



**MEMORANDUM OF UNDERSTANDING
PASADENA POLICE OFFICERS ASSOCIATION**

July 1, 2026 – June 30, 2029

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Article 1. PREAMBLE

- A. The Pasadena Police Officers Association (hereinafter “PPOA” or “Association”), a recognized employee organization, and the City of Pasadena, a Public Agency (hereinafter “City” or “Employer”), have been meeting and conferring consistent with Section 3500 of the Government Code and have reached agreement.
- B. It is the intent and purpose of this Memorandum of Understanding (“MOU”) to set forth the total and complete understanding and agreement between the parties regarding wages, hours and other terms and conditions of employment. All present written rules and present established practices and employee rights, privileges and benefits that are subject to Meet and Confer shall remain in full force and effect unless specifically altered by the provisions of this MOU.
- C. It has been and continues to be the case that the parties have operated in good faith. It is the desire and intent that such good faith will continue in the application of all manner of relations between the parties even when there are disagreements between them.
- D. The MOU represents the agreement of both parties and will be adhered to by City representatives and PPOA members. MOU implementation training will be provided to all Police Department supervisory staff within sixty days of the adoption of the MOU.
- E. Except as otherwise provided by this MOU, any changes to this MOU occurring during negotiations for this 2026-2029 MOU, will go into effect on June 29, 2026.

Article 2. RECOGNITION

In accordance with provisions of the Charter of the City of Pasadena, the Meyers-Milias-Brown Act of the State of California and provisions of Employer-Employee Labor Relations Resolution No. 555, the City acknowledges the PPOA as the exclusive representative, including for the purpose of meeting and conferring regarding wages, hours and other terms and conditions of employment, for all employees in the classifications of Police Officer, Police Corporal, and Police Sergeant.

Article 3. TERM

- A. The term of this MOU shall be from July 1, 2026 through June 30, 2029.

Article 4. MANAGEMENT RIGHTS

- A. It is understood and agreed that the City reserves and retains all its inherent exclusive and non-exclusive managerial rights, powers, functions and authority.
- B. Except where limited by specific provisions elsewhere in this MOU nothing in this MOU shall be construed to restrict, limit or impair the City's rights, powers, and authority. These rights, powers, and authorities, as practiced and hereby reaffirmed, include, but are not limited to the following: (1) determine the purposes and functions of its departments, commissions, committees and boards; (2) set standards of service; (3) determine the procedures and standards of selection for employment and promotion; (4) direct its employees; (5) take disciplinary action; (6) relieve its employees from duty because of lack of work or for other legitimate reasons; (7) maintain the efficiency of governmental operations; (8) determine the methods, means and personnel by which government operations are to be conducted; (9) determine the allocation and content of job classifications; (10) take all necessary actions to carry out its purposes and functions in emergencies; (11) exercise complete control and discretion over its organization and the technology of performing its work.
- C. The practical consequences of any managerial rights decision on wages, hours and other terms and conditions of employment shall be subject to the MMBA duty to meet and confer in good faith and/or the grievance procedures set forth herein.

Article 5. PPOA BUSINESS AND MEETINGS

- A. Officers and Directors of the PPOA shall be certified to the Director of Human Resources. Each Officer or Director will be expected to perform duties as an elected representative of the Association on their own time. However, it is recognized that from time to time it will be necessary for Association activities to take place during working hours; for example, investigation and preparation of processing of complaints, and preparation of complaints, disputes and grievances, attendance at board and general meetings. Where such activities are necessarily or reasonably to be performed during working hours, they

may be done without loss of pay to the PPOA representative involved, provided that the representative notifies their on-duty supervisor whenever possible, prior to taking time from duty to engage in Association business that exceeds one hour. When called in from off duty to meet with the Police Chief or other supervisor regarding Association business, such time will constitute hours worked and time will be compensated accordingly.

- B. Monthly PPOA Meeting: The monthly meeting of the Officer and Directors of the PPOA may be held on Employer time each month not to exceed three (3) hours, unless additional time is approved by the Employer. If such meeting is not held the three (3) hours of Employer time will lapse. No overtime or compensatory time will be paid for this meeting.
- C. Upon supervisor approval, the Employer may allow PPOA Officers and/or Directors leave during duty hours for the purpose of attending training classes, seminars, forums, conventions, or conferences to the extent that such leave does not unreasonably interfere with the Employer's operations.
- D. Negotiation Team: Not more than four (4) members of the PPOA Board of Directors shall be allowed to attend the collective bargaining negotiations for a successor to this Agreement during duty hours. If a negotiation session is scheduled on the regular workday of a member, the member shall be entitled to their regular compensation payments regardless of the duration of the session.
- E. The City will comply with its obligation under the law to provide PPOA with information necessary to represent its members and with its release time obligations, including under the Meyers Millias Brown Act.

Article 6. ASSOCIATION REPRESENTATIVES

- A. The City agrees to recognize and deal with an appropriate number of officers, including Association Officers and Directors (also known as "stewards"), so that each employee in the bargaining unit will have reasonable access to an association representative. No officer other than the president nor any steward, regardless of when selected, shall function as such for purposes of carrying on the Association activities, until the Director of Human Resources of the City has been notified in writing by the President of their selection as an official or steward. Notice of changes in the selection of officials and stewards, and their alternates, will be given whenever such changes occur.

- B. The Association recognizes that there may be necessary occasions when a different steward or officer or their designee from among the list of authorized representatives provided to the City, shall take over representation of the aggrieved employee. In such cases, the association will promptly notify the Office of the Chief of Police or Human Resources, if applicable.
- C. Nothing herein is intended to limit an employee's right to representation in disciplinary matters covered by the Public Safety Officers Procedural Bill of Rights.

Article 7. BULLETIN BOARDS

- A. Space shall be provided on City bulletin boards at their present locations for posting of notices and bulletins of the following types:
 - 1. Notices of recreational, social affairs, and related business news;
 - 2. Notices of elections; provided that this shall not include campaign material;
 - 3. Notices of appointments and results of elections;
 - 4. Notices of meetings;
 - 5. Constitution, by-laws, and proposed amendments thereto;
 - 6. Such other notices as may be mutually agreed upon.
- B. All materials posted on bulletin boards shall indicate that the Association posted it and clearly indicate the author's identity, preferably by signature by an official of the Association. It must be clearly understood that such material is not official material or endorsed by the City, and the material must not contain anything that would identify it as such.
- C. In no case shall obscene or personal attacks on any City employee be placed on any bulletin board. Copies of all information posted on any bulletin board shall be submitted to the Police Chief at the time of their posting. Any false or misleading statement posted is cause for loss of use of notification procedures on City property. In the event objectionable material is posted, the City representative will so inform the Association, stating the basis for the objection, and such material shall be removed from the bulletin board immediately.

- D. The Association shall not post, nor authorize its members to post, any material anywhere upon the City's property except as herein provided. The City may remove or relocate any of its bulletin boards in the event of violations of this section or for reasons such as alterations in the physical facilities, etc., and will inform the Association whenever the City removes such bulletin boards.

Article 8. NON-DISCRIMINATION

The provisions of the MOU shall be applied equally to all employees and the City and Association agree that they shall not unlawfully discriminate on any basis that is protected by law.

Article 9. DUES & ASSOCIATION MEMBERSHIP

- A. The City shall deduct the regular dues of employee members of the Association. Dues deduction shall be made only on the written authorization of the Association.
- B. Employees may withdraw, revoke or cancel association membership upon written notification to the Pasadena Police Officers Association.

Article 10. NO STRIKE

- A. The parties to this MOU recognize their mutual responsibility to provide the citizens uninterrupted municipal services, therefore, for the duration of this MOU the parties agree not to conduct strike or lockout activities.
- B. Under no conditions or circumstances will the Association or any of its members individually or collectively cause, sanction, honor or engage in any strike, sympathy strike, sit-down, stay-in, sick-out or slow-down, or in any curtailment of work or restriction of production or service.

Article 11. MODIFICATION CLAUSE

Any agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall not in any manner be binding upon the parties hereto unless made and executed in writing by all parties hereto, approved and implemented by the City Council.

Article 12. SAVINGS CLAUSE

Should any part of this MOU be rendered or declared illegal or invalid by decree of court of competent jurisdiction or other established governmental administrative tribunal or boards, such invalidation shall not affect the remaining portions of this MOU.

Article 13. IMPASSE

- A. If the parties reach an impasse in their negotiations, the parties may mutually agree to request the assistance of the Public Employment Relations Board (PERB) to assign a mediator in an effort to resolve the impasse. Should the impasse remain unresolved, the matter may be referred to the City Council for determination as described in the City's procedure for Resolution of Impasse. Additionally, the Association may request the parties' differences be submitted to a fact finding panel by complying with the provisions of the Meyers Miliias Brown Act (MMBA).
- B. The fees and expenses, if any, of mediators or any other impasses procedures shall be payable one-half by the City and one-half by the Association.

Article 14. SUCCESSOR AGREEMENT

It is the intent of the City and PPOA to commence negotiations for a successor MOU at the earliest mutually convenient date prior to the expiration of this MOU.

Article 15. COMPENSATION

- A. Salaries
 - 1. Effective June 29, 2026, base pay for each classification will be increased by two and one quarter percent (2.25%).

Effective June 29, 2026, each classification in the unit shall receive a market adjustment of one percent (1%).
 - 2. Effective the pay period that includes July 1, 2027, base pay for each classification will be increased by three and one half percent (3.5%).
 - 3. Effective the pay period that includes July 1, 2028, base pay for

each classification will be increased by three and one quarter percent (3.25%).

4. Effective the pay period that includes July 1, 2028, Step 8 will be added to the classification of Police Officer. Step 8 will be 2.5% above Step 7. Step 5 will be added to the classification of Police Corporal. Step 5 will be 2.5% above Step 4. Step 6 will be added to the classification of Police Sergeant. Step 6 will be 3% above Step 5.

The salary schedules for unit members are listed in Exhibit I.

B. Longevity Pay

The City will provide longevity pay to members of the unit based on years of City of Pasadena sworn service effective the beginning of the pay period following completion of the required years of service, as follows:

Completion of Years of Service	Effective August 10, 2026	Effective the pay period including July 1, 2027	Effective the pay period including July 1, 2028
10 Years	N/A	N/A	2.5%
15 Years	4.0%	5.0%	7.0%
20 Years	5.0%	7.0%	10.0%

The parties agree that to the extent permitted by law, Longevity Pay is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(1) and 571.1(b)(1) as Longevity Pay.

C. Lateral Incentive Pay

1. Lateral Police Officers who are hired by the City receive a lump sum payment of \$2,500 upon successful completion of one month of work as a Pasadena Police Officer, \$2,500 upon the successful completion of six months of work as a Pasadena Police Officer and \$3,000 upon the successful completion of the probationary period.
2. Lateral Police Officers receive an initial bank of forty (40) hours of sick leave and begin accruing sick leave as identified in the Leaves of Absence – Sick Leave section of this MOU.

3. Upon request of the Police Chief, the City Manager may approve the appointment of a Police Lateral at any step deemed appropriate.

D. Retirement

1. Retirement benefits shall be provided pursuant to the City of Pasadena's contract with the California Public Employees' Retirement System (CalPERS) and in accordance with the Public Employees' Retirement Law and CalPERS regulations.
2. Unit members employed by the City of Pasadena who are determined by CalPERS to be "classic members" are provided the following retirement benefits:
 - a) Safety 3% @ 55 retirement formula (Section 21363.1)
 - b) Final Compensation Period – One Year (Section 20042)
 - c) Employees pay the 9% employee contribution to CalPERS by way of pre-tax payroll deduction.
3. Unit members hired on or after January 1, 2013 who are "new members" as determined by CalPERS under the Public Employees' Pension Reform Act of 2013, are provided the following retirement benefits:
 - a) Safety 2.7% @ 57 retirement formula;
 - b) Final Compensation Period – Three Years;
 - c) Unit members contribute one-half of the total normal cost toward retirement as defined annually by CalPERS.
4. The City contracts for the following optional benefits which apply to all employees:
 - a) 1959 Survivor Benefit Level 4 (Section 21574);
 - b) Pre-Retirement Option 2W Death Benefit (Section 21548);
 - c) Pre-Retirement Death Benefits to Continue After

Remarriage of Survivor (Section 21551);

- d) Post-Retirement Survivor Allowance (Sections 21624/26/28);
- e) Post-Retirement Survivor Allowance to Continue After Remarriage (Section 21635);
- f) \$500 Retired Death Benefit (Section 21620);
- g) 2% Annual Cost of Living Allowance Increase (Section 21329);
- h) Unused Sick Leave Credit (Section 20965).

E. Court Appearance Pay

- 1. Unit members required to appear in court in connection with the performance of their duties, while not being compensated for work, shall receive a minimum of three (3) hours of pay or compensatory time off at time and a half their FLSA regular rate of pay. If an employee is required to be in court during morning and afternoon sessions, such employees shall receive a minimum of six (6) hours of pay at time and one-half their FLSA regular rate of pay.
- 2. Unit members required to appear telephonically or remotely while off duty will be paid for actual hours worked at time and one-half their regular hourly rate of pay.
- 3. For out of City court, the employee who is otherwise off-duty shall receive a minimum of one (1) hour travel time at time-and-one-half the employee's FLSA regular rate of pay, which is in addition to the compensation for court appearance. Travel time will be tracked in quarter hour increments.

F. Court On-Call Subpoena

- 1. When a unit member is subpoenaed to be on-call during off-duty hours, the City shall provide two hours of court standby on-call pay or compensatory time off at the straight time base hourly rate of pay (i.e., annual base pay divided by 2080) for each off duty court session that the unit member is on court-related

stand-by on-call (i.e., two hours for each am court session and an additional 2 hours for each pm court session).

2. In the instance where an on-call subpoena overlaps with an employee's on-duty time or other paid time, the employee shall be paid their straight time rate for the period between the start or end of the subpoena and the start or end of the employee's on-duty or other paid time.

G. Special Assignment Pay

1. Unit members assigned to the following special assignments will receive additional compensation. This pay will be provided by calculating the monthly rate multiplied by twelve months and divided by 26 and paid as biweekly payments.

If the name of any of the following units is changed, the pay associated with the assignment will still be provided to unit members performing the duties.

a) Motorcycle Patrol Premium

Employees assigned by the Chief of Police or designee as Motor Officers are routinely and consistently assigned to operate and/or patrol on motorcycle, and shall receive assignment pay as follows:

Effective April 3, 2017: \$300 per month
Effective June 30, 2018: 3.75% of base pay
Effective July 1, 2019: 4% of base pay
Effective July 1, 2020: 5% of base pay

The parties agree that to the extent permitted by law, Motorcycle Patrol Premium is special compensation and shall be reported as such pursuant to Title 2, CCR 571(a)(4) and 571.1(b)(3).

b) Aircraft/Helicopter Pilot Premium

Employees assigned by the Chief of Police or designee who are routinely and consistently assigned as aircraft/helicopter pilots shall receive assignment pay as follows:

Effective April 3, 2017: \$700 per month
Effective June 30, 2018: 8.75% of base pay
Effective July 1, 2019: 9% of base pay

Effective July 1, 2020: 9.5% of base pay

The parties agree that to the extent permitted by law, Aircraft Helicopter Pilot Premium is special compensation and shall be reported as such pursuant to Title 2, CCR 571(a)(4) and 571.1(b)(3).

c) Flight Time Premium (Tactical Flight Officer)

Employees assigned by the Chief of Police or designee as a TFO who are a co-pilot or crew on work-related air missions shall receive assignment pay as follows:

Effective April 3, 2017: \$300 per month

Effective June 30, 2018: 3.75% of base pay

Effective July 1, 2019: 4% of base pay

Effective July 1, 2020: 5% of base pay

The parties agree that to the extent permitted by law, Flight Time Premium is special compensation and shall be reported as such pursuant to Title 2, CCR 571(a)(4) and 571.1(b)(3).

d) Lead Field Training Officer (FTO)

Employees assigned by the Chief of Police or designee as Lead FTO are routinely and consistently assigned to a lead or supervisory position over other Field Training Officers and shall receive assignment pay as follows:

Effective April 3, 2017: \$300 per month

Effective June 30, 2018: 3.75% of base pay

Effective July 1, 2019: 4% of base pay

Effective July 1, 2020: 5% of base pay

The parties agree that to the extent permitted by law, Lead Worker/Supervisor Premium is special compensation and shall be reported as such pursuant to Title 2, CCR 571(a)(4) and 571.1(b)(3).

e) Gang Detail Assignment Premium - Street Crime Unit (SCU)

Employees assigned by the Chief of Police or designee to SCU are routinely and consistently assigned to enforce laws relating to a group of individuals banded together for unlawful activities, and shall receive assignment pay as follows:

Effective April 3, 2017: \$300 per month

Effective June 30, 2018: 3.75% of base pay

Effective July 1, 2019: 4% of base pay

Effective July 1, 2020: 5% of base pay

The parties agree that to the extent permitted by law, Gang Detail Assignment Premium is special compensation and shall be reported as such pursuant to Title 2, CCR 571(a)(4) and 571.1(b)(3).

f) SWAT Assignment Premium

Employees assigned to SWAT are routinely and consistently assigned to perform hazardous activities to implement health or safety procedures. Effective August 10, 2026, employees shall receive \$4.00 per hour for each hour spent in SWAT training or SWAT deployments.

The parties agree that to the extent permitted by law, SWAT Assignment Premium is special compensation and shall be reported Hazard Premium pursuant to Title 2, CCR 571(a)(4) and 571.1(b)(3).

g) Special Investigations Unit (SIU)

Employees assigned by the Chief of Police or designee to SIU are routinely and consistently assigned to a detective or investigative division or intelligence duties, and shall receive assignment pay as follows:

Effective October 10, 2022: 5% of base pay

The parties agree that to the extent permitted by law, Detective Division Premium is special compensation and shall be reported as such pursuant to Title 2, CCR 571(a)(4) and 571.1(b)(3).

h) Field Training Officers (FTO)

Employees assigned by the Chief of Police or designee as Field Training Officers are routinely and consistently assigned to train employees, and shall receive assignment pay when conducting training as follows:

Effective April 3, 2017: \$3.00 per hour

Effective July 23, 2018: \$4.00 per hour

The parties agree that to the extent permitted by law, Training Premium is special compensation and shall be reported as such pursuant to Title 2, CCR 571(a)(4) and 571.1(b)(3).

i) Collateral Assignment Pay

Employees not regularly assigned to Motorcycle Patrol or Helicopter Observer Duty (Flight Time Premium) shall be paid 5% of base hourly rate of pay for any hours temporarily worked in such assignment. Effective August 10, 2026, employees not regularly assigned as aircraft/helicopter pilots shall be paid 9.5% of base hourly rate of pay for any hours temporarily worked in such assignment.

Collateral Assignment Pay is not reportable to CalPERS as special compensation.

H. Movie Detail Pay

Unit members assigned to work movie detail receive hourly compensation in the amounts listed below. There will be a 6-hour minimum per assigned movie detail shift. The parties agree that Lieutenants will be afforded the option to be included in the movie detail rotation. This pay is not reportable to CalPERS as special compensation.

- Non-Supervisory Movie Detail: \$115 per hour
- Supervisory Movie Detail: \$135 per hour

I. Rose Bowl Event Pay

1. Employees will be compensated the rate of time and one-half the employee's regular hourly rate of pay.
2. Rose Bowl events have a four hour minimum at time and one-half the employee's regular hourly rate.
3. Should a Rose Bowl event be cancelled with less than 24 hours' notice, employees scheduled to work will be paid four hours of straight time at the base hourly rate.

J. K-9 Officer

1. Unit members assigned as K-9 handlers shall receive special compensation in the amount of 10.75% of base hourly rate for such assignment. The parties agree that to the extent permitted by law, this is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(4) and 571.1(b)(3).

In addition canine handlers shall be paid \$27.86 per hour (\$18.57

per hour at the time and one half rate – which will be increased as the City of Pasadena minimum wage increases) for all time spent on off duty to care for the following, but not limited to, feeding and cleaning up after the animal, attending to the animal's physical health, welfare and grooming, training, medicating, veterinary care, daily and routine maintenance to the canine vehicle and field equipment.

The parties acknowledge that the Fair Labor Standards Act entitles the parties to agree to a reasonable level of compensation for the performance of off duty canine duties. The compensation derived at in this agreement was determined after an actual inquiry of the K-9 Officer(s) of the number of hours spent each week performing the off-duty tasks identified above related to the canine. The parties agree that the compensation provided herein based on that inquiry properly and sufficiently compensates the dog handler for 10 hours per month of off-duty time spent in care of the canine. It is the intent of the parties through the provisions of this article to fully comply with the requirements of the Fair Labor Standards Act. Both parties believe that this agreement complies with the requirements of the Fair Labor Standards Act.

2. This program shall be operated in accordance with department policy. In addition to special compensation for off duty care, the City will provide or pay for the following:

- a) Dog run at home;
- b) All necessary or required equipment for the dog and employee;
- c) All veterinary expenses;
- d) All dog food;
- e) Assigned take home vehicle;
- f) Portable radio with charger for home.

K. Pasadena Police Department Mounted Enforcement Unit (MEU):

1. Employees assigned as mounted officers will receive compensation of \$27.86 per hour (\$18.57 per hour at the time and one half rate – which will be increased as the City of Pasadena minimum wage increases) for all off-duty time spent caring for the police horse. This compensation shall be provided for one hour per day, for a total of seven days per week.

2. Scope of Off-Duty Responsibilities: In addition to regular duties, mounted officers shall be responsible for, but not limited to, the following tasks during off-duty hours:
 - a. Feeding and cleaning up after the horse.
 - b. Attending to the horse's physical health, welfare, and grooming.
 - c. Training and medicating the horse.
 - d. Arranging veterinary care as needed.
 - e. Performing daily and routine maintenance to the horse's equipment and vehicle.
3. Fair Labor Standards Act Compliance: The compensation for off-duty duties has been determined based on an inquiry of an officer with horses into the number of hours spent each week on these tasks, resulting in a provision for a minimum of 28 hours per month of off-duty time spent caring for the horse. Both parties affirm that this compensation meets the requirements of the Fair Labor Standards Act.
4. Operational Guidelines: The police mounted enforcement unit program shall be operated in accordance with department policy. Additionally, the City shall provide or cover expenses for the following:
 - a. Provision of necessary equipment for the horse and the officer (i.e., department saddle, saddle blanket, saddle bag, badge).
 - b. Provision of comprehensive coverage for all veterinary expenses incurred if injury occurs while the horse is deemed "on-duty," with a limit of \$7,500 per injury.
 - c. If death of the horse occurs while performing police duties, the total payment for death benefits shall not exceed \$10,000.
 - d. Assignment of a horse trailer and towing vehicle.

Eligibility Criteria: Mounted officers must adhere to all departmental policies and procedures related to the care and maintenance of police horses.

L. Range Qualification Pay

Unit members required to complete department required range qualification and classroom training outside of regularly scheduled hours shall be compensated at time and one half the employee's FLSA regular rate of pay. This has a two hour minimum.

M. Bilingual Pay

Employees who have passed the City's bilingual pay test are routinely and consistently assigned to positions requiring communication skills in languages other than English and shall receive assignment pay of \$140.00 per month. Employees assigned must pass a bilingual proficiency examination.

The parties agree that to the extent permitted by law, Bilingual Premium is special compensation and shall be reported as such pursuant to Title 2, CCR 571(a)(4) and 571.1(b)(3).

N. Educational Incentive Pay

1. Officers and Corporals:

Officers and Corporals who possess the following will receive additional compensation as follows:

- a. Jr. standing at an accredited college (completion of at least sixty semester or ninety quarter units)
 - a. Effective April 3, 2017: \$175 per month.
- b. Associates degree from an accredited college
 - a. Effective April 3, 2017: \$225 per month.
- c. Bachelor's degree from an accredited college
 - a. Effective April 3, 2017: \$550 per month.
- d. Advanced POST Certificate
 - a. Effective April 3, 2017: 12.5% of base pay.
 - b. Effective July 1, 2023: 14.5% of base pay.
 - c. Effective July 1, 2025: 16.5% of base pay.

Employees are eligible for only one education incentive, the highest level of pay for which they qualify. The parties have determined that the above degrees, coursework and certificates enhance an employee's ability to perform their duties.

2. Sergeants:

Sergeants who possess the following POST certificates will receive additional compensation as follows:

- A. Advanced POST Certificate
 - 1. Effective July 11, 2016: 10.5% of base pay.
 - 2. Effective July 1, 2017: 12.5% of base pay.

3. Effective July 1, 2023: 14.5% of base pay.
4. Effective July 1, 2025: 16.5% of base pay.

B. Supervisory POST Certificate

1. Effective June 11, 2016: \$250 per month.
2. Effective June 30, 2018: 2.5% of base pay, up to a maximum of \$300 per month.
3. Effective June 29, 2026: \$300 per month.
4. Compensation for Supervisory POST is provided in addition to Advanced POST compensation. The parties have determined that possession of Advanced and Supervisory POST Certificates enhance an employee's ability to perform their duties.

Education incentive pays will be provided by calculating the monthly rate multiplied by twelve months and divided by 26 and paid as biweekly payments.

The parties agree that to the extent permitted by law, educational incentive pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(2) and 571.1(b)(2) Educational Pay.

O. Call Back and Standby/On-Call Pay

1. Call Back: Unit members are subject to call back to respond to emergencies or operational issues identified by the Police Chief or their designee.
 - a) Call back is the unscheduled call to an off-duty employee requiring that they report to work. Call back procedures are established by department policy.
 - b) Unit members are compensated at time and one half an employees' regular hourly rate of pay for hours worked beginning when they are called to report for duty.
2. Standby/On-Call: Unit members may be scheduled for standby/on call duty (typically in one week increments). Standby/On-Call duty is prescheduled.
 - a) Standby/On-Call for one week increments will be compensated with ten (10) hours of base hourly rate of pay or compensatory time-off.
 - b) Standby/On-Call for less than one week increments will be compensated with one (1) hour of base hourly rate of

pay per day or compensatory time off for a scheduled work day, and two (2) hours of base hourly rate of pay per day or compensatory time off for a regularly scheduled day off.

c) Employees whose comp time balance is at the maximum (120 hours) will be paid Standby/On-Call pay as straight time at their base hourly rate of pay.

d) Employees assigned to standby/on-call are subject to the following requirements:

1. Be ready to respond immediately to calls for service;
2. Be reachable by telephone or vehicle radio;
3. Be en route as soon as possible, but no longer than thirty (30) minutes after receiving call;
4. Refrain from intoxicants or other activities which might impair the ability of the employee to perform the assigned duties;
5. Be able to return to the City or location of an emergency within ninety (90) minutes.

P. Cell Phone Stipend

In lieu of City issued cell phones, Police Sergeants will be provided with a smart phone stipend (\$80 per month) pursuant to the guidelines established in the Manual of Personnel & Administrative Rules.

Article 16. HOURS OF WORK/WORK SCHEDULES

A. Work Schedules

1. Unit members shall be paid for all hours worked. Unit members record hours worked in fifteen minute increments of time. When an employee works more than seven minutes into the next payroll increment, the employee is expected to round up to fifteen minutes.
2. Work schedules are defined as an employee's regularly assigned hours of work. Unit members work a 4/10 or 3/12.5 work schedule. All unit members are scheduled to work 160 hours in the 28 day FLSA work period.

- a) Unit members assigned the 4/10 work schedule work four ten hour shifts each week.
 - b) Unit members assigned the 3/12.5 work schedule work three twelve and one-half hour days each week and one ten hour day in the twenty-eight day work period.
 - c) For Police Officers and Corporals, each shift includes a paid thirty minute meal period with an additional fifteen (15) minutes for travel time.
 - d) For Police Sergeants, each shift includes a paid 30 minute meal period.
- 3. For Police Officers and Corporals, changes in work schedules may be made to accommodate operational needs of the department. Unit members (except those assigned to SES or SIU) shall be provided at least seven (7) calendar days' notice in writing for changes in work schedules, work hours, or work assignment unless the change is to accommodate staffing at a special event where the City was provided less than seven days of the need for department staffing.
 - 4. For Police Sergeants, changes in work schedules may be made to accommodate operational needs of the department. Unit members (except those assigned to SES or SIU) shall be provided at least ten (10) calendar days' notice in writing for changes in work schedules, work hours, or work assignment unless the change is to accommodate staffing at a special event where the City was provided less than seven days of the need for department staffing.
 - 5. Unit members assigned to Special Enforcement Section (SES) and Special Investigations Unit (SIU) work irregular schedules consisting of varied days and hours and therefore will frequently need to adjust work schedules to accommodate the unit operations. Although the seven (7) day notice of work schedule changes is impractical, an effort will be made to consider individual employee circumstances when adjustments need to be made to hours and days of work.

B. Shift Trading

1. Unit members have the right to trade shifts with their colleagues. For Police Officers and Police Corporals, shift trades shall occur within the same classification and area of assignment. For Police Sergeants, shift trades shall occur within the same classification. All trades are subject to the following conditions:
 - a) Both employees agree to the shift trade voluntarily.
 - b) A supervisor approves the shift trade. Supervisors will not unreasonably deny a trade. However, denials are not subject to being grieved.
 - c) The employee whose shift is worked gets credit for the shift. Thus, the employee whose shift was worked will have the time recorded on their timesheet by the individual completing the timesheet as time worked on their time sheet.
 - d) Payback of the traded shift will be the responsibility of the two employees who trade shifts and will not be monitored by the City. Traded shifts should fall in the same calendar year. If an employee leaves the City having not paid back a shift, it shall be the responsibility of the two employees to work out any pay back.
 - e) If an employee agrees to trade shifts with another employee and then calls in sick and/or does not work the shift, the employee who agreed to work the shift shall have their sick leave (or other accrued leave if sick leave bank is zero) deducted.

C. Overtime

1. Overtime is subject to pre-approval in compliance with department procedures and the City will ensure the member is compensated. Should pre-approval be impractical due to the exigency of the work, approval must be sought as soon as possible thereafter in accordance with department procedures.
2. Actual hours worked or regarded as having been worked (i.e., paid leaves count as hours worked) in excess of an employee's regular schedule will be paid at time and one-half the employee's regular rate of pay.

3. The regular hourly rate of pay shall be calculated by dividing an employee's compensation (to which the law requires must be included in the regular rate) during the work period by their regularly scheduled hours.
4. Employees may not receive overtime while also being compensated for any other hours of work except for movie detail or special events where the employee's compensation is contributed to by a third party at time and one-half.
5. Except in an emergency to maintain operations, unit members will be provided a minimum of a six (6) hour break between work shifts.

D. Compensatory Time Off (Comp Time)

1. In lieu of receiving payment for overtime, an employee may elect to accrue compensatory time off at the rate of time and a half for each hour worked subject to a maximum accrual of one hundred and twenty (120) hours.
2. The time during which an employee may use accrued compensatory time off is subject to approval by the Police Chief or their designee with due regard for the wishes of the employee and the need to provide service. However, an employee wishing to use their accrued compensatory time off shall provide the City with reasonable notice of such request. Reasonable notice is defined as at least ten (10) calendar days. If reasonable notice is provided, the employee's request may not be denied unless it is unduly disruptive to the department to grant the request. A request to use compensatory time off without reasonable notice may still be granted within the discretion of the supervisor or manager responsible for considering the request.
3. At the end of employment, any CTO an employee has accrued will be cashed out at the regular rate of pay as required by the FLSA.
4. By the last pay period of the calendar year with a pay date in the same calendar year, (i.e., during the term of this MOU, November 16, 2026 – through December 13, 2026 timecards, November 15, 2027 – through December 12, 2027 timecards,

and November 13, 2028 – through December 10, 2028 timecards), employees may make an irrevocable election to cash out up to 120 hours of compensatory time off (at the regular rate of pay) that will be earned in the following calendar year.

E. Rest Periods

1. When possible, every employee shall be provided two 15-minute rest periods per day for each period of not less than three or more than four hours. Employees may leave the job site for a rest period providing that the total time away from the job does not exceed 15 minutes.
2. Rest period or coffee breaks may not be accumulated or added to a lunch hour, vacation or to other forms of leave.

Article 17. LEAVES OF ABSENCE

A. Vacation

Vacation Accrual and Maximum

Years of Continuous Service	Hours accrued per pay period	Annual Accrual	Vacation Maximum Accrual
Hire date to completion of five years	3.08	80 hours	160 hours
Six years – completion of 10 years	4.62	120 hours	240 hours
11 years	4.92	128 hours	256 hours
12 years	5.23	136 hours	272 hours
13 years	5.54	144 hours	288 hours
14 years	5.85	152 hours	304 hours
15 years	6.15	160 hours	320 hours

1. Upon reaching the maximum accrual, employees will cease earning vacation until use of vacation brings the accrual below the maximum.
2. By the last pay period of the calendar year with a pay date in the same calendar year, (i.e., during the term of this MOU, November 16, 2026 – through December 13, 2026 timecards, November 15, 2027 – through December 12, 2027 timecards, and November 13, 2028 – through December 10, 2028 timecards), employees

who used forty (40) hours of accrued leave (e.g., vacation, floating holiday or comp time) in the calendar year may make an irrevocable election to cash out up to eighty (80) hours of vacation at their base hourly rate of pay that will be earned in the following calendar year.

The employee will be paid for the vacation hours (up to a maximum of eighty (80) hours) they irrevocably elected to cash out on the last pay day in December of the calendar year.

If an employee makes an irrevocable election to cash out vacation in the following calendar year and uses vacation in that subsequent year, the vacation used will come from vacation the employee had earned prior to January 1 of the year the employee has elected to cash out vacation. This is to ensure that assuming an employee had a vacation balance prior to January 1, the vacation used will not result in a reduction in the amount of vacation the employee will be eligible to cash out.

For calendar year 2026, unit members are allowed to cash out up to eighty (80) hours of vacation once per calendar year. Cash outs are paid at the base hourly rate of pay.

3. Vacation approval is subject to the process identified in the Police Department policy. For efficient administration of the department, should the City Manager determine that vacation leaves of absence cannot be scheduled; the City Manager may authorize pay in lieu of vacation or allow accumulation of vacation above the maximum accrual.
4. Vacation continues to accrue to the maximum while an employee is in paid status which includes receiving 4850 benefits. It may also include time on FMLA/CFRA when an employee uses accrued leave and military leave when the City provides salary continuance. Employees who exceed the cap while on paid leave shall continue to accrue vacation until the employee has a reasonable opportunity to take vacation leave and bring their vacation leave bank under the cap upon their return.
5. Upon separation from employment, any accrued but unused vacation will be paid to the employee with the final paycheck. Vacation pay outs are paid at the base hourly rate of pay.

B. Holidays

1. Holiday hours count as hours worked for the purposes of overtime eligibility.
2. Unit members are eligible for holiday pay for the following nine holidays:

- a. January 1
- b. Third Monday in January
- c. Last Monday in May
- d. July 4th
- e. First Monday in September
- f. November 11th
- g. Fourth Thursday in November
- h. The day following the fourth Thursday in November
- i. December 25th

3. Holiday Pay - Officers and Corporals

- a) Holiday pay for the above nine holidays will be provided as follows:

- i. Patrol Assignment: Officers and Corporals assigned to Patrol and Air Operations receive pay (in lieu of time off) for holidays. Holiday pay is equivalent to a unit members regularly scheduled hours and will be paid at the employee's base hourly rate of pay. These employees are normally required to work on holidays because they work in positions that require scheduled staffing without regard to holidays.

The parties agree that to the extent permitted by law, Holiday Pay, which includes the additional holiday pay premium for working on a holiday, is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(5) and Section 571.1(b)(4).

Holiday pay will be paid in the pay period in which the holiday falls.

Unit members in Patrol and Air Operations whose regularly scheduled work shift falls between 12:00 am and 11:59 pm on a listed holiday will receive additional holiday pay for hours worked on the holiday. This additional pay is equal to one half hour of pay at the employee's base hourly rate for each hour worked on the holiday. Overtime hours are not eligible for this holiday pay.

- ii. Non-Patrol Assignment: For Officers and Corporals who work outside of Patrol, holidays have a value equal to their regularly scheduled hours of work and employees receive time off in lieu of working on the holiday. If an employee is required to work on a holiday, the employee shall be paid time and one half the employee's regular hourly rate of pay for all hours worked. The employee shall have the option to bank the holiday by notifying

their Lieutenant prior to the payroll deadline.

4. Holiday Pay – Sergeants

- a) Patrol and Non-Patrol Assignments: Holiday pay equivalent to a Sergeant's regularly scheduled hours will be paid at the employee's hourly base hourly rate of pay. All Sergeants are normally required to work on holidays because they work in positions that require scheduled staffing without regard to holidays.

The parties agree that to the extent permitted by law, Holiday Pay which includes the additional holiday pay premium for working on a holiday, is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(5) and 571.1(b)(4). However, CalPERS ultimately determines whether any form of compensation qualifies as special compensation.

- b) In addition, any Sergeant whose regularly scheduled work shift falls between 12:00 am and 11:59 pm on a listed holiday will receive additional holiday pay for hours worked on the holiday. This additional pay is equal to one half hour of pay at the employee's base hourly rate for each hour worked on the holiday. Overtime hours are not eligible for this holiday pay. be compensated.

- 5. Annually, unit members will receive floating holidays on the pay period that includes January 1 of each year. The number of floating holiday hours is as follows:

- a) Unit members working the 4/10 receive thirty (30) hours;
- b) Unit members working the 3/12.5 receive thirty-seven and a half (37.5) hours.

- 6. The floating holiday bank has a maximum of 120 hours. Upon reaching the maximum, any additional floating holiday hours earned will be paid as cash at the base hourly rate of pay.

By the last pay period of the calendar year with a pay date in the same calendar year, i.e., November 16, 2026 – through December 13, 2026 timecards, November 15, 2027 – through December 12, 2027 timecards, and November 13, 2028 – through December 10, 2028 timecards, employees may make an irrevocable election to cash out up to 37.5 hours floating holiday hours that will be earned in the following calendar year.

7. Use of floating holiday time is subject to supervisor/department head approval.
8. At the time of separation from employment, earned but unused floating holiday hours will be paid to each employee with their final paycheck at the employees' base hourly rate of pay.

C. Sick Leave

1. Sick leave may be granted for personal illness or injury; absences for medical, dental, and/or vision care appointments; or one-half of one year's annual accrual (40 hours) for family sick leave purposes to attend to a family member (who is ill/injured and needs care as permitted by that law.

Family member is defined as: (1) a child - biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis; (2) a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; (3) a spouse; (4) a registered domestic partner; (5) a grandparent; (6) a grandchild; (7) a sibling or (8) a designated person, which, means a person identified by the employee at the time the employee requests paid sick days. An employee is permitted to identify one designated person per 12-month period for paid sick days.

2. Every employee who is unable to report to work for their scheduled shift shall either call, or have someone call or text their supervisor at least ninety (90) minutes preceding the time they are scheduled to report to work to explain the absence. If a supervisor doesn't answer at the time of the call, a contact phone number shall be left as part of the message or text regarding the absence.
3. The Police Chief or their designee has the authority to approve sick leave for unit members.
4. Unit members requesting to use sick leave for four days or longer shall submit a signed verification of the need for absence due to illness/injury or the need to care for a family member. The verification must be provided by the personal physician, osteopath, chiropractor, or Christian Science practitioner attending to the employee or family member, and presented to the employee's supervisor before returning to work.

5. A unit member who while on vacation becomes ill/injured and who provides a doctor's verification of illness/injury prior to returning to work that verifies that leave for injury or illness in excess of three days was required, may request that the vacation time be substituted with sick leave. Such requests are subject to approval by the Police Chief.

6. Sick Leave Accrual

- a) Unit members accrue eighty (80) hours of sick leave per year (3.08 hours per pay period) up to a maximum of 2080 hours.
- b) Unit members who retire from the City may convert up to 1200 hours of accrued and unused sick leave to service credit.

7. Sick Leave Cash out

By the last pay period of the calendar year with a pay date in the same calendar year, (i.e., during the term of this MOU, November 16, 2026 – through December 13, 2026 timecards, November 15, 2027 – through December 12, 2027 timecards, and November 13, 2028 – through December 10, 2028 timecards), employees may make an irrevocable election to cash out or allocate to their defined contribution plan, sick leave that will be earned in the following payroll year that exceeds 1200 hours at 50% of its value. If the irrevocable election is not made, the employee will not have any of their sick leave cashed out or allocated to their defined contribution plan.

- D. Military Leave

Military leave will be granted and paid in accordance with the law and with the City's personnel policy on military leave.

- E. Bereavement

1. Unit members may use up to three consecutive work days or shifts of bereavement leave due to the death of an immediate family member (spouse, registered domestic partner, child, step-child, parent, parent of spouse/registered domestic partner, grandparent, grandchild, brother, or sister).

Employees may take an additional two working days off per

incident, and may use their own accrued leave banks (vacation, CTO, sick, and/or floating holiday) for those two days, at the employee's option. Employees may use this additional bereavement leave per incident for up to three (3) months after the death of their immediate family member.

2. Under special circumstances, the Police Chief may authorize bereavement leave for the death of an individual not specified as an employee's immediate family member.

F. Family Medical and Pregnancy Disability Leave

Maternity Leave & Reduced Work Schedule

For unit members, the City will provide an unpaid maternity leave of absence for up to six months, or a combination of unpaid leave for a maximum of six months combined with a reduced work week schedule of at least 20 hours or more per week. This leave period shall run concurrently with all leave entitlements under the PDA, FMLA and CFRA when applicable. The total combination of unpaid leave plus the reduced work week schedule shall not exceed a total of nine months.

In addition, while the employee under this policy is on an unpaid leave of absence or reduced work week schedule, the City will continue providing health and dental contributions to the employee as if the employee is on a regular full time paid status.

Employees are eligible for benefits pursuant to Pregnancy Disability Leave, California Family Rights Act (CFRA), and/or the Federal Family Medical Leave Act (FMLA), when applicable, for purposes of parenthood leave (e.g., pregnancy, childbirth, adoption, or foster care placement) (with health insurance paid for during such leave).

Pregnancy Disability Leave (which runs concurrently with FMLA) provides for up to four months of leave for pregnancy disability (with health insurance paid for during such leave).

CFRA provides the right to take up to an additional 12 weeks of leave (for up to one year after the birth, adoption or placement of a child in foster care) for caring for a newborn child, an adopted child or a child placed in the home for foster care (with health insurance paid for during such leave).

For employees disabled by pregnancy, they may qualify for intermittent leave or reduced schedule leave. For leave for bonding per the CFRA, the City will follow the law (intermittent leave must be in a minimum of two-week increments except it may be less than two-week increments two times during the first year of birth, adoption or foster care placement). Reduced schedule leave for bonding is at the discretion of the City. The City will continue providing health and dental contributions to the employee as if the employee is on a regular full time paid status.

The Police Chief may grant additional unpaid leaves of absence, with no additional benefits, for an additional period of up to four months for parenthood leaves (including employees of both genders) when such leave will not have a detrimental effect in maintaining operational needs.

The leave provided in this section will run concurrently with Pregnancy Disability Leave, California Family Rights Act (CFRA), and/or the Federal Family Medical Leave Act (FMLA) when applicable.

Employee may request that all or part of their earned sick leave, vacation time or compensatory time not be used or run out prior to the leave of absence, but remain on the books for the employee's future use upon their return to work.

Article 18. BENEFITS

A. Life Insurance

The City will provide life insurance coverage in the amount of \$100,000 for each employee.

B. Dental Care Program

The City will contribute 100% of the premium for dependent level dental PPO plan.

C. Medical Insurance & EOB Allowance

PEMHCA Minimum Contribution: The City of Pasadena participates in the CalPERS Medical program (per the Public Employee Medical and Hospital Care Act – “PEMHCA”). For employees enrolled in a CalPERS medical plan,

the City contributes the required statutory minimum (per Government Code section 22892) toward the medical premium.

Employee Optional Benefit Fund: The Employee Option Benefit Fund (EOBF) allowance is used to offset health premium costs.

Officers and Corporals 2026:

Tier	Hired by the City prior to July 1, 2015	Hired by the City on or After July 1, 2015
Employee Only	\$1,106.16	\$917.92
Employee + 1	\$1,835.82	\$1,835.82
Employee + 2	\$2,386.58	\$2,386.58

EOBF Opt-Out Allowance	
Employees Hired Prior to July 1, 2013	\$1,106.15*
Employees Hired on or After July 1, 2013	\$400
Employees Hired on or After July 1, 2015	\$400*

* The EOBF Opt-Out Allowances listed above shall be designated to the employee's deferred compensation account. However, an employee may elect to receive the opt-out allowance in cash rather than as a deferred compensation, but will receive only 65% of the opt-out amounts listed above.

Sergeants 2026:

Tier	Hired by the City prior to July 1, 2015	Hired by the City on or After July 1, 2015
Employee Only	\$1,329.64	\$917.92
Employee + 1	\$1,835.82	\$1,835.82
Employee + 2	\$2,386.58	\$2,386.58

EOBF Opt-Out Allowance	
Employees Hired Prior to July 1, 2013	\$1,210.64*
Employees Hired on or After July 1, 2013	\$400*

* The EOBF Opt-Out Allowances listed above shall be designated to the employee's deferred compensation account. However, an employee may elect to receive the opt-out allowance in cash rather than as deferred compensation, but will receive only 65% of the opt-out amounts listed above.

To be eligible for the opt-out allowance, an employee must present an attestation which attests that the employee is enrolled in another group health plan or government-sponsored plan (such as Medicare, TRICARE, etc.) that provides the minimum essential coverage “MEC” to the employee and all eligible dependents, as required by the Affordable Care Act. An employee must present this attestation annually during the City’s open enrollment period prior to the start of the next plan year.

Increases to EOBFF Amounts:

Each tier (employee only, EE+1, EE+2) of EOBFF contribution shall be increased as necessary to ensure that the City contribution at each tier, at a minimum, equals or exceeds the lower of the LA Region premiums of the Blue Shield Access+ or Kaiser health plans.

D. Retiree Health

1. For each unit member, the City shall contribute 3% of base hourly rate of pay directly into the post-retirement medical trust fund designated by the Pasadena Police Officers Association.
2. The Association shall be solely responsible for maintaining and allocating funds from the post-retirement medical trust fund. The Association shall indemnify and hold harmless the City from any of its actions or lack of actions in administering this trust fund.
3. Funds diverted to the medical trust shall be considered as salary for purposes of compensation comparisons.

E. Tuition Reimbursement

1. Unit members pursuing a Bachelor of Arts degree or higher in a job related field at an accredited college or university shall be eligible for tuition reimbursement in the amount of \$2,000 per fiscal year.
2. In addition, Management shall have the discretion to approve reimbursement for job-related coursework not associated with a degree program.
3. Upon presentation of receipts and grade cards, employees will be reimbursed for the actual costs of tuition, books, lab fees, or other student expenses. Parking fees are not reimbursable under this provision.
4. Eligibility for tuition reimbursement shall be in accordance City of Pasadena’s Manual of Personnel and Administrative Rules.

F. Uniforms and Department-Issued Equipment

1. Uniforms that are replaced due to damage as a result of performing the job will be replaced with the same uniform that was damaged at no cost to the employee.
2. Effective with the first full pay period that includes July 1 of each year, all unit members receive a uniform allowance of \$1,000 paid as a lump sum payment.
3. Employees will purchase and wear uniforms pursuant to the uniform guidelines established by the Police Department. The parties agree that to the extent permitted by law, this is special compensation and shall be reported as such pursuant to Title 2, CCR 571(a)(5), Uniform Allowance, for unit members regarded by CalPERS as “Classic Members” under PEPR. “New members” as defined under the Public Employees’ Pension Reform Act of 2013 will not have the value of the uniform allowance reported as special compensation.
4. The Department issued equipment includes the following: service weapon, gun belt, baton and holder, OC spray and holder, conducted energy weapon, holster, ammunition-loaders-case, handcuffs and case, belt keepers, rain coat, rain cap for hat, whistle with chain, motorcycle riding breeches, motorcycle riding boots, motorcycle safety helmet, flight helmet with appropriate eye protection, Nomex flight suit and a flashlight.

Department-issued equipment shall include 3 pairs of Kevlar-reinforced motorcycle riding britches and 1 Kevlar-reinforced jacket provided once every 3 years for unit members whose regular assignment is in Motors.
5. The employee is responsible for the proper care and maintenance of uniforms and department-issued equipment.

G. Body Armor

1. Safety vests will be issued by the department and replaced according to department policy and Exhibit III of the MOU.
2. The department will purchase replacement vests in an amount not to exceed \$920.00. Any additional cost is paid by the employee.
3. Employees in patrol or performing work in the field are required to

wear safety vests pursuant to department policy.

H. Mileage Reimbursement

The City will provide reimbursement to the employee for use of their personal vehicle for authorized work related travel. Such reimbursement shall be equal to the rate allowed for tax deduction by the federal IRS for unreimbursed employee business expenses for the applicable calendar year.

I. Professional Development Allowance – Police Sergeants

1. Sergeants shall be eligible for a professional development allowance of \$500 per fiscal year. Officers and Corporals are not eligible to receive a professional development allowance.
2. The Police Chief may approve eligible expenses, which contribute to the personal development of the Sergeant and/or enhance knowledge in the field work or profession.
3. Eligible expenses shall include one or more of the following: Membership in the community, civic or professional organization, professional conference or training workshops not budgeted, job related personal expenses related to civic and community activities, including testimonials, education tuition reimbursement for specialized programs or as a supplement to the City's tuition reimbursement program, subscriptions to professional and educational journals and publications not budgeted, membership to health and physical fitness facilities, annual medical examination, and computer or other specialized equipment (for home which is compatible with City equipment).
4. The professional development allowance shall not be accumulated or carried forward beyond each year of the MOU.

Article 19. SALARY ADMINISTRATION

A. Probationary Period

1. The probationary period for a Police Officer (Trainee/Recruit/Pre-Service) is eighteen (18) months.
2. The probationary period for a Police Officer (Lateral), Police Corporal, and Police Sergeant is twelve (12) months

3. Continuation of Probation: The City has the right to continue an employee's probationary period by providing the employee written notice of the continuation prior to the expiration of the employee's original probation.

B. Step Increases

1. Employees are eligible to move through the steps of the pay range at one year intervals and upon receipt of a performance evaluation with an overall rating of "satisfactory."
2. Effective July 16, 2026, employees shall receive performance evaluations on their anniversary date each year and are eligible for a step increase at the beginning of the pay period that includes their anniversary date as set forth in paragraph 3. This means since employees were due their performance evaluation by July 15, 2026, for the period between July 16, 2026 and July 15, 2027, employees will receive their next performance evaluation (and thus, eligibility for a step increase) less than one year after their last performance evaluation. This will allow for the transition from performance evaluations being due on July 15 to them being due on the employees' anniversary dates. From July 15, 2027 forward, evaluations will be due on the anniversary date in one-year intervals.
3. If an employee's performance evaluation is not completed within 30 days of their anniversary date, the employee will automatically receive a step increase retroactive to their anniversary date.

C. Promotion

1. The promotional probation period for Police Corporal and Sergeant is one year.
2. Continuation of Promotional Probation: The City has the right to continue a Police Corporal's or Police Sergeant's promotional probationary period by providing the employee written notice prior to the expiration of their original probationary period.
3. When an employee is promoted to a higher classification, they shall promote to the step which will provide a base hourly rate of pay increase of at least 5%.

If an employee was in an acting assignment for the position into which they promoted for more than 12 months at the time of promotion, they shall promote to the step which will provide a base hourly rate of pay increase of at least 10%, but no more than the maximum step approved for the salary schedule.

3. Additional step increases will be reviewed at one year intervals and upon the receipt of a performance evaluation with an overall rating of “meets expectations” as set forth in section B above until such time as the employee has exhausted the step increases.
4. Notwithstanding anything in this section, upon request of the Police Chief, the City Manager may approve a promotion at a higher step within the schedule.

D. Temporary Upgrade Pay (Acting Assignment)

1. When a qualified employee is temporarily assigned to take on the full duties and responsibilities of the higher-level classification during the acting assignment period (e.g., a Police Officer works as a Police Corporal) the following provisions apply:
2. Whenever possible and practical, when there is a current eligibility list, an employee will be selected from that list, with preference given to those who have been previously certified to the department as the top qualified candidates.
3. Payment at the new rate shall begin on the first day of assignment to the higher classification.
4. Unit members acting in a higher classification will receive 5.5% temporary upgrade pay for taking on the full duties and responsibilities of the higher-level classification during the acting assignment period. This change will take effect with acting assignments that begin on or after the pay period that includes July 1, 2026.

The parties agree that to the extent permitted by law, temporary upgrade pay is special compensation and shall be reported as such pursuant to Title 2, CCR 571(a)(3), for unit members regarded by CalPERS as “Classic Members” under

PEPRA. "New members" as defined under the Public Employees' Pension Reform Act of 2013 will not have temporary upgrade pay reported as special compensation.

E. Temporary Upgrade Pay (Patrol Lieutenant)

1. A Police Sergeant temporarily assigned to the higher classification of Police Lieutenant and take on the role of Watch Commander at a time when no Patrol Lieutenant is on duty, and will receive a 10% premium for the hours so assigned. This pay is for taking on the full duties and responsibilities of the higher-level classification during the acting assignment period.

The parties agree that to the extent permitted by law, temporary upgrade pay is special compensation and shall be reported as such pursuant to Title 2, CCR 571(a)(3), for unit members regarded by CalPERS as "Classic Members" under PEPRA. "New members" as defined under the Public Employees' Pension Reform Act of 2013 will not have temporary upgrade pay reported as special compensation.

Article 20. DISCIPLINE

- A. The City may take disciplinary action for just cause. Disciplinary actions shall include: oral and written warnings, written reprimand, suspension, demotion, pay reduction, transfer for purposes of punishment and termination, as well as any other action which would entitle the employee to an administrative appeal as described by the Public Safety Officers' Procedural Bill of Rights Act.
- B. The following shall apply to personnel investigations:
 1. Interview Procedures
 - a) In all cases wherein the employee is interviewed, the person responsible for the interview shall:
 1. Inform the employee that they have a right to be represented by counsel or any representative during the interview.
 2. An employee under investigation may, upon request, receive a copy of the following prior to the officer's interrogations (a) any citizen complaint and/or

department complaint which forms the basis for the internal affairs investigation; (b) any statements prepared by the subject employee (such as written reports to superior officers) or summaries or MAV video/audio recordings or verbatim transcriptions of any statements of the subject employee prepared by another person which the subject officer knowingly gave and which relates to the matter under investigation, such as pre-investigation interviews.

3. Conduct the interview at a reasonable time and date to allow for the employee procurement of representation.
 4. Identify to the employee all persons present or participating in the interview.
 5. Conduct the interview for a reasonable length of time.
 6. Not expose the employee to offensive language, threats of transfer, disciplinary action, or loss of employment.
 7. Cause a recorded record to be made of the interview, which shall be available to the employee on request.
- b) In the event the employee is being investigated for a criminal offense, prior to the interview, the employee shall be advised of their rights per Department Admonition policy for criminal offenses. If it is not determined that a criminal offense might exist until after the interview has commenced, then the interview shall cease while the employee is admonished.
- c) Employees, when ordered by a superior, must answer questions directly and narrowly related to the allegations under investigation.
1. Unless mandated by a court order, these statements will not be used, and are not admissible, in a criminal trial.
 2. Failure to answer questions when ordered may result in disciplinary action and/or termination.
 3. If the employee is ordered to answer questions,

the following statement may be read into the record:

- i. "The Police Department of Pasadena, California, is conducting an investigation and I, _____, a Police Officer/Corporal/Sergeant for the City, have been ordered to answer questions."
- ii. "I have been advised that if I do not comply with the order, I may be disciplined or terminated from the department for failure to obey said order."
- iii. "In view of possible job forfeiture, I have no alternative but to follow this order, however, by answering the questions, I do not waive my Constitutional rights to remain silent under the Fifth and Fourteenth Amendments of the United States Constitution, the protections of the California Constitution, and the protections that have been afforded me under case law."

C. Skelly Meeting

As part of the pre-action due process procedure granted to employees, employees will be given the option of using one of the following formats for the "Skelly" meeting following receipt of Notice of Proposed Disciplinary Action:

1. Meeting between the Chief and the employee only;
 1. Meeting between the Chief, the employee and the employee's representative;
 2. Meeting between the Chief, the employee and the employee's representative – meeting is tape recorded.

3. The employee must notify the Chief prior to the meeting as to which option they desire to use.

D. Final Discipline and Appeal

An employee who receives a notice of disciplinary action shall have the right to appeal the discipline at a hearing presided over by a hearing officer, except in the case of oral and written warnings. There shall be no appeals beyond the pre-disciplinary meeting with the Chief of Police in cases of oral or written warnings. Written reprimands shall be handled in accordance with the written reprimand provisions of the Pasadena Police Department Policy Manual, Section 340, which is hereby incorporated by reference.

1. The employee, or the employee's representative, must submit a written request for a hearing within fourteen (14) calendar days of the employee's actual receipt of the notice of disciplinary action. The request shall be submitted to the office of the Chief of Police.
2. The Police Chief, or their designated representatives, shall attempt to informally resolve the appeal and shall arrange a meeting with the appellant and the employee appropriate representative, if any. In the event the parties are unable to resolve the dispute, then at this same meeting they shall attempt to agree upon the issue, or issues, to be presented at arbitration.
3. Within ten (10) calendar days the City and the employee, through their representatives, if any, shall communicate to discuss the identity of a mutually agreeable hearing officer. If the parties cannot agree upon the identity of the hearing officer, then the City shall promptly request of PERB that it provide a list of ten (10) persons qualified to act as the hearing officer.
4. Within ten (10) calendar days following receipt of the list of arbitrators, the parties shall endeavor to select the hearing officer. The parties shall alternately strike one name from the list of hearing officers (the party to strike the first name shall be determined by flipping a coin) until one (1) name remains, and that person shall be the hearing officer.
5. The hearing officer shall conduct the hearing as they deems appropriate to ensure the employee receives due of process of law,

the principles of just cause are honored and judicial decorum is maintained.

6. The hearing officer shall render a written opinion within thirty (30) calendar days following the closing of the hearing, unless the period has been mutually extended. The opinion shall be served upon the parties and the City Manager.
 7. Within thirty (30) calendar days following the date of service of the advisory opinion, the Municipal Employee Relations Officer shall either adopt, reject or modify the hearing officer's finding of facts, and recommended award. The Municipal Employee Relations Officer's decision shall be in writing and served upon the parties within the 30 calendar day window, and shall constitute the final administrative decision subject to appeal under CCP 1094.5.
- E. No employee shall be disciplined or in any way discriminated against for exercising their lawful rights pursuant to this policy.
- F. This appeal process supersedes any conflicting order, policy, rule or procedure, except those that are mandated by state or federal law.

Article 21. GRIEVANCE

A. Definition

1. Grievance: A dispute between the PPOA, an employee or a group of employees or the Association and the City regarding an interpretation or application of the MOU, or of the written rules and regulations or past practices governing matters within the scope of representation.

B. Guidelines

1. An employee may file a grievance without jeopardizing the employee's employment or fear of retaliation.
2. Discrimination Complaint Procedure - Allegations of unlawful discrimination shall be processed through the Human Resources Department, utilizing the Discrimination Complaint Procedure in lieu of the grievance procedure. If the allegation is determined to be inappropriate for processing through the Discrimination Complaint Procedure, upon notification of same, the employee may utilize the grievance procedure by filing an initial written grievance (Step 1) within 14 calendar days of the

notification from HR that it will not process the complaint through the Discrimination Complaint Procedure

3. An earnest and sincere effort shall be made by all parties to cooperate in the prompt resolution of a grievance in an amicable manner. The time limits may be extended when mutually agreed upon in writing between the appropriate parties. If the employee, or the employee's representative, or the Association fails to proceed with the grievance within any of the time limits specified herein, the grievance shall be considered settled on the basis of the last decision rendered.
4. This is the sole and exclusive method for resolving grievances.

C. Grievance Procedure

1. Step 1

- a) The grievant shall orally present the grievance to the immediate supervisor or Human Resources to identify an appropriate representative within fourteen (14) calendar days following the event or events upon which the grievance is based. The grievant may be assisted by a representative in presenting the grievance.
- b) The immediate supervisor or designee shall make whatever investigation is deemed necessary and may arrange a meeting with the grievant to discuss the grievance and, if possible, resolve it. In any event, the supervisor shall give an answer to the employee within fourteen (14) calendar days following the oral presentation of the grievance. If the employee has requested to be represented, the representative shall be given the opportunity to attend the meeting, and shall be informed of the immediate supervisor's decision on the grievance.
- c) If the grievant is not satisfied with the decision of the immediate supervisor, upon indicating the specific areas of disagreement, appeal to Step 2 can be made.

2. Step 2

- a) If the grievant desires to move the grievance to Step 2, the grievant shall submit the grievance in writing, to the Police Chief, within ten (10) calendar days following receipt of the immediate supervisor's decision at Step 1. If the employee has elected to be represented, assistance by the representative can be utilized in appealing the grievance.
- b) The written grievance must contain a complete statement of the complaint including the MOU provision, rule or regulation or past practice alleged to have been violated, the facts upon which it is based, the grievant's reasons for the appeal, and the remedy being requested.
- c) The Police Chief and the Director of Human Resources, or their designated representatives, shall attempt to resolve the grievance and shall arrange a meeting with the grievant and appropriate representative. A decision, in writing, shall be given to the grievant within ten (10) calendar days following the receipt of the written appeal or conclusion of the appeal meeting, whichever is later.
- d) Upon completion of the step 2 process, only the PPOA may move the grievance to Advisory Arbitration. The step 2 decision is the final administrative decision in all instances where the PPOA does not move the grievance to arbitration.

3. Advisory Arbitration

- a) The Association's submittal of the arbitration request shall be in writing; shall be signed by the authorized Association representative or its legal counsel, and shall be submitted to the Director of Human Resources within fourteen (14) calendar days of the written decision at Step 2.
- b) In the event the parties are unable to agree upon the issue, or issues, to be presented at arbitration, each party will prepare its statement of issue, or issues, and jointly submit their statements to the arbitrator. The arbitrator shall, at the beginning of the hearing referred

to below, state their opinion as to what the issue, or issues are.

- c) Within seven (7) calendar days following the meeting to prepare the issues statement, the City shall request that PERB provide a list of seven (7) persons qualified to act as arbitrators.
- d) Within seven (7) calendar days following receipt of the list of arbitrators, the parties shall endeavor to select the arbitrator. The parties shall alternately strike one name from the list of arbitrators (the right to strike the first name to be determined by flipping a coin) until one (1) name remains, and that person shall be the arbitrator.
- e) The arbitrator shall conduct the hearing as they deem appropriate in keeping with judicial decorum and providing each party an opportunity for a full and fair evidentiary hearing.
- f) The arbitrator shall render a written opinion within thirty (30) calendar days following the closing of the hearing unless the period has been mutually extended in writing. The opinion shall be in conformance with the MOU and/or applicable City rules. The opinion shall be advisory only and shall not be binding on either party. Further, the opinion shall be limited to the issue, or issues, presented to the arbiter. The opinion shall be sent to the Municipal Employee Relations Officer, with a copy to the Association and the City representatives.
- g) Within thirty (30) calendar days following the date of service of the advisory opinion, City Manager shall either adopt, reject or modify the hearing officer's finding of facts, and recommended award, if any. A copy of the City Manager's letter will be sent to the employee and Association if involved.
- h) Each of the parties involved shall contribute equally to the fees and expense of the arbitrator, and any transcriptionist. Cost of transcripts shall be the responsibility of the party that requested them. Each party shall bear its own witness and attorney fees.

Article 22. LAYOFF

A. Definition

Layoff is defined as any involuntary separation wherein management eliminates a position without prejudice to the incumbent due to lack of funds, reduction in force due to technological or operational changes, or elimination or modification of any activity or service.

B. Policy

1. The City will make every effort to accommodate those employees who may be subject to layoff through the process of normal attrition. In the event of the reduction of the work force, existing vacancies shall be used to the maximum extent possible to relocate affected employees, regardless of departmental jurisdiction.
2. Layoff shall be made by specific Job Series (i.e., Police Officer, Police Corporal, and Police Sergeant). If there is a layoff, employees with two or fewer years as a Police Corporal or Sergeant have the right to return to their most recent prior classification, if any.
3. Individuals with the least seniority in their classification shall be laid off first.
4. Employees for whom a layoff appears imminent, shall be placed upon a retention list for that class. All vacancies within that class shall be filled from the retention list prior to using the regular eligible or rehire lists. The conditions applying to this list shall be as follows:
 - a) Employees shall have a right to a demotion to another classification in their own department if a vacancy exists.
 - b) If any employees cannot be placed as described above, such employees may be considered by other departments as follows:
 - 1) The employee is physically able to perform the

required duties.

- 2) The position is not one of greater supervisory responsibility and is compensated at a rate equal to or less than the employee's present rate.
 - 3) The employee meets the minimum qualifications and physical standards of the position.
 - 4) Departments, other than the one in which the particular lay-off occurred, are not obligated to accept the laid-off employee.
5. Employees who, in order to avoid being laid off, accept voluntary demotion shall be compensated in the established salary range of the class into which they transfer at the step nearest to, but not greater than, that received in their former classification. The employee's rate of pay shall be changed at the time that the reassignment is made or new duties and responsibilities are assumed and the employee shall retain the previous employment date for purposes of step advancement.
6. Employees who accept voluntary demotion shall be eligible at any time for reappointment to their previous classification on the basis of seniority when openings occur in the department where the layoff occurred, provided that they are able to perform the duties of the job. Rejection of a reappointment offer shall terminate eligibility for future consideration.
7. Employees who are subject to impending layoff may not be transferred to a vacant position with a higher salary range except through participation in the normal examination and selection procedures, as established by the Human Resources Department.
8. Employees who cannot be placed, and must be laid off, shall have their names placed on a reemployment list and shall be eligible as follows:
 - a) To compete in promotional examinations for which they are qualified for a period of 12 months.
 - b) To hold reemployment rights for a period of 12 months

and be eligible for any vacancies which may occur during this period in the classification held by the employee in the department where the layoff occurred, provided that the employee is able to perform the duties of the job.

9. Any employee who must be laid off shall receive a severance pay benefit based on the following considerations:
 - a) Severance pay shall be at the rate of 60% of the employee's current monthly base salary. The employee will be entitled to one monthly payment for each year of continuous, regular employment, to a maximum of six payments.
 - b) Severance payments shall be prepared with the regular payroll and paid at the end of each month that the employee has not been recalled for the duration of their benefit.
 - c) Employee must have completed at least one year of service before being entitled to this benefit.
 - d) If the layoff period is for less than one month, the employee shall receive a benefit proportional to the length of time of the layoffs.
 - e) Employees who are laid off will be given the following considerations with regard to their other accumulated benefits:
 - 1) Employees will not continue to accumulate any longevity- based benefit during the period that they are laid off, but will retain any benefits accumulated to the date of layoff. Employee retirement benefits cease at the time of, and will not be paid during a layoff period.
 - 2) The employee may remain in a layoff status for a maximum of 12 months. If the employee is recalled during this time, reinstatement will be made and all rights and benefits will be restored as a regular employee from the date of their first appointment within the period of

the most recent continuous service, with an appropriate adjustment for the time that was not actually worked on the job.

- 3) The laid-off employee will have the option of receiving payment for any accumulated vacation and/or sick leave, within the provisions of the respective policies, at any time during the layoff period. Such payments will be made in one sum and will be independent of any severance pay received.
- 4) Employees who claim payment for accumulated vacation and/or sick leave and are subsequently recalled, will begin re-accumulating the claimed benefit(s) on the date that they report back to work.
- 5) Laid-off employees, who are not recalled within the 12 month period, will be completely separated from the City service and will automatically receive payment for any accumulated vacation or sick leave which has not been previously claimed.
- f) In the event of death of an employee while receiving severance pay, such payment shall not continue to employee's beneficiaries, such payment shall cease.
- g) Employees laid off and given an opportunity to return to a job for which they are qualified shall be allowed a maximum of 14 calendar days after such notification to make themselves available. If an employee refuses such an opportunity to re-employment, the employee will be removed from the reemployment list.
- h) Severance benefit payments shall cease when the laid-off employee returns to work with the City, or obtains another full- time position.
- 1) Provisions of this section pertaining to severance pay shall not apply to those employees whose layoff was necessitated by the City's inability to meet payroll, or to secure continued financing

of projects or programs supported by other agencies.

10. Employees who: (a) may be transferred, (b) accept a voluntary demotion, (c) are reemployed by the City, shall meet the job requirements of the class into which they are placed.
11. Questions on seniority status, which affect retention and are influenced by previous reclassification actions, shall be adjudicated by the Director of Human Resources.
12. When computing an employee's most recent continuous service and applicable severance payment, previous layoffs and any payments thereto will be disregarded.
13. The terms and conditions of this layoff policy will not be used as a substitute for disciplinary action against any employee.

C. Procedure

1. Notice: Each affected employee shall receive written notice from the City Manager or designee, specifying the exact date when layoff is to be effective; and at least two weeks' notice shall be given.
 - a) The commencing date of the reemployment rights of the employee shall start from the effective date of layoff.
2. Recall List: The Human Resources Department will automatically establish a recall list for a period of 12 months.
 - a) All departments where classifications exist which are on the recall list will be notified of the employee's availability.
 - b) Individuals on the recall list will be appointed to vacancies for which they qualify in the department from which they were laid off, so long as any person in that class is on such a list, before any other names on any other eligible lists - promotional or open competitive - are used.

Article 23. DRUGS AND ALCOHOL

It is the responsibility of the City, the Association, and the employees to maintain a safe, healthy, and productive work environment. Therefore, employees shall not report to work under the influence of drugs or alcohol, or possess or use alcohol or illegal substances while at work, nor have their ability to work impaired as a result of the use of drugs or alcohol, as such conduct is likely to result in reduced productivity, an unsafe work environment, poor morale, and danger to employees and liability to the City. "Under the influence of drugs or alcohol" means the use of alcohol or any illegal substance or misuse of a prescribed drug in a manner and to a degree that causes impairment in the employee's work performance or the ability to use City property or equipment safely.

[A detailed policy statement on drug and alcohol abuse is listed in Exhibit II.]

Article 24. TRANSPORTATION DEMAND MANAGEMENT PROGRAM (PRIDESHARE)

Unit members must participate in the PrideShare program as identified in the City's Personnel Manual of Policies and Procedures. Solo drivers are required to pay \$35 per month (\$17.50 per pay period). Non-solo drivers have benefits provided per the policy.

The parties hereto have caused their duly-authorized representatives to execute this Memorandum of Understanding effective, July 1, 2026.

**PASADENA POLICE OFFICERS
ASSOCIATION**

CITY OF PASADENA



Michael Gligorijevic (Jul 7, 2026 09:07:18 PDT)

Mike Gligorijevic, PPOA President

Matthew Hawkesworth, Interim City Manager



Robert Griffith (Jul 7, 2026 14:13:17 PDT)

Robert Griffith, PPOA Vice President

Tiffany Jacobs-Quinn, Human Resources Director



Thomas Corralez (Jul 7, 2026 10:02:41 PDT)

Thomas Corralez, Treasurer

Jaime Arellano, Principal Human Resources Analyst



Michael Arellanes (Jul 7, 2026 10:10:38 PDT)

Mike Arellanes, Secretary

William Grisafe, Police Commander



Robert Wexler (Jul 7, 2026 13:16:18 PDT)

Robert Wexler, Rains Lucia Stern

Sean Dawkins, Police Commander

Michael Paliwoda, Principal Human Resources Analyst

Sarah Wong, Human Resources Analyst

Peter J. Brown, Chief Negotiator

Classification		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Police Officer	Hourly	\$ 53.0216	\$ 54.3473	\$ 55.7060	\$ 57.0985	\$ 58.5259	\$ 59.9892	\$ 61.4889
	Annual	\$ 110,285	\$ 113,042	\$ 115,868	\$ 118,765	\$ 121,734	\$ 124,778	\$ 127,897
Police Corporal	Hourly	\$ 61.7517	\$ 63.2955	\$ 64.8780	\$ 66.4997			
	Annual	\$ 128,444	\$ 131,655	\$ 134,946	\$ 138,319			
Police Sergeant	Hourly	\$ 70.8991	\$ 73.0260	\$ 75.2168	\$ 77.4734	\$ 79.7973		
	Annual	\$ 147,470	\$ 151,894	\$ 156,451	\$ 161,145	\$ 165,978		

Classification		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Police Officer	Hourly	\$ 54.8774	\$ 56.2495	\$ 57.6557	\$ 59.0969	\$ 60.5743	\$ 62.0888	\$ 63.6410
	Annual	\$ 114,145	\$ 116,999	\$ 119,924	\$ 122,922	\$ 125,995	\$ 129,145	\$ 132,373
Police Corporal	Hourly	\$ 63.9130	\$ 65.5108	\$ 67.1487	\$ 68.8272			
	Annual	\$ 132,939	\$ 136,262	\$ 139,669	\$ 143,161			
Police Sergeant	Hourly	\$ 73.3806	\$ 75.5819	\$ 77.8494	\$ 80.1850	\$ 82.5902		
	Annual	\$ 152,632	\$ 157,210	\$ 161,927	\$ 166,785	\$ 171,788		

Classification		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Police Officer	Hourly	\$ 56.6609	\$ 58.0776	\$ 59.5295	\$ 61.0175	\$ 62.5430	\$ 64.1067	\$ 65.7093	\$ 67.3520
	Annual	\$ 117,855	\$ 120,801	\$ 123,821	\$ 126,916	\$ 130,089	\$ 133,342	\$ 136,675	\$ 140,092
Police Corporal	Hourly	\$ 65.9902	\$ 67.6399	\$ 69.3310	\$ 71.0641	\$ 72.8407			
	Annual	\$ 137,260	\$ 140,691	\$ 144,208	\$ 147,813	\$ 151,509			
Police Sergeant	Hourly	\$ 75.7655	\$ 78.0383	\$ 80.3795	\$ 82.7910	\$ 85.2744	\$ 87.8326		
	Annual	\$ 157,592	\$ 162,320	\$ 167,189	\$ 172,205	\$ 177,371	\$ 182,692		

EXHIBIT II – ALCOHOL AND DRUG POLICY

**City of Pasadena and PPOA
Alcohol and Drug Policy**

A. PURPOSE

It is the purpose of this policy to ensure that unit members who perform their job do so free of the effect of alcohol or any substances (whether illegal or not) and to ensure that employees are in a condition to perform their duties safely and efficiently, in the interests of their fellow workers and the public as well as themselves.

B. POLICY

With the exception of those job circumstances which necessitate the handling, possession or consumption of drugs by employees in the performance of their duties, it is City's policy that employees' shall not be under the influence of or in possession of alcohol or drugs while on City premises, at work locations, while on duty, or before reporting for duty; shall not possess, provide or sell illegal drugs to any other employee or to any person; nor have their ability to work impaired as a result of the use of alcohol or any drugs or substances.

While use of medically prescribed medications and drugs is not per se a violation of this policy, the parties recognize that it is important that the employee notify their supervisor, before beginning work, when taking medications or drugs (including the possible effects of taking such medication and drugs) which could foreseeably and substantially interfere with the safe and effective performance of duties or operation of equipment. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required.

If the City has a reasonable suspicion that an employee may have alcohol or drugs on City property, the City may proceed in a manner consistent with Government Code section 3309. Employees reasonably believed to be under the influence of alcohol or drugs (the use of alcohol or any illegal substance or use of a prescribed drug in a manner and to a degree that causes any impairment in the employee's work performance or the ability to use City property or equipment safely) shall be prevented from engaging in further work, may, as addressed below in this policy, be ordered to submit to a drug and or alcohol test and shall, for safety purposes be provided transportation from the work site, whether that is to a drug and or alcohol test or if no test is administered, to the employee's residence or other similar location.

Employees who voluntarily seek treatment for alcohol consumption, abuse or alcoholism or substance abuse requiring an absence from work may, with department head approval be allowed to use earned sick leave and/or vacation during such absence. The employee is also entitled to use Family and Medical Care Leave in accordance with the law.

C. APPLICATION

This policy applies to all employees of the City of Pasadena and represented by PPOA. This policy applies to alcohol and to all substances, drugs, or medications, legal or illegal, which could impair an employee's ability to effectively and safely perform the functions of the job.

D. EMPLOYEE ASSISTANCE PROGRAM

The City encourages the voluntary utilization of the Employee Assistance Program (EAP) established by the City as an important method for dealing with substance abuse. All potential problems will be handled on a case by case basis. Overall consideration is directed towards the health and safety of the employee, co-workers and members of the general public.

The EAP is available for assessment, diagnosis and referral to treatment. Any employee wishing confidential assistance can contact the EAP and arrange an appointment with a counselor.

Employees who are concerned about their alcohol and/or drug use are strongly encouraged to voluntarily seek assistance through the EAP. In addition, employees who are concerned about alcohol and/or drug use among their co-workers should strongly encourage those individuals to seek assistance through the EAP. Voluntary use of the EAP by the employee may consist of counseling, out-patient rehabilitation, in-patient rehabilitation or any other treatment recommended by the EAP counselor provided employee and public safety is not compromised. EAP usage is not considered voluntary in the case of a management referral or if the employee decides to use the EAP services after their substance abuse problem has been discovered by city officials.

All voluntary or self-referral contacts are held in confidence by the EAP unless the employee requests, through specific written release of information, that the Human Resources Director, supervisor, Employee Organization or other parties be notified.

The employee's compliance with the EAP is voluntary. Absent just cause, the employee's job security and/or promotional opportunities will not be jeopardized by voluntary utilization of the EAP or any other treatment service. Use of the program does not replace normal disciplinary procedures for unsatisfactory job performance or conduct.

The employee can schedule an appointment on their own time (days off, before or after the work shift, lunch break) without letting anyone know of this. Sick leave time may be used for self-referral appointments during regular work hours if unable to schedule during off-duty hours. If an employee requires additional leave time for substance abuse treatment, they may request a leave of absence, subject to approval by the Police Chief.

Employees and/or their dependents are responsible for all deductibles and co-payment costs associated with in-patient or out-patient counseling services and substance abuse treatment. The City will only bear the costs necessary to keep the EAP in effect and available.

E. EMPLOYEE RESPONSIBILITIES

Except in the performance of duty, an employee must:

1. Refrain from the use of, or possession of, illegal drugs, substances or narcotics.
2. Not report to work while their ability to perform job duties is impaired due to alcohol or drug (whether illegal or legal) use.
3. Not possess or use alcohol during working hours, when on breaks, or during meal periods.
4. Not possess or use illegal drugs or substances or prescription drugs without a prescription.
5. Not directly or through a third party sell or provide illegal drugs or substances to any person, including any employee, while either employee or both employees are on duty or off duty.
6. Submit to a urine, breath or blood test, when reasonable suspicion as defined in F-2 is present, and when appropriately ordered by a supervisor or manager.
7. An employee should notify their supervisor, before beginning work, when having consumed alcohol or when taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of equipment.
8. Provide within 24 hours of request (or as soon as possible) bona fide verification of a current valid prescription for any potentially impairing drug or medication identified when a drug screen/test is positive. The prescription must be in the employee's name.

9. Report to any supervisor up to and including the City Manager, or take other appropriate action when it is believed other employees may be under the influence of drugs or alcohol or engaging in illegal drug related activities.
10. Employees who believe they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance from the Employee Assistance Program or other resources available in the community. The City will be supportive of those who seek help voluntarily, and may authorize the use of earned sick leave or vacation, or leave of absence. The City will be equally firm in identifying and disciplining those who continue to be substance abusers and do not seek help.

F. MANAGEMENT RESPONSIBILITIES AND GUIDELINES

1. Managers and supervisors are responsible for reasonable enforcement of this policy, and for the administration of discipline as deemed appropriate, consistent with the Discipline Section (XVII).
2. Managers and supervisors may request and, if necessary, subsequently order that an employee submit to a drug and/or alcohol test when a manager or supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol while on the job. "Reasonable suspicion" is a clear indication based on objective facts and personal observation of at least two employees, one which must be a supervisor, sufficient to lead a reasonably prudent person to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job safely, effectively and efficiently is impaired.

For example, any combination of any of the following may constitute reasonable suspicion:

- a) Slurred speech;
- b) Odor of an alcoholic beverage on breath;
- c) Unusual, anti-social behavior which is so unusual that it warrants summoning a supervisor or anyone else with authority;
- d) Unsteady walking and movement;
- e) An accident involving the employee and/or equipment or property where the cause may be symptomatic of suspected use of drugs or alcohol;
- f) Patterns of physical altercation;

- g) Unusual behavior where the cause may be symptomatic of suspected use of drugs or alcohol;
- h) Possession of alcohol or drugs unrelated to job responsibilities;
- i) Information obtained from a reliable person with personal knowledge. The supervisor shall verify or corroborate such information prior to requesting or ordering an employee to submit to a drug test.

3. Any manager or supervisor requesting or ordering an employee to submit to a drug and/or alcohol test shall, prior to or within 24 hours of such requests, document in writing the facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence (as defined above) of drugs or alcohol.

4. Any manager or supervisor encountering an employee who refuses an order to submit to a drug and/or alcohol analysis shall remind the employee that failure to comply is insubordination and will result in disciplinary action. Where there is reasonable suspicion that the employee is under the influence of alcohol or drugs, the manager or supervisor shall, for safety purposes, provide the employee transportation from the work site to the collection facility to submit to the test.

5. In addition to the reasonable suspicion testing set forth above, individuals serving in the capacity as Helicopter Pilots, K-9 Handlers and Special Investigation Section shall be subject to random drug testing. Individuals serving in these sections shall be subject on a random periodic basis. Individuals wishing to enter these assignments may be subject to testing prior to being assigned. Testing conducted pursuant to the provisions of the random testing program shall be conducted pursuant to the provisions of this section.

6. Managers and supervisors shall not physically search the person of employees, nor shall they search the personal possession of employees without the consent of the employee.

G. PHYSICAL EXAMINATION AND PROCEDURE

The urine, breath, blood, or other appropriate test (as determined by the lab) may test for any substances which could impair an employee's ability to effectively and safely perform the functions of their job, including, but not limited to, prescription medications, alcohol, heroin, cocaine, morphine and its derivatives, PCP, methadone, barbiturates, amphetamines, marijuana and other cannabinoids. Any positive drug test shall be confirmed by a reliable test. The confirming test must be at the same or better level of accuracy as a Gas Chromatography/Mass Spectrometry (GC/MS) test. The sample shall be split and the employee shall have a right to said split sample for analysis by an independent laboratory.

H. RESULTS OF DRUG AND/OR ALCOHOL ANALYSIS

1. A positive result with confirmation from a drug and/or alcohol analysis may result in disciplinary action, up to and including discharge. However, consideration may be given to postpone, reduce or cancel pending disciplinary action when an employee voluntarily obtains treatment for a substance abuse problem. All relevant facts will be taken into consideration in determining if discipline is appropriate and if so, at what level.
2. If the drug screen is positive, the employee must provide within 24 hours of request (or as soon as possible) bona fide verification of a valid current prescription for the drug identified in the drug screen. The prescription must be in the employee's name. If the employee does not provide acceptable verification of a valid prescription, or if the prescription is not in the employee's name, the employee may be subject to disciplinary action up to and including discharge. Even if the employee has a prescription for the medication, the employee could still be disciplined if they did not comply with the requirements of this policy regarding use of prescription medications.
3. If an alcohol or drug test is positive for alcohol or drugs, the City shall immediately conduct an investigation to gather all facts. Any decision to discipline or discharge will be made at the earliest possible time and shall be carried out in conformance with applicable discipline procedures.
4. Any employee who tests positive for drugs and or alcohol is subject to follow up random testing over the 12 month period following the positive test. There will be at least two random follow up tests during the 12 month period.

I. CONFIDENTIALITY

Laboratory reports or test results shall be transmitted directly to the Director of Human Resources and shall not appear in an employee's general personnel file. Information of this nature will be contained in a separate confidential medical folder that will be securely kept under the control of the Director of Human Resources. The reports or test results may be disclosed to City management on a strictly need-to-know basis and to the tested employee upon request. Disclosures, without patient consent, may also occur when: (1) the information is compelled by law or by judicial or administrative process; (2) the information has been placed at issue in a formal dispute between the employer and employee; (3) the information is to be used in administering an employee benefit plan; (4) the information is needed by medical personnel for the diagnosis or treatment of the patient who is unable to authorize disclosure.

J. HOLD HARMLESS CLAUSE

The City agrees to indemnify, defend and hold PPOA harmless in the event of a lawsuit by an employee alleging that their civil or constitutional rights have been violated by agreement to this substance abuse policy. The City shall have the exclusive right to determine whether any such claim or suit shall or shall not be compromised, resisted, defended, tried or appealed.

EXHIBIT III – PROTECTIVE VEST AND BODY ARMOR REPLACEMENT

Protective Vests/Body Armor Replacement

1. The approved protective vest will be rated as a Level II or IIA or above.
2. The employee may receive a replacement vest or reimbursement for the purchase of a protective once every five years.
3. Reimbursement will not exceed \$920.00 for any one purchase or the cost of the vest, whichever is less.
4. Process for Use of Contract Vendor.

If the employee chooses, they may elect to request the vest currently offered by the Department through its contract vendor. The vest will be of the same standard and quality as prescribed for reimbursement. The employee shall submit a Uniform Replacement Request form along with documentation substantiating the age of the vest being replaced to their Chair of the Equipment Committee. Upon approval by the Chair of the Equipment Committee, the Request will be transmitted to the Records Section, processed and forwarded to the contract vendor for the price difference at the time of ordering the vest.

If the employee chooses to obtain the protective vest, the price of which exceeds \$920, the employee shall pay the contract vendor for the price difference at the time of ordering the vest.

5. Process for Employee Reimbursement.

An employee may choose to purchase a replacement vest and request reimbursement. The employee shall submit a Uniform Replacement Request form along with the receipt for the purchase of the protective vest and documentation of the age of the vest being replaced. The Section Administrator will verify the purchase and forward the receipt to the Chair of the Equipment Committee for approval.

Upon approval, the employee will be advised that reimbursement has been approved by the Chair of the Equipment Committee. A copy of the approved request will be forwarded to the Records Section for review for five year compliance and processing for reimbursement to the employee.

6. If the employee cannot produce a record of the purchase of the vest being replaced that documents the five year requirement, the Section Administrator may, at their discretion, approve the replacement request with an explanation.

7. If the request for a replacement vest is made due to the premature wear or damage, the Section Administrator will assure that an explanation or a police report describing the nature of the damage or wear is attached to the Uniform Replacement Request.