



# Agenda Report

**DATE:** March 24, 2014

**TO:** Honorable Mayor and City Council

**FROM:** Human Resources Department

**RE:** APPROVAL OF A SIDE LETTER AGREEMENT WITH THE PASADENA POLICE SERGEANTS ASSOCIATION (PPSA) AMENDING THE MEMORANDUM OF UNDERSTANDING OF JULY 1, 2013 – JUNE 30, 2016

**RECOMMENDATION:**

It is recommended that the City Council:

1. Approve a side letter agreement with PPSA to modify their Memorandum of Understanding (MOU) regarding Special Assignment Pay – Supervisory Movie Detail and Work Schedules – 4/10 meal periods.

**BACKGROUND:**

The City and PPSA recently completed negotiations for a successor MOU. That process included a significant amount of contract language clean-up and clarification. After ratification by PPSA and approval by the City Council, we discovered two items that we'd like to correct via a side letter agreement.

First, is an amendment to the MOU that modifies the hourly rate of pay for movie detail (supervisory) special assignments. In 2008, the rate of pay for this special assignment was increased based on a change in the rate of pay for PPOA members. The department had been using this rate of pay since that time. During our review process, the amount was not updated to reflect the current rate of pay. As such, this side letter amends the MOU and inserts the correct rate of pay for these special assignments.

Second, is an amendment to the work schedule section of the MOU. Safety employees who work the 4/10 schedule have, as a matter of practice, worked ten hours per shift which included a paid meal period. The language in the current MOU indicates that the

employees working the 4/10 work ten and one-half hours with an unpaid thirty minute meal period. The side letter corrects the contract language. It is beneficial for the City to have safety employees receive a paid meal period because they can be called back to work at any time. Should an emergency occur, and a lunch break is not possible, it is not required as the employees are compensated for working through their entire shift. This modification to the MOU will assist the department in maintaining operational efficiency with our Police Sergeants.

**COUNCIL POLICY CONSIDERATION:**

The adoption of the side letter supports the City Council's strategic goal of maintaining fiscal responsibility and stability.

**FISCAL IMPACT:**

The recommended side letter results in no additional cost to the City's operating budget for FY 2014.

Respectfully Submitted,



Kristi Recchia  
Director of Human Resources

Approved by:



Michael J. Beck  
City Manager

Attachments:

1. City of Pasadena & PPSA Side Letter Agreement