mandatory. No representative of management shall be present during the Union's presentation. The City shall provide an adequate and reasonable amount of release time for designated officers and representatives of the Union to participate in the new employee orientations.

The Union shall indemnify, defend, and save the City of Daly City, its officers, agents and employees, harmless against any and all claims, demands, suits, orders, or judgments, or other forms of liability that arise out of or by reason of this Section, or action taken or not taken by the City under this Section, and shall promptly reimburse the City for reasonable legal fees and costs incurred by the City in responding to or defending against any claims, disputes or challenges. This includes, but is not limited to, the City's attorney fees and costs; to and including the reserved right of the City to select counsel of its own choice.

## **ARTICLE II – SALARIES**

**A. Cost of Living Increase**

- Effective September 3, 2022, bargaining unit members shall receive a four percent (4%) cost of living increase. (See Appendix A)
- Effective September 2, 2023, bargaining unit members shall receive a four percent (4%) cost of living increase. (See Appendix A-1)
- Effective September 14, 2024, bargaining unit members shall receive a four percent (4%) cost of living increase. (See Appendix A-2)

**B. Effective September 3, 2022, the City shall adjust the Police Assistant II salary range to be 5% above Police Assistant I and shall adjust the Community Services Officer salary range to be 10% above Police Assistant I.**

**C. The City will continue to make available the IRC Section 414(h) to affected members. Eligibility to participate and the irrevocable conditions of one-time-only election continue to be pursuant to the regulations as set forth by the Internal Revenue Service.**

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## ARTICLE III – BENEFITS

### A. Medical Insurance Benefits

The City will continue to contract with the Teamsters Union Local 856 Health and Welfare Packages for the purpose of providing employees with medical insurance benefits. Domestic partners will be afforded coverage in accordance with Teamsters 856 Trust Fund plan rules and regulations. (Please see the provider's plan description for details.) The Teamsters 856 Trust Fund will determine eligibility for those employees who elect to receive benefits through the Teamsters 856 Trust Fund.

### B. Cafeteria Plan Allowance

The City will maintain a Cafeteria Plan, pursuant to Section 125 of the Internal Revenue Code, for the purpose of providing employees with access to various health and welfare benefits. Benefits available through the Cafeteria Plan include, but are not limited to, medical insurance, flexible spending accounts for out-of-pocket medical expenses and dependent care, dental insurance and life insurance benefits. The City agrees to provide a Cafeteria Plan Allowance to all employees eligible to participate in City-sponsored health benefits under Section A of this Article. Any tax consequences resulting from City contributions to the Cafeteria Plan are the sole responsibility of the employee.

The City's monthly contribution will be as follows:

- In the event that health benefits are provided through a composite rate, the City's monthly contribution amount shall be the Teamsters Union Local 856 Health and Welfare Package's composite rate or an amount equivalent to 95% of the PERS Kaiser Bay Area family rate, whichever is lower.
- In the event that health benefits are broken down by coverage levels, the City's monthly contribution shall be equivalent to the Teamsters rate for each level of coverage or the PERS Kaiser Bay area rate for each level of coverage at 100% for employee only coverage and 95% for employee +1 or employee + family, whichever is lower.

From the Cafeteria Plan Allowance, employees must purchase the following qualified benefits:

- City-sponsored dental/orthodontic insurance (if not selecting the Teamsters option)
- City-sponsored life insurance (\$50,000)
- City-sponsored long term disability insurance

### C. Cash in lieu

1. **Eligibility:** Employees who opt out of the medical plan and receive cash must provide the following: (1) proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction ("tax family"), have or will have minimum essential coverage through another source (other than

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coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies (“opt out period”); and (2) the employee must sign an attestation that the employee and his/her tax family have or will have such minimum essential coverage for the opt out period. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt-out payment cannot be made and the City will not in fact make payment if the City knows that the employee or tax family member doesn’t have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied. Employees and known dependents who do not provide the annual information required will be enrolled in the lowest cost health plan.

2. Cash in lieu shall be \$500 per month.
- D. Vision Reimbursement Program: Employees and their dependents are eligible for a maximum reimbursement of \$200.00 per year for frames or lenses. The reimbursement may be requested every 12 months.

#### **ARTICLE IV – RETIREMENT**

The City contracts with the California Public Employees’ Retirement System (CalPERS) to provide retirement benefits as follows:

- A. Classic Employees: For classic employees as defined by CalPERS and California Public Employees’ Pension Reform Act of 2013 (PEPRA), the City’s contract with the CalPERS provides the following:
  - Section 20042 – One Year Final Compensation
  - Section 21335 – Annual Cost-of-Living Allowance Increase (3%)
  - Section 20965 – Credit for Unused Sick Leave
  - Section 21573- 1959 Survivor Benefit Level 3 for affected employees
  - Section 21354.3 - 3% @ Age 60
  - Section 21548 - Pre-Retirement Optional Settlement 2W Death Benefit
  - Section 21620 - \$500 Retired Death Benefit
  - Section 21024 – Military Service Credit as Public Service
- B. New Employees: For new employees hired on or after January 1, 2013, as defined by CalPERS and PEPRA, the City’s contract with CalPERS provides the following:
  - Section 20037 - Final Compensation Three Year
  - Section 21335 – Annual Cost-of-Living Allowance Increase (3%)
  - Section 20965 – Credit for Unused Sick Leave
  - Section 21573 - 1959 Survivor Benefit Level 3 for affected employees
  - Section 7522.20 - 2% @ Age 62

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- Section 21548 - Pre-Retirement Optional Settlement 2W Death Benefit
- Section 21024 – Military Service Credit as Public Service
- Section 21620 - \$500 Retired Death Benefit

Employees in this group will maintain the current employee contribution of 5.41% towards the employer's share of the CalPERS contribution.

C. Cost Sharing - Bargaining unit members shall pay an additional (.75%) towards the employer share of the CalPERS contribution.

D. Retiree Medical

- Employees hired prior to November 14, 2022

The City's contribution to retiree health for qualifying annuitants will be increased annually as required under PEMHCA. The City's monthly contribution to qualifying annuitants will be:

EE	up to \$940.55
EE + 1	up to \$940.55
Family	up to \$940.55

- Employees hired on or after November 14, 2022

The retiree medical benefit contribution from the City for bargaining unit employees hired on or after November 14, 2022, shall be limited to the amount provided as the PEMHCA minimum under Government Code section 22892.

For employees with the PEMHCA minimum retiree medical benefit, the City shall contribute \$50 per month to the ICMA retiree health savings account.

## **ARTICLE V - ADMINISTRATIVE PROVISIONS**

A. The City will honor requests for dues deductions from employees who are members of the Union.

B. Reprimands: City agrees to provide the union with copies of all written reprimands given to its members, provided that:

- The employees provide a written release in advance to the Human Resources Director,
- Copies supplied to the union at the same time as given to the employee,
- Union to designate an agent for service of such copies, and
- Applies only to written reprimands.

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C. Letters of Reprimand:

Employees may request in writing to the Department Head with a copy to the Director of Human Resources that letters of reprimand which are four (4) or more years old be removed from the employee's personnel file provided the following conditions are met:

1. The Letter of Reprimand is more than 4 years old.
2. The file does not contain subsequent letters of reprimand or records of disciplinary action.
3. The employee has not been notified in writing of pending disciplinary action at the time the written request to remove said letters of reprimand.
4. The Union will be provided a copy of the Letter of Reprimand.

D. Grievance Procedure: (See Appendix B)

A grievance is defined as a condition that exists as a result of an unsatisfactory adjustment or failure to adjust a claim or dispute by an employee or employees regarding the application or interpretation of The Rules and Regulations of the Classified Service, Departmental Rules and Regulations, Memorandum of Understanding, established policies and procedures of the City or department (whether written or oral) or, a dispute or disagreement as to the facts pertaining to a disciplinary matter.

The means, manner, method or merit of any service or activity provided by law or executive order; collective issues of salary, fringe benefits, or working condition subject to meeting and conferring; any disciplinary action shall not be a subject of the grievance procedure. All grievances shall be processed in accordance with the following procedure:

Step 1: No matter shall be considered a grievance until it is first taken up orally by the employee and/or the Steward with the immediate supervisor who will attempt to settle the matter and the immediate supervisor shall render a decision within three (3) working days.

Step 2: If any such grievance or complaint is not settled by the procedure above described, it shall within three (3) working days be set forth in writing by the Union and submitted to the Division Head. Within three (3) working days thereafter, there shall be a meeting between the aggrieved employee, the Union Steward, the Union Representative, and the Division Head in an attempt to settle the matter. Within three (3) working days following such meeting, the employer shall give a written reply to the grievance.

Step 3: If any such grievance or complaint is not settled by the procedure above described, it shall within thirty (30) working days be set forth in writing by the Union and submitted to the Department Head. Within three (3) working days thereafter, there shall be a meeting between the aggrieved employee, the Union Steward, the Union Representative, and the Department Head in an attempt to settle the matter. Within three working (3) days following such meeting, the Employer shall give a written reply to the grievance.

Step 4: If any such grievance or complaint is not settled by the procedure above described, it shall within three (3) working days be set forth in writing by the Union and submitted to the City Manager. Within three (3) working days thereafter, there

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shall be a meeting between the aggrieved employee, the Union Steward, the Union Representative, and the City Manager in an attempt to settle the matter. Within three (3) working days following such meeting, the Employer shall give a written reply to the grievance.

Step 5: If any such grievance has not been settled by the procedure described, the grievance may within seven (7) working days be submitted to the Personnel Board, if eligible under the Rules and Regulations then in effect and in accordance with Step 6 below, or to advisory arbitration in accordance with Step 7 below. The grievant has the right to select the Personnel Board process or advisory arbitration for the appeal, but may not do both

Step 6: The City Council shall act upon the recommendation of the Personnel Board within thirty (30) calendar days following the date of their receipt of the recommendation.

Step 7: Advisory Arbitration. If the grievant is dissatisfied with the decision of the City Manager in Step 4, the grievant may appeal the grievance to advisory arbitration.

The request for advisory arbitration must be given in writing to the City Manager by the grievant within ten (10) working days from the date of the Step 4 answer.

An arbitrator may be selected by mutual agreement between the grievant's representative and the City's representative. Should the representatives fail to mutually agree on an arbitrator, they shall make a joint request to the California State Conciliation and Mediation Service, the American Arbitration Association, or some other source mutually agreed upon, for a list of five (5) qualified arbitrators. The parties shall each strike two (2) names from the list and the remaining person shall be accepted as the arbitrator. The first party to strike shall be determined by the flip of a coin.

The jurisdiction and authority of the arbitrator so selected and the opinions the arbitrator expresses will be confined exclusively to the interpretation of the express provision or provisions of the MOU or Rules and Regulations of the Classified Service at issue between the parties. The arbitrator shall have no authority to add to, subtract from, alter, amend, or modify any provisions of the MOU or Rules and Regulations of the Classified Service or impose any limitations or obligations not specifically provided for under the terms of the MOU or Rules and Regulations of the Classified Service. The arbitrator shall be without power or authority to recommend any decision that would require the City or the administration to do an act prohibited by law.

The fees of the arbitrator will be born equally by the employee or employee association and the City. However, the City will reimburse up to \$15,000 towards the Teamsters Local 856 Police Assistant Unit cost of arbitration in cases where the City Council goes against the advisory recommendation to the detriment of the employee or Association.

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E. The City and Union agree to a joint labor/management committee comprised of three (3) Police Department Managers appointed by the Chief of Police and three (3) employee representatives, one an officer of the Union, and one Police Assistant both appointed by the employee organization. The committee will normally meet monthly, or on some other mutually agreeable schedule, on a date and at a time and location mutually agreed to by both parties. Agenda items shall be submitted three (3) working days prior to the meeting. The purpose of the meetings will be to discuss ongoing issues of mutual concern. This committee is not a substitute for meet and confer, nor does it have the authority to modify the Memorandum of Understanding.

## **ARTICLE VI - HOURS AND OVERTIME**

A. When practicable, the City agrees to not require Police Assistants to work in excess of twelve (12) hours during any twenty-four (24) hour period. The determination whether or not a Police Assistant will be required to work in excess of twelve (12) hours during any twenty-four (24) hour period shall be made by the Police Chief or his designate. (In most cases for practical purposes, the Watch Commander.)

B. When practicable, each of the following provisions will be implemented for Police Assistants who may be requested to work overtime 1) shall be given one (1) hour advance notice of such overtime period; 2) and may be given a fifteen (15) minute paid break prior to the start of such overtime work. Determination as to who will carry out the above provision shall be made by the Chief of Police or his designate.

All overtime will be filled in the order of Seniority. Mandatory overtime will be assigned on a rotational basis. The employee with the least amount of seniority will be assigned first.

C. When practicable, the Police Assistants shall receive two (2) uninterrupted paid fifteen (15) minute breaks, away from their work stations, one to be taken in the first half of the eight-hour work shift, and one to be taken in the second half of the eight-hour work shift. Determination as to who will carry out the above provision shall be made by the Chief of Police or his designate. (Usually, for practical purposes, the Watch Commander.)

D. When practicable, Police Assistants shall be given an uninterrupted thirty (30) minute unpaid lunch period, to be away from their work station. Determination on the above shall be made by the Chief of Police or his designate. (Usually, for practical purposes, the Watch Commander.) In the event that an employee is required to work through this meal break, the employee shall be compensated at the appropriate rate of pay.

E. Police Assistants Lunch  
In lieu of the City paying overtime for business-related interruptions during lunch breaks, the Police Assistants will receive a thirty-minute paid lunch break.

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**F. Shift Bids**

For purposes of determining seniority of and Police Assistants when bidding shift assignments/days off and vacations, no adjustment to length of service shall be made for any absence without pay. The City practice, tracked in Human Resources, of adjusting the hire date after five or more consecutive days of authorized leave without pay to determine eligibility for merit increase and service credit will remain unchanged.

**G. Shift Schedule**

Except in cases of operational need, there will be a semi-annual watch change. The watch change will occur in March and September consistent with the Patrol Division's watch change dates. The Police Department shall post a list of shift assignments, which shall include the starting times of each shift and days off for each assignment. Police Assistants shall request a desired shift assignment and shall be awarded shift assignments on the basis of seniority and the availability of shifts. If a shift assignment/day-off change becomes necessary at times other than the semi-annual interval, Police Assistants shall be notified at least 72 hours in advance of implementation. If not given such notice, all hours worked on the changed shift (until 72 hours from notice) shall be compensated at the rate of time and one half of the employee's hourly rate of pay. The 72-hour notice requirement shall not apply to shift changes resulting from the Police Department not having 72 hours' notice of the need to replace an employee. Sign up shall be done by the appropriate Division Commander or designee.

**H. Shift Trades**

1. Shift trades are a privilege, not a right, and are subject to written approval.
2. All requests for trade of shifts are to be submitted in writing to the Watch Commander on such form as prescribed by the Daly City Police Department (DCPD). Written determination of requests for trade of shift will be returned to the requesting employee(s) no later than 72 hours after receipt of the prescribed form.
3. Any request for shift trade submitted on the DCPD prescribed form less than 72 hours prior to the actual trade will be considered an "Emergency" request. Emergency requests will be evaluated on a case-by-case basis, but are still subject to written approval.
4. All "pay backs" are to be made within 60 days of the original trade.
5. Affected classifications must make all "pay backs" in the same time increments as the original trade except that paybacks of eight (8) hours can be made in no less than two 4-hour increments.

**I. Alternate Work Schedules**

The City and Union agree to cooperatively discuss and, under direction of the department head with concurrence from the City Manager, may implement pilot programs on alternative work schedules during the term of the agreement. Such programs shall be reviewed and evaluated by the department head at least every six months to determine continuation or necessary changes. Evaluation shall include discussion with affected employees. Policy details and or

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determination of continuation of the alternate work schedule shall be negotiated with the Union.

## **ARTICLE VII - MISCELLANEOUS PROVISIONS**

**A. Training Supplement**

Police Assistants assigned to train other Police Department employees (including Police Assistants and Police Officers) shall receive one hour of compensatory time for each eight (8) hours of training and pro-rated after eight (8) hours of training, if applicable. The employee may elect to receive equivalent cash payment in lieu of compensatory time off.

The Police Assistant Job Specification may be revised to include training duties. This revision would be subject to Personnel Board and City Council adoption.

**B. Uniforms**

1. Effective January 1, 2023, the City agrees to provide an annual uniform allowance of \$800.00 for employees in the classification of Police Assistants, paid in equal installments of \$30.77 per pay period. To the extent legally permissible, the City shall report uniform allowance to CalPERS for Classic members only pursuant to Title 2 CCR, Section 571(a)(5) as uniform allowance.
2. Effective June 24, 2002, the City agrees to reimburse newly hired Police Assistants for the initial uniform purchase of two (2) shirts, two (2) pants, one (1) jacket and one (1) cap after authorization of purchase by the Chief of Police or designee and upon presentation of the invoice.

**C. Bilingual Supplement Pay:** A maximum of six (6) assignments will be designated for bilingual supplemental pay at the rate of \$100.00 per month to those employees who become certified and eligible for such pay and who are routinely and consistently assigned to positions requiring communication skills in languages other than English. To be eligible for such designation, employees must achieve certification of fluency through the Human Resources Department. Only certified fluency in Spanish, American Sign Language, Tagalog, or a common dialect of Chinese will be considered for bilingual supplemental pay.

The Chief has absolute discretion to designate those Police Assistants who will receive bilingual supplemental pay assignments.

To the extent legally permissible, the City shall report bilingual supplement pay to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) and 571.1(b)(3) as Bilingual Premium.

**D. Longevity Pay -** Those in the classification of Police Assistant who have completed twenty (20) years of service as Police Assistant with the City of Daly City will receive additional

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compensation added to their base salary in the amount of one hundred dollars (\$100.00) per month.

To the extent legally permissible, the City shall report longevity pay to CalPERS pursuant to Title 2 CCR, Section 571(a)(1) and 571.1(b)(1) as Longevity Pay.

E. No Discrimination: Neither the City nor the Union shall discriminate for or against any employee or applicant for employment or Union membership because of any legally protected classification including, but not limited to classifications such as race, religion, national origin, sex, age, ancestry, color, sexual preference, religious creed, physical or mental disability which does not prevent an employee from meeting the minimum standards established.

F. Labor/Management Committee:

Personnel Rules: The City and the Association will continue to meet and confer on changes to the Personnel Rules that are within the scope of bargaining. Changes to subjects that are within the scope of bargaining will not be made until the meet and confer process is completed. Appendices in the MOU that are outdated due to the revision of Personnel Rules will be deleted subject to mutual agreement.

G. Discipline

See Appendix C.

H. Disciplinary Appeal Procedure:

See Appendix D.

I. Reclassification Process:

See Appendix E.

J. Mandatory Direct Deposit:

All employees will participate in mandatory direct deposit for payroll (including all compensation and reimbursements).

## **ARTICLE VIII - DISABILITY INSURANCE**

A. Long Term Disability - The City agrees to continue to provide a Long Term Disability Plan to provide sixty-six and two-thirds percent (66-2/3%) of salary to a maximum of \$6,000 per month after a 60-day waiting period and exhaustion of accumulated sick leave. The employee shall pay \$8.50 towards the monthly premium and the City contributes towards the balance of the premium up to \$51.50 per month. Further, the City agrees to increase its maximum contribution by 80% of any increase in the plan premium during the term of this agreement.

B. State Disability Insurance - The City shall continue to contract with the State of California to make available the State Disability Plan for employees covered by this Memorandum of

Understanding. State Disability Insurance is a plan solely funded by employee contributions and there shall be no contribution by the City toward State Disability Insurance.

In disability cases arising outside the course of the employee's employment, State Disability Insurance benefits and sick benefit allowances shall be paid separately, but in the event State Disability Insurance payments cover all or part of the period during which sick benefit allowances are paid, the sum of the two (2) shall not exceed the sick benefit payable for said period, and the unused portion of accumulated sick leave will continue to be credited to the employee. Integration of sick leave benefits with State Disability Insurance payments is to be automatic; the City may not waive integration, and any employee entitled to State Disability Insurance payments must apply therefore (in order that the principle of integration may be applied) before sick benefits are payable.

## **ARTICLE IX - HOLIDAYS**

B. Holidays for affected classifications shall be observed on the following days provided that an employee is in a paid status on the days immediately preceding and following the observed holiday:

New Year's Day, January 1	Veteran's Day (City)
Martin Luther King, Jr., Holiday	Thanksgiving Day
President's Birthday (City)	Day after Thanksgiving Day
Memorial Day (City)	December 24 (four hours)
Juneteenth (City)	Christmas Day, December 25
Independence Day, July 4	December 31 (four hours)
Labor Day (City)	

## **ARTICLE X – VACATION**

Employees accrue paid vacation as follows:

<u>Completed Years of Employment</u>	<u>Annual Vacation</u>
	<u>Accrual</u>
1 through 4	13 days
5 through 12	18 days
13 through 20	23 days
21 or more	28 days

## **ARTICLE XI – LEAVES**

For purposes of this “Leaves” section, a workday is defined as eight (8) hours.

The provision in Rule XVII Leaves of the Rules and Regulations of the Classified Service apply to employees in the unit.

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**A. Sick Leave**

Pursuant to The Rules and Regulations of the Classified Service, Rule XVII, Leaves of Absence, Section 6, affected classified “full-time employees shall accrue sick leave at the rate of twelve (12) working days per year.” Also, Rule XVII Leaves of Absence, Section 6, “Sick leave shall not be considered as a right which may be used at the employee’s discretion, but a privilege which should be allowed only in case of necessity and actual illness, disability, and as required by law.” The maximum pay out of 50% of accumulated, unused sick leave at the time of retirement, death, or abolishment of position remains at a cash value not to exceed 100 days of pay.

Employees hired on or after July 1, 2020, shall not be eligible to cash out sick leave upon separation from employment.

**B. Bereavement Leave**

A maximum of five (5) working days\* of paid bereavement leave may be taken for deaths occurring in the immediate family. As used here, “immediate family” member means child, parent, sibling, grandparent, grandchild, domestic partner, parent-in-law, and any other individual identified in the City’s Rules and Regulations of the Classified Service, Rule 1, Definition of Terms and/or applicable California law. Payment of time off will be subject to formal request to the City Manager by the employee. The City Manager may request documentation in support of such leave consistent with California Government Code 12945.7.

\* For the purpose of this section a working day shall be defined as the number of non-overtime hours in the day that the employee is scheduled to work.

**C. Jury Duty**

See Rules and Regulations of the Classified Service - Rule XVII Leaves of Absence.

**D. On-the-Job Injury Leave**

Affected employees disabled by injury or illness arising out of and in the course of duty, regardless of the period of service with the City, shall become entitled to a leave of absence in accordance with Rules and Regulations of the Classified Service Rule XVII Section 9 and Chapter 2.44 of the Daly City Municipal Code regarding temporary disability

**SECTION 9 ON-THE-JOB-INJURY INJURIES LEAVE**

**(a) Conditions**

Whenever any miscellaneous City employee who is not a temporary or recurrent employee is disabled by injury or illness arising out of and in the course of duty, the employee, regardless of the period of service with the City, shall become entitled to a leave of absence without loss of salary while so disabled in lieu of temporary disability payments under worker's compensation for a period not to exceed one year. Workers' Compensation Injury Leave as follows:

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1. Up to 90 calendar days of Injury Leave, either consecutive or cumulative, while so disabled, in lieu of Temporary Disability, paid at 80% of the employee's total regular gross wages. In addition, the disabled employee shall receive any cafeteria or other City paid health care benefits to which s/he is entitled.
2. After the disabled employee has received Injury Leave at 80% of gross wages pursuant to section 1 above for a period of 90 calendar days, either consecutive or cumulative, if still disabled and eligible for Temporary Disability benefits as provided in the California Workers' Compensation Act, the employee shall be compensated at the appropriate State Temporary Disability rate. In order to continue full salary, accrued sick and vacation leave may be used to supplement temporary disability payments received under the California Workers' Compensation Act. In addition, the disabled employee shall receive any cafeteria or other City paid health care benefits to which s/he is entitled. Such compensation shall continue until the employee has received disability payments under this section and section 1 above for a maximum of 365 calendar days, either consecutive or cumulative. Such entitled The Injury leave Leave described in sections 1 and 2 above is "Family and Medical Care Leave" Qualifying. All temporary disability indemnity payments to which the employee is entitled during the referenced period, by virtue of the City's workers' compensation insurance, must be paid to the City.

If after receiving 365 calendar days of Injury Leave pay as provided above the employee remains eligible for Temporary Disability benefits as provided in the California Workers' Compensation Act, the employee shall be placed in an authorized leave without pay status and shall receive Temporary Disability benefits directly from the City's Workers' Compensation Claims Administrator or Insurer, at the State mandated rate.

E. Personal Leave

The City provides affected employees two hours of personal leave to be taken any time during the calendar year that is agreeable to the employee and the employee's department head. Said two hours personal leave shall be taken each year pursuant to the above conditions and shall not accrue from year to year.

**ARTICLE XI - COURT TIME**

Affected employees who are required to be present in court during their off-duty hours for cases arising from the performance of their duties shall be compensated at time and one-half for the actual hours present in court, and that for appearances when the actual time is two hours or less, the compensation will be two hours at time and one-half. The City agrees to provide up to a maximum of three (3) hours pay at straight time to off-duty Police Assistants who "stand by" to appear in court in performance of their duties for criminal and traffic cases at the direction of the District Attorney's Office. If an off-duty or Police Assistant is required to actually be present, the provision for the two (2) hour minimum pay at time and one-half will replace the Standby Time in full as described above. The City and the Union may evaluate this procedure during the term of

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the agreement and must mutually agree to modify or eliminate same if it creates unforeseen problems to the City, Police Assistants.

**ARTICLE XII - COOPERATION BETWEEN PARTIES**

- A. It is hereby agreed by the parties that this Memorandum of Understanding provides for the amicable adjustment of wages, hours and conditions of employment. Each party hereby gives full faith and recognition to the Rules and Regulations of the Classified Service, the City Code of the City of Daly City, and the laws of the State of California (including equal employment and fair employment statutes), and shall fully respect the rights, obligations, and privileges reserved to the other by such rules, regulations and laws. The Teamsters Local 856 Union agrees that during the term of the Memorandum of Understanding there shall be no strike, no picketing, stoppages of work for any cause, no work slow-downs, interruption of the normal conduct of the City's business, or any other job action by any of its members. The City agrees that during the term of this Memorandum of Understanding it will not engage in any lockout of its employees.
- B. The Union agrees to jointly cooperate with the City in increasing communications between the employees and the supervisors, and to improve performance and productivity. The City and the Union recognize the importance of employee involvement in the operations of the City.

**ARTICLE XIII – DURATION**

- A. Those provisions not specifically modified by this Memorandum of Understanding shall remain in full force and effect for the term of this agreement.
- B. Except as specifically provided, the effective date of this Memorandum of Understanding is upon City Council adoption.
- C. The term of this Memorandum of Understanding shall be from September 1, 2022 through August 31, 2025.

Memorandum of Understanding

City of Daly City and Teamsters Local 856, Police Assistants

September 1, 2022 through August 31, 2025

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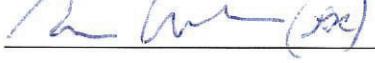
**ARTICLE XIV - SIGNATORIES**

Signatories of this Memorandum of Understanding between the City of Daly City and Police Assistants.

REPRESENTATIVES FOR THE CITY OF  
DALY CITY:

  
\_\_\_\_\_  
Natalie Sakkal  
Director of Human Resources

10/10/23  
DATE

  
\_\_\_\_\_  
Donna Williamson  
Chief Negotiator

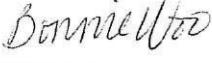
10/14/23  
DATE

  
\_\_\_\_\_  
Tim Nevin  
Director, Finance & Administrative Services

10/9/23  
DATE

  
\_\_\_\_\_  
Abby Veeser  
Deputy Director, Finance & Administrative Services

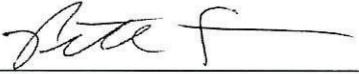
10/4/23  
DATE

  
\_\_\_\_\_  
Bonnie Woo  
Assistant to the Director of Human Resources

REPRESENTATIVES FOR TEAMSTERS  
LOCAL 856 PUBLIC SAFETY POLICE  
ASSISTANTS:

  
\_\_\_\_\_  
Mark Leach  
Business Representative

10/3/2023  
DATE

  
\_\_\_\_\_  
Peter Finn, Secretary-Treasurer

10/3/2023  
DATE

**APPENDIX A - BIWEEKLY SALARY SCHEDULE D**

**TEAMSTERS 856 - POLICE ASSISTANTS**

Effective September 3, 2022

<b>Range</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
<b>D 020</b>	2609.90	2740.39	2877.41	3021.28	3172.35
A - Police Assistant I					
<b>D 027</b>	2740.39	2877.41	3021.28	3172.35	3330.97
A - Police Assistant II					
A - Senior Police Assistant					
<b>D 030</b>	2870.89	3014.43	3165.15	3323.41	3489.58
A - Community Services Officer					
Police Assistant Longevity (20 years)	46.15	46.15	46.15	46.15	46.15

**APPENDIX A-1 - BIWEEKLY SALARY SCHEDULE D**

**TEAMSTERS 856 - POLICE ASSISTANTS**

Effective September 2, 2023

<b>Range</b>	<b><u>STEP 1</u></b>	<b><u>STEP 2</u></b>	<b><u>STEP 3</u></b>	<b><u>STEP 4</u></b>	<b><u>STEP 5</u></b>
<b><u>D 020</u></b>	2714.29	2850.01	2992.51	3142.13	3299.24
A -	Police Assistant I				
<b><u>D 027</u></b>	2850.01	2992.51	3142.13	3299.24	3464.20
A -	Police Assistant II				
A -	Senior Police Assistant				
<b><u>D 030</u></b>	2985.72	3135.01	3291.76	3456.35	3629.17
A -	Community Services Officer				
Police Assistant Longevity (20 years)	46.15	46.15	46.15	46.15	46.15

**APPENDIX A-2 - BIWEEKLY SALARY SCHEDULE D**

**TEAMSTERS 856 - POLICE ASSISTANTS**

Effective September 14, 2024

<b>Range</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
<b><u>D 020</u></b>	2822.87	2964.01	3112.21	3267.82	3431.21
A - Police Assistant I					
<b><u>D 027</u></b>	2964.01	3112.21	3267.82	3431.21	3602.77
A - Police Assistant II					
A - Senior Police Assistant					
<b><u>D 030</u></b>	3105.15	3260.41	3423.43	3594.60	3774.33
A - Community Services Officer					
Police Assistant					
Longevity	46.15	46.15	46.15	46.15	46.15
(20 years)					

## **APPENDIX B - GRIEVANCES AND APPEALS**

The following Rule XIV of Daly City's Rules and Regulations of the Classified Service is attached hereto for informational purposes only.

### **GRIEVANCES AND APPEALS**

SECTION 1 - Any employee in the Classified Service shall have the right to appeal to the Board to determine the employee's status under the Position Classification Plan. Such an appeal shall be made in writing and shall set forth:

- (a) Statement of the employee's Classification;
- (b) Complete statement of duties performed by the employee for the past sixty (60) days and the length of time performing each of said duties;
- (c) Statement of Classification claimed and reasons therefor.

SECTION 2 - Any employee in the Classified Service shall have the right to appeal to the Board relative to any situation connected with the employee's working conditions. Such an appeal shall be made in writing and shall set forth:

- (a) Brief statement of exact condition or conditions as to which complaint is made;
- (b) Date condition or conditions were drawn to the attention of the Department Head; and
- (c) What action, if any, the Department took or any reason given for refusing to act.

SECTION 3 - Any employee in the Classified Service shall have the right to appeal to the Board any situation affecting the employee's employment status as prescribed under the Code, or amendments thereto, except as to the judgmental decision which must be reached by City Management regarding whether or not the probationary period was successfully passed. (Rev. 8/23/76 - Res. #76-189)

SECTION 4 - Alternate procedures to those herein provided for appeal may be utilized for resolving grievances of City, employee or employee organization, if such alternate procedure is established by written Memorandum of Understanding by and between City and employee organizations. (Rev. 11/23/68 - Res. #4168)

## **APPENDIX C – DISCIPLINE**

The following Rule XVIII Standards of Employment of the Rules and Regulations of the Classified Services is attached below for reference.

**SECTION 10** Causes for discipline or discharge. Each of the following constitutes cause for disciplinary action or discharge of an employee. (Rev 12/12/88-Res #88-298)

- (a) Chronic absenteeism
- (b) Discourteous treatment of the public, supervisors, other employees
  - I Failure to follow directions, policies and procedures
- (d) Improper political activity
- I Inappropriate use of drugs and alcohol
- (f) Incompetence
- (g) Inexcusable neglect of duty
- (h) Insubordination
- (i) Loss of equipment or property
- (j) Misuse of City time
- (k) Misuse or damage of City equipment or property
- (l) Sexual harassment
- (m) Tardiness
- (n) Untruthfulness
- (o) Vehicle accident
- (p) Violation of City and/or Department rules, regulations, policies and procedures
- (q) Violation of City, State and/or Federal Law(s)

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#### **APPENDIX D- DISCIPLINARY APPEAL PROCEDURE**

The City's disciplinary appeal procedure provides for an evidentiary hearing before the Personnel Board. The Board has the authority to make an advisory recommendation to the City Council. The City Council has final authority.

##### **A. Personnel Board Appeal Hearing**

1. If, within the five (5) day appeal period, the employee involved does not file an appeal, unless good cause for failure is shown, the action of the City Manager or Department Head shall be considered final and binding.
2. If, within the five (5) day appeal period the employee files an appeal as specified in the Letter of Disciplinary Action by sending a letter to the City Manager and copy to the Director of Human Resources, the City Manager shall instruct the Director of Human Resources to request the Personnel Board set an appeal hearing.
  - a. At its next regular or special meeting, the Personnel Board shall set a hearing date which shall not be more than sixty (60) days from the date of the filing of the employee's appeal. All interested parties shall be notified in writing of the date, time and place of the hearing at least ten (10) days prior to the date of the hearing.
  - b. All hearings shall be open unless the employee requests a closed hearing.
  - c. The Chairperson of the Personnel Board shall issue subpoenas at the request of either the City or the appealing employee prior to the commencement of the hearing. Subpoenas must be served at least twenty-four (24) hours prior to the time attendance is compelled.
    - i. The hearing need not be conducted according to technical rules relating to evidence and witnesses, except hereinafter provided. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of the evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the extent that they are otherwise required by statute to be recognized at the hearing, and irrelevant and unduly repetitious evidence shall be excluded.
    - ii. The Chairperson of the Personnel Board shall rule on the admission or exclusion of evidence.
    - iii. Each party shall have these rights:
      - a. To be represented by legal counsel or other person of the party's choice
      - b. To call and examine witnesses
      - c. To introduce evidence

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- d. To cross examine opposing witnesses on any matter relevant to the issues
- e. To impeach any witness regardless of which party first called the witness to testify
- f. To rebut the evidence against them
  - 1. Oral evidence shall be taken only under Oath.
  - 2. The hearing shall proceed in the following order unless the Chairperson, for special reason, otherwise directs:
    - 3. The City shall be permitted to make an opening statement.
    - 4. The employee shall be permitted to make an opening statement.
    - 5. The City shall present its case in chief.
    - 6. The employee may then present a defense and offer evidence in support.
    - 7. The parties may then, in order respectively, offer rebutting evidence, unless the Chairperson of the Board for good reason permits them to offer evidence upon their original case
    - 8. Closing arguments or briefs shall be permitted at the discretion of the Chairperson of the Personnel Board.
    - 9. The Personnel Board shall determine the relevance, weight and credibility of testimony and evidence and shall base their findings on the preponderance of evidence.
  - 10. The Personnel Board shall render its "Findings, Recommendations and Conclusions" as soon as possible after the conclusion of the hearing and no later than ten (10) days after conducting the hearing unless otherwise stipulated by the parties. The Board's Decision shall set forth the recommendations as to each of the charges and the reasons therefore.
  - 11. The Personnel Board may recommend to the City Council the sustaining or rejecting of any or all of the charges filed against the employee. The Board may recommend sustaining, rejecting, or modifying the disciplinary action invoked against the employee.

B. City Council Appeal Hearing

The decision of the Personnel Board is advisory only. The proposed decision shall be filed with City Council and served on the employee. If a suspension, dismissal or demotion is not sustained by the City Council, they shall set forth the recommended effective date the employee is to be reinstated, which may be any time on or after the date the disciplinary action went into effect. If the Council does not sustain or modifies a suspension, they shall set forth the effective dates of the modification, which may be any time on or after the date the suspension went into effect.

The matter is set before City Council at the next scheduled meeting that falls more than five days from the filing of the proposed decision. The City Council hearing shall be open unless the employee requests a closed hearing. The hearing shall consist of summary arguments by the City's representative and the employee's representative.

The City Council may recess to Closed Session to deliberate after the presentation of the summary arguments. The City Council announces in Public Session its determination; it may affirm, deny, or modify the Personnel Board's recommendation. The determination of the City Council is final and binding.

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#### **APPENDIX E - PROCESS FOR RECLASSIFICATIONS**

(a) During November, December and January of each year, an employee may request once every thirty-six (36) months, a reevaluation of his/her job based on:

- 1) significant changes in job content and/or
- 2) significant discrepancies between job content and classification description, and/or responsibilities assigned.

The request must contain justification, and shall be made to Human Resources, who will acknowledge the request within ten (10) day of receipt.

(b) Depending on the nature of the request and the information submitted, the job analysis may include such techniques as:

- 1) Comparison of information supplied in the classification analysis to current job description
- 2) Salary and job description survey of other cities that may have matching classifications  
Interview with incumbent, immediate supervisor, and/or department head  
Physical desk/job audit  
Analysis of similar classifications or positions in the City for equity purposes.

It is the City's expectation that the job analysis will be completed within 90 days. If the City is unable to complete the job analysis within this time frame, the Union will be contacted and provided an updated date of completion.

At the City's discretion, an outside consultant may be retained to complete the reclassification analysis and make a recommendation to the City.

(c) If an employee does not agree with Human Resources' draft recommendation, they can request a meeting with Human Resources within ten (10) days of receiving the determination. The Human Resources Director will respond in writing with the final recommendation no later than ten (10) days after this meeting.

(d) The final recommendation will be communicated via a memo with any supporting documentation from Human Resources to the City Manager. All recommendations are subject to the City Manager's approval. In addition to the City Manager's approval, reclassifications may be subject to approval by the Personnel Board and/or City Council.

*Employees in the reclassification process may have a representative present at the meeting with Human Resources regarding the reclassification results.*