MEMORANDUM OF UNDERSTANDING

July 1, 2020 – June 30, 2022

between

CITY OF MARICOPA

MARICOPA POLICE OFFICERS'S COUNCIL –

CITY OF MARICOPA FRATERNAL ORDER OF POLICE

LODGE # 78

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PREAMBLE

Whereas the well-being and morale of the employees of the City are benefited by providing an opportunity to participate in the formulation of policies and practices affecting the wages, hours, benefits and other conditions of their employment; and

Whereas the parties hereby acknowledge that the provisions of this Memorandum of Understanding (hereinafter "Memorandum" or "MOU") are not intended to abrogate the authority and responsibility of the City government provided for under the statutes of the State of Arizona or the ordinances of the City; and

Whereas the parties, through their designated representatives, met and conferred in good faith pursuant to the Meet and Confer Ordinance in order to reach agreement concerning wages, hours, benefits and other conditions of employment in the bargaining unit;

Now, therefore, the City of Maricopa, hereinafter referred to as the "City" and the Maricopa Officers Council –City of Maricopa Fraternal Order of Police Lodge # 78, hereinafter referred to as the "Officers Council" having reached this complete agreement concerning wages, hours, and working conditions for the term specified, the parties submit the Memorandum to the Mayor and the City Council of the City of Maricopa with their joint recommendation that the body resolve to adopt its terms.

ARTICLE 1: RIGHTS

Section 1 – 1: **Purpose / Gender**

It is the purpose of this Memorandum to continue and maintain harmonious relations, cooperation, and understanding between the City and its employees; and to set forth the full and entire understanding of the parties reached as a result of a good faith meeting and conferring regarding wages, hours, benefits, terms and other conditions of employment of the employees covered hereby, which understanding the parties intend jointly to submit and recommend for approval and implementation to the Mayor and City Council.

Whenever any words used herein are in the masculine, feminine, or neuter, they shall be construed as though they were also used in another gender in all cases where they would so apply.

Section 1 – 2: **City and Management Rights**

The City and the City Manager's rights are not subjugated or diminished in any way by any expressed or implied duty or obligation to meet and confer. Retained management rights are not subject to the grievance procedure contained in any memorandum of understanding, nor are they subject to any other appeal or complaint process.

A. Subject to the terms of this Memorandum, the City has and will continue to retain, whether exercised or not, the unilateral and exclusive right to operate, administer, and manage its municipal services and workforce performing those services. The authority of the City shall not be modified or limited by inference or implication.

B. Subject to the terms of this Memorandum, the exclusive rights of the City shall include, but not be limited to, the right to determine the organization of City government, the purpose of each of its departments, and the purpose and mission of its constituent agencies, boards and commissions, to set standards of service to be offered to the public, and through its management officials to exercise control and discretion over its organization and operations, to establish rules and practices governing the conduct of employees, to direct and supervise its employees and their work, to take disciplinary action for just cause, to relieve its employees from duty because of lack of work or for other legitimate reasons, to determine whether goods and or services shall be made, to determine the methods, means and personnel by which the City's services are to be provided, including the right to schedule, and assign work and overtime, to hire, transfer and reassign employees and to otherwise act in the interests of

efficient service to the community. The City reserves the right to establish and revise work schedules and work locations; to establish, revise and implement standards for hiring and promoting employees; to determine the need for additional positions and the qualifications of new employees and to determine the qualifications for and/or the qualifications of employees considered for transfer and/or promotion; to evaluate and judge the skill, ability and efficiency and general work performance of employees; to adopt and to manage its budget, provide for the funding of certain levels of service, to add, delete, modify, or suspend certain programs, functions, divisions, and departments as the City Council in the exercise of its legislative authority to create and manage the City's budget and to determine whatever action to be necessary and appropriate. The City also has the right to take all necessary actions to maintain uninterrupted service to the community.

C. The City retains all rights not specifically limited by a memorandum of understanding approved in accordance with the provisions of the Meet and Confer Ordinance.

D. The enumeration of the above rights is illustrative only and is not to be construed as being all-inclusive.

<u>Section 1 – 3:</u> **Rights of the Officers Council**

A. The Maricopa Officers Council, as the authorized representative, has the exclusive right to serve as the meet and confer representative of all employees in the Maricopa Officerss Council, as described in the City of Maricopa Meet and Confer Ordinance. Employees in the group shall hereinafter be referred to as Unit Members.

B. Certain specified representatives of the Officers Council have the right to paid release time herein as follows:

   1) The Officers Council may designate up to four (4) Executive Board member representatives and shall notify the Chief of Police of such designations. There shall be no obligation on the City to change or adjust normal departmental scheduling or assignments of personnel as a result of such designations.

   2) One representative may, when the Officers Council is designated in writing by the employee group member as his/her representative, attend mutually scheduled grievance meetings and hearings with Department and City representatives without loss of pay or benefits. In no event shall this paid release time be used for any other purposes, such as gathering information, interviewing the grievant/appellant or witnesses, or preparing a

presentation. The Officers Council representative is required to obtain the permission of his/her Department supervisor to absent himself from his/her duties to attend scheduled grievance meetings. Subject to operational needs and scheduling factors, this permission shall not be unreasonably withheld.

3) An Officers Council representative wishing to enter a work area for the purpose of investigating a formal grievance must first gain the permission of the work area supervisor. This permission will not be unreasonably withheld, giving proper consideration to essential work of the Department and the occupational safety of the Officers Council representative.

C. Payroll Deduction

1) The City shall not make any payroll deductions for Unit Members on behalf of any non-certified group organization that purports to provide benefits similar to those offered by the designated Officers Council (as defined in the Meet and Confer Ordinance) during the term of this Memorandum.

2) It is agreed that the City assumes no liability on account of any actions taken pursuant to this Section. The City will, however, as promptly as technically possible, implement changes brought to its attention.

D. Facilities and Services

1) The Officers Council may distribute material on the Police Department premises (buildings and grounds) before and after the scheduled working hours of the person distributing and the employee receiving such material or in a non-work area during scheduled work hours provided that both the person distributing and the employee receiving such material are on their own time.

2) The City shall provide the Officers Council with space for one (1) bulletin board per station location, with dimensions not to exceed 4'x 6', which shall be purchased by the Officers Council for its use in communicating with its Unit Members at mutually agreeable locations. The City shall grant sole and exclusive use of such bulletin board to the Officers Council.

3) The bulletin board shall be used only for the following notices: recreational and social affairs of the Officers Council; Officers Council meetings; Officers Council elections; Reports of the Executive Board or committees; rulings or policies of the state or national organizations; and legislative enactments and judicial decisions affecting public sector labor relations. Any notices shall not contain anything political; anything reflecting

adversely on the City, any of its employees; or anything that is disruptive to the City's operations. The City may order the removal of any posted notice on the basis that it violates the requirements herein. The Officers Council may dispute the order of removal by filing a grievance. Posted material will be signed by an authorized official of the Officers Council.

4) The Officers Council is authorized to use areas in the Police Department facilities, as approved by the Chief of Police for pick-up by or distribution to Unit Members of the official Officers Council literature that is not political in nature, abusive of any person or organization.

E. Recognition

1) The City recognizes the Officers Council as the sole and exclusive Meet and Confer agent, pursuant to the Meet and Confer Ordinance for the purpose of the representation regarding wages, hours, benefits and other conditions of employment for all members in the Officers Council employment group as defined in the Meet and Confer Ordinance. The Officers Council shall have no rights beyond those specified in the Meet and Confer Ordinance and this Memorandum.

2) The Officers Council at their own expense may employ the services of an FOP Labor Specialist to assist them in negotiations with the City.

F. Solicitations and Distributions

1) The solicitation of Unit Members, dues and other internal Officers Council business shall be conducted only as authorized by this Memorandum and shall not interfere with the work process.

2) The use of working areas or use of City equipment and information systems, for the solicitation of Unit Members, dues, and distribution of other Officers Council business shall be prohibited unless allowed by a specific section of the Memorandum.

G. In recognition of the mutual benefit to both the City and the Officers Council, an Officers Council Member using Officers Council release time as defined in this MOU to conduct Officers Council business shall be accorded all medical insurance-related benefits. Approval of claims made for benefits will be determined in the same manner as any other employee.

H. A member of the Executive Board of the Officers Council, or a designated Officers Council representative, will, with the approval of the Chief of Police or his/her designee, subject to seventy two (72) hours written notice in advance, be authorized to engage in Officers Council related activities during City work hours on a non-paid basis. Approval for use of unpaid time

hereunder shall be subject to Department operational and scheduling factors and administration control as to the usage of such time, but shall not be unreasonably withheld. There shall be no use of official paid time for Officers Council related activities under this paragraph.

I. Each year that falls within this MOU, the City will, subject to operational requirements, allow release time with pay up to a maximum of three hundred (300) hours cumulative for up to four (4) representatives appointed in writing by the President of the FOP Lodge, to attend Employee Organization business, including but not limited to, labor training and seminars, State and national FOP conferences and meetings and board meetings. These hours are not subject to normal leave policies.

J. The Officers Council will be provided the names and contact information of newly eligible employees to possibly sign new employees into the Officers Council and to explain the rights and benefits under the MOU. The content of such information shall not be political in nature, abusive of any person or the Department or disruptive of the Department's operation. The time and location of recruitment will be outside of working hours during the orientation week of the new employee.

K. It is understood by the parties that the benefits granted by this Article shall not be interpreted or applied as requiring the employer to count as time worked, any hours or fractions of hours spent outside the Unit Member's work shift in pursuit of benefits provided by this Article. The employer shall count as time worked any hours or fractions of hours spent within the Member's regular work shift in pursuit of benefits provided by this Article.

L. The Officers Council may designate up to four (4) Unit Members to represent the Officers Council in the Meet and Confer process with the City. These designated Unit Members shall be paid their normal rate of pay if attendance is during their normal work shift. If a meeting has been scheduled during the designated Unit Members normal work shift and rescheduled because of a City representative's inability to attend the scheduled meeting, the Unit Member will be granted compensatory time for attending the meeting if it is rescheduled during a non-work shift. If the meeting is rescheduled because a Unit Member could not attend the Unit Member will not be granted compensatory time for attending the rescheduled meeting.

M. In the event that the City alleges that the Officers Council or a Unit Member, or the Officers or a Unit Member alleges that the City has violated a provision of the Meet and Confer Ordinance, the Officers Council, Unit Member, or City may submit such a claim through the Procedure for Alleged Breach of MOU in Article 2 of this Memorandum.

N. During the term of this MOU, July 1, 2020 to June 30, 2022, the Officers and Sergeants Councils will consider consolidating their unions into one. If they decide to consolidate, both unions must vote on consolidation by November 1 of 2021 to ensure the change does not impact the normal Meet and Confer schedule.

Section 1 – 4: **Member Rights**

A. Unit Members have the right to be represented by the Officers Council and to have a member of the Officers Council present during the grievance and the disciplinary process. The disciplinary process does not apply to a conversation with an employee during the normal course of work, counseling, instruction, informal verbal admonishment or other routine or unplanned contact with a supervisor.

B. If a Unit Member requests, representation will be allowed when the Unit Member is the subject of an administrative investigation by the Internal Affairs Section, any Police Department supervisor or any other Departmental or City grievance or appeal process or any time a Unit Member is questioned by a supervisor or management official and the Unit Member believes disciplinary, or punitive action may result. The Unit Member will obtain the most readily available Officers Council representative. The Officers Council representative will make every reasonable attempt to arrive within one (1) hour from the time the Unit Member makes a phone call to the representative. The Officers Council representative will attend the above interview only as an observer. At the end of the interview, but prior to the conclusion of the interview, the employee being interviewed may privately confer with their representative. Upon returning to the interview the employee will be allowed to ask clarifying and/or pertinent questions of the investigator. A Unit Member identified only as a witness will, upon request, be given the opportunity to consult with an Officers Council representative to discuss their rights and obligations prior to the interview. However, if the employee believes disciplinary action may result from the interview, the witness will be provided with an Officers Council Representative upon request.

C. The interview session shall be for a reasonable period of time, taking into consideration the gravity and complexity of the misconduct being investigated.

D. A Unit Member under investigation may request in writing every thirty (30) days as to the current status of the investigation. The Department will respond in writing within five (5) business days. This will include a brief description of the number of known witnesses still to

be interviewed and other investigative processes remaining to be completed, as well as an estimated date of completion.

E. A Unit Member has the right to present his/her own grievance in person and has the right to be represented. No grievance shall be adjusted in a manner that is contrary to the terms and conditions of this MOU.

F. The City shall count as time worked any hours or fractions of hours spent within the Unit Member's regular work shift in pursuit of benefits provided by this Article, as Officers Council Representative, but shall not count as time worked any hours or fractions of hours spent outside the Unit Member's work shift.

G. All Unit Members shall have the right to join or not to join the Officers Council as they individually prefer. Employees have the right to participate on behalf of or engage in activities on behalf of an Officers Council and have the right to refrain from such activity. Employees shall be free from any interference, restraint, or coercion by any employee, supervisor, or manager for or against the Officers Council. Violations may result in disciplinary action.

H. The Officers Council must equally and fairly represent all Unit Members. The Officers Council shall not deny membership based on race, creed, color, sex, disability, national origin, ancestry, religion, age or genetic testing.

Section 1 – 5: **Prohibition of Strike and Lockouts**

A. The Officers Council and Unit Members covered by this Memorandum recognize and agree that rendering of services to the community cannot under any circumstances or conditions are withheld, interrupted, or discontinued, and to do so would endanger the health, safety, and welfare of the citizens of the City of Maricopa.

B. The Officers Council pledges not to impair municipal services as directed by the City. The Officers Council will not for any reason, authorize, institute, aid, condone or engage in a slowdown, work stoppage, strike, or any other interference with the work and statutory functions and obligations of the City or the Department. During the term of this Memorandum, neither the City nor its agents for any reason shall authorize, institute, aid or promote a lockout of Unit Members covered by this Memorandum.

C. Should any Unit Member during the term of this Memorandum, and until such time that it is expressly and legally rescinded, breach the obligations of Section 1-5(B) set forth above, the

City Manager or his designee shall immediately notify the Officers Council that a prohibited action is in progress.

D. The Officers Council shall forthwith, through its Executive Board and other authorized representatives, disavow said strike or other prohibited action, and shall notify in writing all Unit Members and representatives of their obligation and responsibility for maintaining compliance with this Article, including their responsibility to remain at work during any interruption which may be caused or initiated by others. Copies of such notification shall be delivered to the office of the City Manager. In addition, the Officers Council shall advise all Unit Members violating this Article to immediately return to work and cease the strike or other prohibited activity. Such advice shall be delivered both orally and in writing to all Unit Members violating this Article with copies of the written notice to be delivered to the office of the City Manager.

E. Penalties or sanctions the City may assess against a Unit Member who violates this Section shall include, but not be limited to:

   1) Discipline up to and including discharge.
   2) Loss of all compensation and benefits, including seniority, during the period of such prohibited activity.

F. Should the Officers Council during the term of this Memorandum and until such time that it is expressly and legally rescinded, breach its obligations under this Section, it is agreed that all penalties set forth in the City Code, shall be imposed on the Officers Council, in addition to any other legal and administrative remedies available to the City that in its discretion it may elect to pursue.

G. Nothing contained herein shall preclude the City from obtaining judicial restraint or from seeking damages from the Officers Council, in the event of a violation of this Section.

ARTICLE 2: PROCEDURE FOR ALLEGED BREACH OF MOU

Section 2 – 1: Labor-Management Procedure for Alleged Breach of MOU

If either a designated Employee Organization or Employee claims that this Memorandum has been breached, the Parties alleging the breach shall:

A. First, with the objective of resolving the alleged breach, discuss their concerns or complaints with the Chief of Police or his designee outside of the designated employee group prior to filing a grievance. If the alleged breach is not resolved within ten (10) business days, a written allegation of the alleged breach may be filed with the Human Resources Department. To be considered, the alleged breach must be timely submitted and contain, at a minimum, the specific contractual provision(s) of this Memorandum that is/are alleged to have been violated with facts constituting the alleged violations(s) and the relief sought.

B. Human Resources shall schedule a meeting in an attempt to resolve the alleged breach no later than five (5) business days following receipt of the written alleged breach. Human Resources will have ten (10) additional business days to render a decision.

C. If the response of Human Resources does not result in resolution of the issue, the alleged breach may be submitted to a Review Committee within five (5) business days of the response. The Review Committee shall be composed of:

Chairman – A member designated by the City Manager.

Secretary – Human Resources Director or designee.

Member – Employee Organization President or his designee.

1) The Committee shall schedule a hearing regarding the alleged breach at which the parties shall be afforded the opportunity to fully present their positions and to be represented. Each party shall be entitled to bring documents and/or witness (es), at the expense of the party bringing the witness (es), to the meeting in order to present evidence on their behalf. Each party shall have the right to cross-examine the witness (es) brought by the other party.

2) If the Employee Organization so elects, in writing, within the above time limit, in lieu of such hearing the alleged breach may be reviewed by an arbitrator. The parties, or their designated representatives, shall agree on an arbitrator, and if they are unable to agree on an arbitrator within a reasonable time, either party may request the Federal Mediation and Conciliation Service to submit to them a list of seven (7) arbitrators who have had experience in the public sector. The parties shall, within five (5) business days of the receipt of said list, select the arbitrator by alternately striking names from said list until one name remains. Such person shall then become the arbitrator. The arbitrator so selected shall hold a hearing as expeditiously as possible at a time and place convenient to the parties, and shall be bound by the following:

i. The arbitrator shall be bound by the language of the Memorandum and Departmental rules and regulations consistent therewith in considering any issue properly before him.

ii. The arbitrator shall expressly confine himself to the precise issue submitted to him and shall have no authority to consider any other issue not so submitted to him.

iii. The arbitrator shall be bound by applicable State and City laws.

iv. The Review Committee or the arbitrator shall submit findings and advisory recommendations to the Employee Organization and to the City Manager. The cost of the arbitrator and any other mutually incurred costs shall be borne equally by the parties.

D. The City Manager shall, within ten (10) business days of the receipt of the written findings and recommendations, make the final determination of the alleged breach and submit it in writing to the Employee Organization.

E. Failure of City Management representatives to comply with time limits specified in this Section shall entitle the grievant to appeal to the next level of review; and failure of the grievant to comply with said time limits shall constitute abandonment of the grievance; except however, that the parties may extend time limits by mutual written agreement in advance.

F. The Employee Organization may, in its own name, file a grievance that alleges a violation by the City of the rights accorded to the Employee Organization by the specific terms of Article 1 – 3 of the Memorandum. All other grievances must be filed and signed by a Unit Member, subject to the provisions of this Article.

G. Employer grievances, should they occur as a result of official Employee Organization activities or actions, including the failure to act as required under this Memorandum, will be presented directly to the Employee Organization President within fifteen (15) business days of the occurrence prompting the grievance. The President shall in each case provide a written answer within five (5) business days from receipt of the grievance.

Section 2 – 2: **Personnel Grievance Procedure**

The City will maintain its current personnel grievance procedure for Unit Members during the term of this Memorandum notwithstanding changes required by federal, state or case law changes that are universal in their impact within the public sector.

Section 2 – 3: **Police Department Labor- Management Committee**

A. There shall be a Police Department Labor-Management Committee consisting of a minimum of two (2) Unit Members representing the Employee Group and two (2) Unit Members representing Police Department Management. One of the Unit Members representing the Police Department shall be the Chief of Police or his designee. The purpose of the Committee is to facilitate improved labor-management relationships by providing a forum for free and informal discussion of mutual concerns and problems.

ARTICLE 3: COMPENSATION AND WAGES

Section 3 – 1: **Wages**

A. Salary Step Merit Increases will be awarded following the City of Maricopa Performance Evaluation, Policy 3.2.3.
B. An anniversary date shall not change for an internal lateral transfer or special assignment. An internal lateral transfer is defined as a transfer within the department with no increase in pay.
C. For the term of this Memorandum, if the City provides employees a wage increase to counter act the effects of inflation, all unit members will receive the same increase.
D. Members will follow the step plan in Appendix A.
E. The City will do a market study every two (2) years beginning the effective date of (FY 21/22) of this MOU to determine compensation and ensure City wages remain competitive. The survey will include salary, benefits and cost of living. City staff will conduct the survey comparing like positions in the following cities: Apache Junction, Buckeye, Casa Grande, Goodyear, Oro Valley, Sierra Vista. The survey will be conducted in October and November with results published by December 15. Any salary changes deemed appropriate, that the City is able to afford, will begin on July 1 following the survey.

F. A new lateral employee shall follow the agreed upon pay scale (Appendix A) and shall not be placed higher than step five (5) depending on the number of certified sworn years of service the new employee can prove is in accordance with Arizona Administrative Code R13-4-104. Placement shall match the number of sworn years up to five (5) years. In extreme circumstances, for staffing needs, the City Manager can approve an exception.

Section 3 – 2: **Compensatory Time Cash Out**

A. Unit Members hired after July 1, 2020, who have a compensatory balance of 100 hours or more, at the beginning of the calendar year will automatically be paid out for the additional time in the first full pay check of the new year.

B. Unit Members hired prior to July 1, 2020 will be capped accruing compensatory time at 480 hours.

   a. Unit Members who have a compensatory balance of 100 hours or more, may submit a request to cash compensatory time on or before November 1 of each calendar year.

   b. Compensatory time will be paid on the first full paycheck of November.

Section 3 – 3: **Travel Time in City Vehicle**

A. Members who are directed or approved to conduct law enforcement business on behalf of the City of Maricopa may use a City vehicle on paid City time under the following conditions:

   1) The purpose of the travel has been pre-authorized by the member's supervisor.

   2) Compensation for the travel time begins from the time the member reports to his duty station to pick up a City vehicle.

   3) If the member engages in travel or activities that are outside the scope of authorized City business, he could be held personally liable in the event of a vehicle accident.

B. The Chief of Police may pre-authorize individual requests from members to use a personally owned vehicle to travel on City business, on an exception basis.

Section 3 – 4: **Court Overtime**

A. When the following conditions are met, the Unit Member will be paid a minimum of 2 hours at 1 ½ times their base hourly pay:

1) The Unit Member has verified with his supervisor that he is required to appear in court to testify concerning official duties at a time outside of his regularly scheduled shift.
2) The Unit Member has verified with his supervisor that he is compelled to meet with a prosecutor or defense attorney outside of his regularly scheduled shift in person or via telephone or video.
3) The Unit Member has been provided less than a 12-hours advance notification that they need not appear for a previously scheduled court appearance, prosecutor interview, or defense attorney interview.

B. Interviews as described in Section 3-5 (A), that require less than fifteen (15) minutes of the Unit Member's time will be considered de minimus and will not be eligible for the 2-hour minimum overtime compensation.

Section 3 – 5: **Top Out Incentive**

A. Unit Members who have been at the top step of the Pay Plan for one year, and who receive a "meets" rating on their annual performance appraisal, will receive a lump sum payment of $1,500 each year these conditions are met.

B. This one-time annual payment will be made on the first paycheck following the Unit Member's anniversary date and receipt of the Unit Member's annual performance appraisal by the HR Department.

Section 3 - 6: **Bi-Lingual Pay**

A. Unit Members, who pass a bi-lingual screening administered by the Police Department for a language deemed by the Police Chief as useful in our community, will receive $50.00 per month.

Section 3 - 7: **Deferred Compensation**

A. Effective July 1, 2020, the City shall match (actual percentage to percentage) up to two percent 2% of each employee bi-weekly base salary per pay period after completing their one (1) year probation period of employment. Base pay does not include special temporary pays, overtime or other benefits.

Section 3 - 8: **Field Training Officer/SRO Pay**

A. While an officer is engaged in field training responsibilities they will receive an additional 5% of their regular base rate of pay.

Section 3 - 9: Call Out Pay

A. When an employee is called back after leaving City facilities, at a time other than their regularly scheduled assigned shift, they will receive a minimum three hours pay at one and a half (1 ½) their base pay calculated to the nearest quarter hour except the officer will not be eligible for additional compensations during the three-hour period.

B. Time begins when the employee is notified and continues to 30 minutes beyond the completion of duties or return to residence, whichever is first.

C. If within three hours of regular shift, compensate from beginning of overtime to report for duty time.

D. Employees called back because of their own negligence will be paid in accordance with paragraph 3-9 A. but will not be eligible for the three hour guarantee minimum. A disputed claim of negligence may become subject to the grievance procedure.

Section 3 - 10: Shift Differential

A. Night shift differential – when working a shift that ends at or after 10:00 p.m., the employee will receive an additional $.60/hour to base rate of hourly pay.

B. Weekend shift differential – when working a shift between 2:00 p.m. on Friday to 11:59 p.m. on Sunday, the employee will receive an additional $.25/hour to base rate of pay.

C. Shift differential is not paid on sick, vacation or comp time.

ARTICLE 4: BENEFITS

Section 4 – 1: Change of Regular Schedule

A. At times, the department may have operational needs that necessitate a change in current work schedules.

1) The department will give an officer a minimum seven (7) day advance written notice when regular days off will be changed.

2) If no operational need exists, and the seven (7) day written notice is not given, then the change of regular days off or work hours will be rescheduled to allow for the seven (7) day notice.

B. This policy does not apply to specialty assignments where the intent of the Department to change a member's schedule with less than seven (7) days written notice has been previously articulated in writing to the member as a condition of employment within that specialty unit.

Section 4 – 2: **Holidays**

A. Unit Members will receive holiday pay for the following holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday After Thanksgiving
Christmas Day

B. Unit Members will receive eight (8), ten (10) or twelve (12) hours of holiday pay as determined by the Unit member's regular work schedule. Holiday pay is paid at the Member's base rate of pay.

C. Unit Members who meet expectations on their annual performance review will receive one additional personal day to be used prior to their next annual evaluation and will not be paid out upon the employee's termination from the City of Maricopa. Such personal day may not be accumulated and must be used in accordance with Department policies. The personal day will be added to the employee's bank at the completion of their performance evaluation.

D. Unit members shall not have to use vacation, sick, or compensation time when a paid holiday is able to be observed by the unit member. The holiday will be observed to match the unit member's regular schedule of either eight (8), ten (10), or twelve (12) hours.

E. In addition to the holiday pay mentioned in subsection A, Unit Members who work on Thanksgiving, Friday after Thanksgiving, Christmas Day, or New Year's Day will receive time and a half for all hours worked that day.

F. Unit Members will receive two (2) floating holidays at the beginning of the fiscal year to be used within the fiscal year and in accordance with Department policies.

Section 4 – 3: **Sick Leave Transfer**

Unit Members **will follow City of Maricopa Vacation, Sick Time and Leave Policy 5.1.1.**

Section 4 – 4: **Off Duty Employment**

This provision applies to work with non-city contractors only.

A. Officers who are eligible for Off Duty Employment in accordance with Maricopa Police General Order may do so in accordance with that General Order.

B. Officers may use personal safety equipment, supplied by the department, in the course of those duties.

C. Department vehicles may be used in accordance with Maricopa Police Department General Orders.

D. The rate assessed for an Officer will be at the overtime rate for a topped out officer.

E. Effective July 1, 2015, the following minimum fee schedule will be in effect:

Hours	***Minimum Hours Charged***
0 - 3	3
4 - 6	6
7 - 8	8
9 - 10	10

F. Overtime jobs will not be scheduled to last more than ten (10) hours.

G. Jobs must be canceled with no less than twenty-four (24) hours' notice.

H. The contractor will be assessed a three (3) hour minimum fee for jobs that are canceled with less than twenty-four (24) hours' notice.

I. Jobs that require four (4) or more Officers will also require staffing of a Maricopa Sworn Supervisor.

J. Unit Members cannot work for a non-City contractor if the total hours they work in a day will be more than 16 hours. Unit Members working for a non-City contractor must also have a minimum of eight (8) hours between shifts.

Section 4 – 5: **Uniform, Clothing, and Equipment**

A. Effective July 1, 2020, Unit Members will receive a base uniform allowance in the amount of One Thousand two hundred and fifty and 00/100 dollars ($1,250) per fiscal year.

B. Unit Members participating in the following areas will receive the following in addition to the base allowance set forth in Section 4-5 (A):

Detectives $300.00
(Permanently assigned to CID and/or a Task Force for six months or more)
Motor Officers (Assigned to bikes only) $300.00
SRT (Maintenance for replacement clothing) $300.00
K - 9.....$300.00

C. This allowance will be split and paid in two installments. One in the first full pay period in July and the second in the first full pay period in January.

D. This allowance shall not be used for new or replacement ballistic vests which will be provided by the Department.

Section 4 – 6: **Military Leave**

A. Employees are granted military leave for annual training for a period not to exceed thirty (30) days in any two (2) consecutive calendar years.

B. An employee who requests absence with pay on military leave pursuant to A.R.S. 26-168, 26-171 or 38-610 shall submit a copy of the orders for duty with the request for military leave. The amount received from the armed services for active duty will be retained by the employee.

C. Employees returning from extended military service will be reinstated pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Military leave shall result in no loss of seniority, pay, vacation or other employment rights. Military leave in excess of thirty (30) work days is charged to accrued vacation, compensatory time, by employee choice, or general leave without pay.

ARTICLE 5 - MISCELLANEOUS

Section 5 – 1: **Saving Clause**

A. If any Article or Section of this Memorandum should be held invalid by operation of law or by final judgment of any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal, the remainder of this Memorandum shall not be affected thereby; and upon issuance of such final decree, the parties, upon request of either of them, shall meet and confer and endeavor to agree on a substitution provision or that such a substitute provision is not included.

B. It is recognized by the parties that this MOU shall be administered in compliance with appropriate provisions of the Fair Labor Standards Act as may be amended; consistent with the provisions of this MOU and current overtime policies of the City of Maricopa.

Section 5 – 2: **Copies of Memorandum**

A. Within sixty (60) days of the date that this Memorandum is adopted by the City Council, every Unit Member, supervisor and management personnel shall receive an electronic copy of the adopted Memorandum.

Section 5 – 3: **Seniority**

A. Upon approval of the Agreement, the City shall provide the Association with a list of Unit members indicating each Police Department member's hire date and date of certification in the State of Arizona as a law enforcement officer as defined in ARS 38-1101 (P)(4)(a). The Association will then return a member-approved seniority list.

B. Seniority shall be sworn date with the City of Maricopa followed by the length of continuous service within a classification title/rank.

C. Classifications for the purpose of this section are:

    1) Recruit – Non-certified employee,
    2) Officer – Certified Law Enforcement employee, and

3) Sergeant – Certified Law Enforcement employee.

D. Seniority shall be used for shift bid, vacation schedules, and determination of layoffs. Seniority may be used as a factor for work assignments.

E. Lateral entries shall have seniority based on Article 5-3(2).

F. In the event an employee is demoted, seniority shall be calculated as follows; the amount of continuous service in the rank from which the member was demoted will be added to the amount of continuous service in the rank to which the member is being demoted.

G. When it is determined that a layoff is necessary, the selection of members being terminated shall be based on seniority. Seniority will be based on Article 5-3(2) and will include years, months, and days. DROP participants are considered to have continuous service with the City.

Section 5 – 4: **Limited Duty Status**

A. Unit Member, who is injured on the job, will follow the City's Return to Work / Modified Duty Police 5.4.2.

Section 5 – 5: **Term and Effect of Memorandum**

A. The Memorandum shall remain in full force and effect from July 1, 2020, through June 30, 2022; and thereafter shall continue in effect year-by-year unless one (1) of the parties notifies the other in writing no later than November 1 each year of its request(s) to modify or terminate it. In the event this MOU expires during the meet and confer process for a successor agreement, all the terms and conditions of this MOU shall remain in full force and effect and no unilateral changes to this MOU or any of its terms and conditions may be made.

B. If the City Council of the City of Maricopa declares a fiscal emergency, then the parties hereto are required to meet and confer consistent with the scope of said declaration.

C. Except as expressly provided in this Memorandum, the City shall not be required to meet and confer concerning any matter, whether covered or not covered herein, during the term or extensions thereof.

D. The lawful provisions of this Memorandum are binding upon the parties for the term thereof. The Officers Council having had an opportunity to raise all matters in connection with the meet and confer proceedings resulting in this Memorandum is precluded from initiating any further

meeting and conferring for the term thereof relative to matters under the control of the City Council or the City Manager.

E. This Memorandum constitutes the total and entire agreement between the parties and no verbal statement shall supersede any of its provisions.

F. The City's rules and regulations, administrative directives, departmental rules and regulations, and workplace practices shall govern employee relations unless there is a specific conflict with a memorandum of understanding approved by the City Council pursuant to the Meet and Confer Ordinance. Where a specific conflict exists, the memorandum of understanding shall govern. A memorandum of understanding cannot contradict the Meet and Confer Ordinance.

G. Notwithstanding Section (C) and (D) set forth above, the City Manager and the designated representative of the Employee Organization any alter the terms of this memorandum by executing a mutual letter of agreement. Any such letter of agreement shall not include any alterations that increase the fiscal impact of this memorandum to the City or decrease the benefits provided to the members of the Employee Organization. Upon execution, any letter of agreement must be provided to the City Council and the members of the Employee Organization.

H. If any section or provision of this Memorandum violates existing Federal, State, or City law, then such law shall supersede such provisions or section.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names this 2ND day of JUNE, **2020.**

City of Maricopa

By: _____
Mayor

Officers Council Representative

By: _____
Michael Dennison, F.O.P.
Lodge #78

Attest: _____
City Clerk

CITY OF MARICOPA INCORPORATED 2003 MARICOPA, ARIZONA

Approved to form:

_____
City Attorney

(SEAL)

ATTEST: _____

APPENDIX A

Police Officer Step Pay Plan

Step	Hourly Rate	Annualized Pay
0	$24.715	$51,407.79
1	$26.016	$54,113.46
2	$27.057	$56,278.00
3	$28.139	$58,529.12
4	$29.265	$60,870.28
5	$30.435	$63,305.09
6	$31.653	$65,837.30
7	$32.919	$68,470.79
8	$34.235	$71,209.62
9	$35.605	$74,058.01