



**MASTER MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF CULVER CITY
AND
CULVER CITY FIRE MANAGEMENT GROUP**

January 1, 2005 through December 31, 2008

**CULVER CITY FIRE DEPARTMENT
HEADQUARTERS - STATION 1**



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

RESOLUTION NO. 2005-R 067

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CULVER CITY, CALIFORNIA, APPROVING AND ADOPTING A MEMORANDUM OF UNDERSTANDING WITH THE CULVER CITY FIRE MANAGEMENT GROUP AND RESCINDING RESOLUTION NO. 2000-R104.

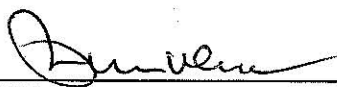
WHEREAS, the Culver City Fire Management Group employees and City representatives have met and conferred and executed a "Master Memorandum of Understanding.

NOW, THEREFORE, the City Council of the City of Culver City, DOES HEREBY RESOLVE AS FOLLOWS:

1. The Master Memorandum of Understanding, a copy of which is attached hereto and made a part hereof, is hereby approved for the period January 1, 2005, through December 31, 2008.

2. The City Treasurer and the Chief Administrative Officer are hereby authorized to adjust the budget and the records of employees necessary to pay the salaries and costs related to the terms of the approved Master Memorandum of Understanding.

APPROVED and ADOPTED this 10th day of October 2005.


ALBERT VERA, MAYOR
City of Culver City, California

ATTEST:

CHRISTOPHER ARMENTA, City Clerk
A05-00569


APPROVED AS TO FORM:

CAROL A. SCHWAB, City Attorney

TABLE OF CONTENTS

ARTICLE ONE	Employee and Employer Rights.....	1
ARTICLE TWO	Salaries and Compensation.....	7
ARTICLE THREE	Work Periods, Schedules, Constant Staffing and Emergency Service Refill (ESR) Plan.....	13
ARTICLE FOUR	Supplemental Benefits.....	19
ARTICLE FIVE	Leaves of Absence	32
ARTICLE SIX	Working Conditions.....	52
ARTICLE SEVEN	General Provisions	54
PARTIES TO THE AGREEMENT	57
INDEX	58

MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF CULVER CITY, CALIFORNIA
AND
CULVER CITY FIRE MANAGEMENT GROUP

ARTICLE ONE

EMPLOYEE AND EMPLOYER RIGHTS

I. PARTIES TO THE MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding, hereinafter called the "MOU" is made by and between the City of Culver City, California, hereinafter called the "City", and the Culver City Fire Management Group, representing Battalion Chief, Battalion Chief/Fire Marshal, Battalion Chief/Assistant Chief, and Fire Chief, hereinafter called "unit employees." This MOU is made pursuant to the California Government Code Section 3500, et seq.

II. RECOGNITION

1. The City Council hereby recognizes the Fire Management Group as representative of the classes of positions of:
 - Battalion Chief;
 - Battalion Chief/Fire Marshal;
 - Battalion Chief/Assistant Chief; and
 - Fire Chief.
2. The Fire Management Group agrees to waive the timely filing period for unit modification, as defined in the City's Employer-Employee Relations Resolution (ERR), such that the City may initiate discussions regarding possible modification of the bargaining unit regarding Executive Management.

III. BARGAINING UNIT CHANGES

Any change in the classes which compose the Fire Management Group Employees unit shall be in accordance with the provisions of the City's Resolution No. CS-7938, as amended.

IV. NONDISCRIMINATION

A. POLICY

No unit employee shall be subject to discrimination which is prohibited by applicable federal, state or local law. In accordance with this policy, the City agrees that no unit employee shall be interfered with, intimidated, restrained, coerced, or discriminated against because of political opinions or affiliations, race, religious belief, age, sex, physical or mental disability, or because of the exercise of his or her rights under this MOU.

B. FIRE MANAGEMENT GROUP AGREES NOT TO DISCRIMINATE

In accordance with the above policy, the Fire Management Group agrees not to discriminate against a unit employee because of the exercise of his or her rights granted under this MOU, or with respect to admission to membership and the rights of membership in the Fire Management Group.

V. DEDUCTIONS

A. DUES/INSURANCE CHECKOFF

1. During the term of this M.O.U. the Fire Management Group dues and insurance plan fees (being uniform in dollar amount for all members) shall be deducted by the City in twenty four (24) bi-weekly increments from the salary of each unit employee who has filed a written authorization on the appropriate City form that such deduction be made.
2. A unit employee may cancel a deduction at any time by filing a written authorization, on the appropriate City form, that such deduction be discontinued.
3. If an Agency Shop exists, an employee may request an amount equal to the dues to be paid to an approved charitable organization provided that the employee meets the criteria set forth in Government Code Section 3502.5. The employee shall be responsible for designating such organization on the appropriate City form.
4. Changes in the amount to be deducted for dues may only be made twice a year, during the first payroll period beginning in January and the first payroll period beginning in July.

B. INDEMNIFICATION

The Fire Management Group agrees to indemnify and hold harmless the City against all claims, including costs of suit and reasonable attorney fees and/or other forms of liability arising from the implementation of the provisions of this Section.

VI. RIGHTS

A. EMPLOYEE RIGHTS

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

B. CITY'S RIGHTS

The Fire Management Group acknowledges that the City reserves the right, without the obligation to meet and confer, to make the final determination as to all matters which are necessary to manage, control and administer the City's operations including but not limited to:

1. Determining the mission of the City's constituent departments, commissions and boards;
2. Setting standards of service;
3. Determining the procedures and standards of selection for employment and promotions, directing unit employees, and taking disciplinary action;

ARTICLE ONE

4. Relieving unit employees from duty because of lack of work or other legitimate reasons, maintaining the efficiency of governmental operations;
5. Determining the methods, means and personnel by which governmental operations are to be conducted;
6. Determining the content of job classifications;
7. Taking all necessary actions to carry out the City's mission in emergencies;
8. Exercising control and discretion over the City's organization and the technology of performing its work;
9. Regulating the use of all equipment and other property of the City;
10. Establishing, altering or disposing of operations, departments, commissions or boards;
11. Determining the work to be contracted out;
12. Determining the complement of unit employees needed or assigned to a particular function or work location;

C. IMPACT OF CITY RIGHTS

1. With the exception of the impacts of any change in staffing, the City recognizes its obligation to meet and confer on the impacts of any decision made by the City under this section if the impact of the decision affects other terms and conditions of employment.
2. If any provision of this subsection is found to be inapplicable and/or in conflict with final court decision or decree or state law affecting Culver City, the remainder of this subsection shall remain in effect.

D. MODIFYING EMPLOYEE STAFFING LEVELS - WAIVER OF MEET AND CONFER

1. The Fire Management Group recognizes that the City may establish and modify employee staffing levels and therefore agrees to waive all rights pursuant to Section 3500 et. seq.

ARTICLE ONE

of the State Government Code relating to meeting and conferring over any impacts resulting from any changes to staffing levels.

2. In the event the City determines to make a change in staffing levels, it shall provide the Fire Management Group with a (sixty) 60 calendar day written notice setting forth the proposed change(s), prior to taking any action. Upon request by the Fire Management Group, without unreasonable delay, the City's representatives shall meet with the Fire Management Group's representatives to discuss the change(s) and their impact.
3. After sixty (60) calendar days from the date written notice is mailed to the Fire Management Group, the City shall have the right to implement the change(s). Time limits may be extended only upon mutual agreement.

VII. PAID TIME OFF FOR FIRE MANAGEMENT GROUP REPRESENTATIVES

A. RELEASE TIME

1. Leave of absence with pay is authorized for representatives of the Fire Management Group to attend conferences, meetings, institutes, or similar affairs (in addition to meet and confer sessions with City representatives to include reasonable preparation time).
2. The total leave granted for the calendar year for the bargaining unit shall not exceed:
 - 56-hour per week employees: one-hundred eighty hours (180) hours; or
 - 40-hour per week employees: one-hundred twenty hours (120) hours.
3. Such leave is subject to prior approval of the Fire Chief and may be denied if approval requires overtime expenditures for operational coverage for more than two representatives at any one time.
4. The Fire Management Group may approve payment to a representative for his/her off-duty time spent for Union purposes.

ARTICLE ONE

5. In using this leave for such purpose, Fire Management Group authorized payment shall not constitute wages or hours worked for computation of overtime in the respective work period.

B. USE OF OTHER LEAVES

This special leave of absence will not prohibit unit employees from requesting and being granted Vacation Leave, Administrative Leave, or Leave of Absence Without Pay within governing rules and departmental policies.

C. RELEASE TIME CERTIFICATION

An officer of the Fire Management Group will certify that the Fire Management Group is authorizing the unit employee to use the time. This certification is to be signed and attached to the "Request for Leave of Absence form."

ARTICLE TWO

SALARIES AND COMPENSATION

I. SALARIES

A. SALARY INITIATIVE ORDINANCE

The parties agree that salary adjustments for unit employees covered herein shall be as provided for by the Police and Fire Initiative Ordinance as amended herein.

"Section 1. SHORT TITLE. This ordinance shall be known as "The Salary Ordinance for Police Officers and Fire Fighters of the City of Culver City."

"Section 2. DEFINITIONS. The words and terms defined in this section shall have the following meanings in this ordinance:

- a. Base Monthly Salary - the compensation attached to the positions occupied by employees of the Police Department or the Fire Department, in the job classifications listed in this ordinance. Overtime pay, bonuses, longevity, retirement, assignment pay, or other special pays are excluded.
- b. Salary Steps - specific salary levels for the classifications of Police Officer and Fire Fighter. The number of steps and time intervals of their occurrence is determined by the City and County of Los Angeles' salary steps and time intervals for comparable positions.
- c. Salary Rate - each hourly salary listed in the Schedule of Salary Ranges adopted by Resolution CS-7714, as amended."

"Section 3. SALARIES

- a. The salary steps for the classification of Police Officer in the Police Department of the City of Culver City shall be set at an amount not less than the average of base monthly salaries for comparable steps in classifications in the Police Department of the City of Los Angeles and the Sheriff's Department of the County of Los Angeles.
- b. The salary steps for the classification of Fire Fighter in the Fire Department of the City of Culver City shall be set at an

ARTICLE TWO

amount not less than the average of base monthly salaries for comparable steps in classifications in the Fire Department of the City of Los Angeles and the Fire Department of the County of Los Angeles.

- c. The salary for all other classifications in the Police Department shall be set at an amount not less than the percentages listed below:

Police Classification	Salary not less than:
Police Sergeant	Top Step Police Officer + 15%
Police Lieutenant	Police Sergeant + 19%
Police Captain	Police Lieutenant + 15%
Assistant Chief of Police	Police Captain + 10%
Chief of Police	Police Captain + 20%

- d. The salary for all other classifications in the Fire Department shall be set at an amount not less than the percentages listed below:

Fire Classification	Salary not less than:
Fire Engineer	Top Step Firefighter + 15%
Fire Captain	Fire Engineer + 15%
Battalion Chief	Fire Captain + 19%
Battalion Chief/Fire Marshal	Battalion Chief + 15%
Battalion Chief/Assistant Chief	Battalion Chief + 15%
Fire Chief	Assistant Chief + 15%

- e. Notwithstanding subsections 3a. through 3d., each salary step for Culver City Police Officers and Fire Fighters shall be set at the Salary Rate nearest the amount described in subsections 3a. through 3d.
- f. Whenever base monthly salaries for Police Officers or Fire Fighters are approved for adjustment by the elected governing body of the City of Los Angeles or the County of Los Angeles, or both, the City Council of the City of Culver City within thirty days shall adjust salaries of Culver City Police Officers or Fire Fighters, or both, in accordance with this ordinance. Said salary adjustments shall be effective the first pay period following the effective date in the City of Los Angeles or the County of Los Angeles including any retroactive adjustment of the Base Monthly Salary”.

"Section 4. APPLICABLE LAWS

- a. Conditions of employment, except the setting of salaries as herein above stated, are based upon and pursuant to applicable law.
- b. If any section of this Ordinance or part thereof shall be declared unconstitutional or illegal for any purpose, then the illegal section shall not affect the validity or legality of the remaining portion or portions of this Ordinance.

B. SALARY CALCULATIONS

Salary rates determined as provided in Section 3e. of the Ordinance above shall be set at the rate nearest to, but not less than, the average rate calculated. Differentials between ranks, as provided in 3d. above, and for the addition of special pays, shall be calculated by multiplying the base rate of the applicable class and step by the specified percentage amount (rate times 1.xxx), and shall be set at the salary rate nearest to, but not less than, the calculated amount.

C. CONVERSION OF SALARY TABLE

During the term of this MOU, in the event the City converts its salary range tables to comply with payroll programming requirements, the Fire Management Group agrees that the existing pay rate of each unit employee will be changed to the rate in the new table which is nearest to the existing rate and not less than that established pursuant to the Initiative Ordinance. The parties also mutually agree to discuss a simplified salary schedule, with all hours paid on the fifty six (56) hour basis, converting the pay (for time worked or leave taken or paid) for unit employees in the forty (40) hour non-suppression assignments by a factor of 1.4. Parties agree that this payment methodology is intended to resolve pay differences between forty (40) hour and fifty six (56) hour employees under current Initiative Ordinance calculations.

D. SCHEDULE CALENDAR

- 1. The City agrees to print schedule calendars annually, in color:
 - "A" shift in red
 - "B" shift in blue
 - "C" shift in green

2. The schedule calendars shall identify:
 - payroll periods,
 - 28-day cycles
 - holidays,
 - firefighter shift schedules, and
 - scheduled hours for each shift in each pay period.
3. The size, number and type of calendar will be determined between the Fire Management Group and the Fire Chief.

II. SALARY ADJUSTMENTS IN ADDITION TO POLICE AND FIRE INITIATIVE ORDINANCE

A. EFFECTIVE WITH THE PAY PERIOD THAT INCLUDES JANUARY 1, 2006

Effective with the pay period that includes January 1, 2006 (December 26, 2005 through January 8, 2006) unit employees shall receive a two percent (2%) salary increase above their hourly salary rate which was effective on December 25, 2005.

B. IN ADDITION TO ANY SALARY ADJUSTMENTS FROM POLICE AND FIRE SALARY INITIATIVE ORDINANCE

The two percent (2%) salary adjustment as set forth in this section shall be in addition to any salary adjustments granted through the Police and Fire Salary Initiative Ordinance.

III. SUPPLEMENTAL COMPENSATION

A. ACTING PAY

1. Any permanent or probationary employee who is required to, and acts and performs duties included within a higher classification and which are broader than the specifications governing such employee's position shall be paid in accordance with the step and salary range appropriate for such higher classification in the event that such acting service extends for a period in excess of eighty (80) consecutive working hours for 40-hour per week employees or five consecutive twenty-four (24) hour working shifts for 56-hour per week employee.

ARTICLE TWO

2. Employees receiving acting pay as set forth above shall continue to receive the benefits associated with his/her permanent position and *not* the benefits associated with the acting position.

IV. SPECIAL ASSIGNMENT PAYS

A. CERTIFICATE PAY / EDUCATIONAL INCENTIVE

1. COMPENSATION

- a. Each Fire Management employee who meets the requirements as listed below shall be paid based on a salary range pay rate which is approximately thirteen percent (13%) greater than the base pay for the class.
- b. Employees who have not met the requirements upon adoption of this M.O.U. but do so during the term of the M.O.U. shall receive the applicable pay rate effective the first payroll period after they have met the requirements.

2. REQUIREMENTS

- a. Possession of a California State Board of Fire Services Certified:
 - Fire Officer*; or
 - Chief Officer; or
 - Fire Marshal certificate.

**Effective January 1, 2007, Certified Fire Officer will no longer be accepted.*

- b. Ten (10) years of fire suppression experience, including two (2) years at the rank of Fire Captain or higher.
- c. An Associate of Arts degree in Fire Science, or a Bachelor Degree in any subject.

B. EMERGENCY MEDICAL TECHNICAL (EMT) CERTIFICATION PAY

Emergency Medical Technician Pay shall be provided to Fire Management unit employees at the rate of three percent (3%), as long as said unit employees maintain EMT Certification.

C. ASSISTANT FIRE CHIEF / FIRE MARSHAL ASSIGNMENT PAY

1. Battalion Chiefs regularly assigned to administrative functions such as Assistant Fire Chief or Fire Marshal shall receive additional assignment pay for significant increases in management job duties and responsibilities.
2. Fire Marshal and Assistant Fire Chief regularly assigned to a 40-hour work week assignment shall receive assignment pay of fifteen percent (15%) higher than the base salary for Battalion Chief on the 56-hour suppression assignments.

IV. USE OF TIMEKEEPING/STAFFING

The City and the Fire Management Group agree to continue discussion regarding the use of the Telestaff system including changes to policies that affect wages, hours and working conditions.

ARTICLE THREE

**WORK PERIODS, SCHEDULES CONSTANT STAFFING AND
EMERGENCY SERVICE REFILL (ESR) PLAN**

I. WORK SCHEDULE

The appointing authority is authorized to establish work schedules for employees reporting to him/her subject to the provisions of the MOU.

A. SHIFT CHANGE

1. The parties acknowledge the mutual benefits the City and the Fire Management Group receive in having the unit employees covered herein spend additional time at the time of shift change to exchange information on the activities, equipment conditions, and management directives which occurred during the period the off-going shift was on duty.
2. Details regarding shift changes are set forth in the Fire Department Rules and Regulations and are incorporated herein by reference.

B. TIME RECORDS

The City shall provide for the maintenance of records of time worked including overtime, time docked, and time on leave of absence.

II. EQUIVALENT BIWEEKLY, MONTHLY AND ANNUAL RATE

1. Except for Fire Suppression unit employees, equivalent biweekly pay rates shall be determined by multiplying the hourly rates by eighty (80) hours, and equivalent annual pay rates shall be determined by multiplying the hourly rates by two thousand and eighty (2,080) hours.
2. Fire Suppression biweekly pay rates shall be determined by multiplying the hourly rates by one hundred and twelve (112) hours, and the equivalent annual pay rates shall be determined by multiplying the hourly rates by two thousand nine hundred and twelve (2,912) hours.
3. Equivalent monthly pay rates shall be determined by dividing the equivalent annual rates by twelve (12) months.

III. **SUPPLEMENTAL COMPENSATION**

A. **OVERTIME**

1. All Fire Management positions covered herein are considered exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), pursuant to the specifications of 29 CFR 541.1.
2. The Fire Management Group understands and agrees it is the nature of Fire Management work assignments that some overtime may be periodically required to accomplish City functions.
3. Effective October 23, 2000, overtime compensation agreed to in prior MOUs will be discontinued.

B. **ELIMINATION OF OVERTIME PAY / EMERGENCY SERVICE REFILL (ESR) PLAN**

Concurrent with the elimination of "overtime" pay, the City and Fire Management establish the Emergency Services Refill (ESR) plan.

1. Relief coverage for suppression shifts will be compensated by straight-time pay at the Battalion Chief forty (40) hour pay rate, to a maximum of twenty (20) hours per shift.
2. Unit employee's leave banks will be maintained, and will be converted, as necessary, to or from the fifty six (56) hour value, when the time is taken off.
3. The Fire Department will work out an equitable ESR distribution among affected members.
4. The savings achieved by this program will be redistributed to certificate pay, described below.
5. Strike team assignments, and ESR for unit employees covering shifts for those assigned to strike teams, shall not be subject to the twenty (20) hour limitation, if such time is reimbursed to the City.

IV. CONSTANT STAFFING

A. DEFINITION

"CONSTANT STAFFING" is a concept of employee assignment under which there is one appointed unit employee on each shift (platoon) for each authorized (on duty) position. At any given time under constant staffing, one of the three (3) persons assigned to a position will normally be on duty according to a regular established schedule.

1. The City will observe the principle of "constant staffing," as provided in Divisions 208 and 209 of the Department Rules and Regulations.
2. There shall be three (3) platoons in the Fire Suppression Division (A-Shift, B-Shift, and C-Shift). Each platoon will be regularly scheduled to work no more than seventy-two (72) hours in a nine (9) day period. One shift will constitute a twenty-four (24) hour work period.
3. Members shall not be forced to work a period in excess of seventy-two (72) hours on platoon duty without a minimum twenty-four (24) hour period off duty, except in an emergency situation as determined by the Fire Chief.
4. Platoon assignments shall be completed and posted by December 1st for the next calendar year.
5. Annual shift assignments shall begin in January of each new calendar year.
6. There shall be a minimum of three (3) appointed sworn Battalion Chief positions for fifty six (56) hour personnel (Suppression).
7. Minimum Standard Fire Department Staffing Schedule: Each on-duty Fire Suppression Platoon will be staffed with eighteen (18) duly appointed sworn safety members.
8. Vacancies will be filled using the Telestaff process and Fire Department Rules and Regulations.
9. The Parties mutually agree that they will meet and confer regarding any proposed significant or permanent changes in the current work schedule.

B. TWENTY EIGHT (28) DAY WORK PERIOD

The City hereby establishes a twenty eight (28) day work period.

C. NO EFFECT ON CITY RIGHTS

This entire section is understood by both parties to have no effect on the rights reserved to the City pursuant to Article I, City Rights.

D. HOURS CONVERSION FORMULA

The equivalency conversion formula shall be as set forth below:

FROM:	TO:	EQUIVALENCY FORMULA:
40-hour non-suppression assigned work schedule	56-hour suppression assigned work schedule	40 hours x 1.4 = 56 hours
56-hour suppression assigned work schedule	40-hour non-suppression assigned work schedule	56 hours ÷ 1.4 = 40 hours

V. SHIFT CONVERSION

For purposes of clarification the City and the Fire Management Group have converted "shifts" to "hours" throughout the MOU. It is not the intent of the parties to any way modify, increase, or decrease any portion of this MOU due to this conversion.

VI. NON-SUPPRESSION STAFFING – FORTY (40) HOUR ASSIGNMENT

A. MINIMUM THIRTY (30) DAY ADVANCE NOTICE

City agrees that the Fire Chief will give a minimum 30-day advance written notice to unit employees regarding any proposed change in the number, type or functions of forty (40) hour non-suppression sworn positions, and will provide an opportunity to discuss the proposed changes before adding, deleting or modifying such assignments or positions.

VII. EMERGENCY SERVICE REFILL (ESR) COMPENSATION

A. EXTENSION OF DUTY

Whenever a Fire Management employee is required to extend their duty shift beyond their regular work assignment shift, they shall be paid the ESR rate at the unit employees' regular rate of pay for time worked.

B. LIMITATIONS

The four (4) hour minimum does not apply to extension of duty.

VIII. FORCED HIRE CONSTANT STAFFING OR ESR

1. It is understood and agreed that the City will observe the procedural steps for recalling unit employees for non-emergency staffing as detailed in of the Fire Department Rules and Regulations and Telestaff.
2. In the event no volunteers are available, and a unit employee is—mandatorily recalled to work, when he/she would otherwise be off duty, he/she shall be paid at the ESR Plan rate for all hours worked until relieved, but not less than four (4) hours at time and one-half for this non-extension of duty.
3. Four (4) hour minimum does not apply to extension of duty as defined in Article Three, Section VI.A.

IX. SHIFT TRADE AGREEMENT

A. APPROVAL BY CHIEF / NO ADDITIONAL COST

Following the effective date of this MOU, eligible unit employees may trade shifts subject to the prior approval of the Fire Chief and subject to the City not incurring any additional costs as a result of the shift trade.

B. TRANSFER OF VESTED LEAVE HOURS

1. Unit employees will be allowed to transfer vested leave hours to another unit employee in the event that a unit employee is unable to fulfill a trade agreement due to

ARTICLE THREE

unforeseen bereavement, medical, retirement, promotion, or personal injury or illness.

2. A written explanation shall be submitted to the Fire Chief for review and approval within thirty (30) days of the event.
3. Disputed trade agreements shall be resolved between the unit employees.
4. Both parties of the trade agreement must agree upon the amount of hours being transferred prior to submission.

X. CITY RETAINS RIGHTS

City retains the right to add, delete or modify positions and assignments in its sole discretion after consulting with the Fire Management Group, and meeting and conferring, as may be required, only over the impact on wages, hours or terms and conditions of employment of affected unit employees.

ARTICLE FOUR

SUPPLEMENTAL BENEFITS

I. RETIREMENT

A. PERS RETIREMENT BENEFITS

As of the effective date of this MOU the City agrees to provide retirement benefits under the California Public Employees' Retirement System as follows:

GOVERNMENT CODE SECTION	BENEFIT
20042	One-Year Final Compensation
21024	Military Service Credit as Public Service
21363.1	Base retirement plan of three percent (3%) at age 55 for all eligible unit employees.
21548	Pre-Retirement Optional Settlement 2 Death Benefit
21574	Fourth Level 1959 Survivor Benefit
21624-21626	Post-Retirement Survivor Allowance

B. PERS EMPLOYEE RETIREMENT CONTRIBUTION

1. **Effective with the pay period that includes January 1, 2005**, the City shall pay to the Public Employees' Retirement System (PERS) the remaining 3.457% of the PERS employee contribution formerly paid by Fire Management Group unit employees for the account of each unit employee in classifications of Battalion Chief, Battalion Chief/Fire Marshal, Battalion Chief/Assistant Chief, and Fire Chief, as required by Section 20678 of the Government Code, which is currently nine percent (9%), of eligible compensation. The City payment of the nine percent (9%) PERS employee contribution is non-PERSable. This does not include any special or additional contribution to PERS contracted for by the unit employee.
2. The City does not warrant that the supplemental payment herein provided for is deferred compensation or qualifies for tax deferral, and the City is not to be held liable for any such tax payments as may be determined assessable.

C. WHEN MOU COSTS EXCEED SIX PERCENT (6%) IN A FISCAL YEAR

The City and Fire Management agree to meet to review options for cost savings if increases in salary and health insurance costs exceed six percent (6%) from one fiscal year to the next fiscal year. No reduction in Fire Management compensation or benefits would occur during the term of the MOU unless agreed to by both parties in writing.

D. PRE-RETIREMENT DISTRIBUTION OF ACCRUALS (NON-PERSABLE)

1. A unit employee giving irrevocable notice of his/her intent to retire within three (3) years (36 calendar months) may have accrued leaves (which are otherwise payable upon retirement) distributed in equal installments to his/her paychecks over the months preceding retirement, with a minimum duration of (six) 6 months and a maximum duration of thirty six (36) months.
2. Such distributions may be taken as taxable earnings, or may be used for deposit in the deferred compensation account under the terms of the Section 457 Catch-up provisions.
3. Such distributions are not reportable to PERS as compensation and will not affect PERS retirement benefits.

E. COMPENSATION REPORTED TO PERS

The City shall report compensation to PERS for unit employee retirement benefits as required by its contract with PERS and State law.

II. MEDICAL INSURANCE

A. MEDICAL INSURANCE – PERS MEDICAL PLANS

The City will provide unit employees, their eligible dependents, and retirees and their eligible dependents with medical insurance provided through the California Public Employees Retirement System under the Medical and Hospital Care Act (PEMHCA).

B. JOINT LABOR / MANAGEMENT HEALTH BENEFITS STUDY COMMITTEE

1. PURPOSE OF COMMITTEE AND STUDY

The City and the Fire Management Group agree to participate in a Joint Labor/Management Health Benefit Committee which will study the feasibility of withdrawing from the PERS Health Care Plan and participating in other employee medical benefit plans.

2. MUTUAL AGREEMENT IN WRITING

The City and the Fire Management Group must mutually agree in writing to change from CalPERS Health Care to another health care plan.

C. MEDICAL INSURANCE PREMIUM INCREASES – ACTIVE AND RETIRED EMPLOYEES - EFFECTIVE JANUARY 1, 2005 (NON-PERSABLE)

Effective January 1, 2005 through December 31, 2005, the City contribution for medical insurance provided through the PERS Health plan shall be set at an amount equal to Kaiser South rates (Employee/retiree, Employee/Retiree and Spouse, and Employee/retiree and Family, as applicable) plus one-half the difference between Kaiser South rates and the most expensive plan rates. At all times during the term of this agreement, the City's contribution for medical insurance shall be sufficient to cover PERSChoice rates. Unit employees and retirees selecting plans with premiums in excess of the City contribution shall be responsible for the remaining premium difference.

D. MEDICAL INSURANCE PREMIUMS – ACTIVE AND RETIRED EMPLOYEES - EFFECTIVE JANUARY 1, 2006 (NON-PERSABLE)

1. ACTIVE EMPLOYEES AND RETIREES ENROLLED IN PLANS OTHER THAN PERSCARE

Effective with the pay period that includes January 1, 2006, employees enrolled in medical insurance plans shall pay five percent (5%) of their monthly medical premiums for all plans **except for active employees and retirees**

ARTICLE FOUR

enrolled in the PERS Care Plan; the City shall pay the remaining ninety five percent (95%) of the medical premiums.

2. ACTIVE EMPLOYEES AND RETIREES ENROLLED IN PERSCARE

Effective with the pay period that includes January 1, 2006, the City’s contribution towards the PERSCare Plan shall be set at an amount equal to the Kaiser South rate plus fifty percent (50%) of the difference between Kaiser South and PERSCare rate *less five percent (5%) paid by the unit employee:*

Example/Formula:

\$ 576.96	=	PERSCare Rate (PCR)
<u>< 294.78 ></u>	=	less Kaiser South Rate (KSR)
\$ 282.18	=	difference between PCR & KSR
X .50	=	
\$ 141.09	=	50% difference between PCR & KSR
+ 294.78	=	plus KSR
\$ 435.87	=	
<u>< 28.85 ></u>	=	less 5% employee contribution:
<u>\$ 407.02</u>	=	(\$576.96 [PCR] x .05 = \$28.85)
\$ 576.96	=	PERSCare Rate
<u>< 407.02 ></u>	=	less City contribution
\$ 169.94	=	Employee contribution

E. “ME TOO” CLAUSE ON ACTIVE EMPLOYEE AND RETIREE MEDICAL PREMIUM PAYMENT

During the term of the MOU should any other recognized City bargaining unit have an agreement which has a lower amount of employee medical premium payment than the 5% paid by Fire Management Group employees, the Fire Management Group employees shall have the option of accepting or rejecting the same lower amount of medical premium payment.

III. **MEDICAL INSURANCE PREMIUMS – OPTING OUT / CASH OUT OPTION - EFFECTIVE JANUARY 1, 2006 (NON-PERSABLE)**

Effective with the pay period that includes January 1, 2006, unit employees covered herein may elect to “opt out” of medical insurance coverage. The intent of this provision is to share premium savings which the City will incur as a result of the employee canceling City coverage.

A. **EMPLOYEE SPOUSES NOT ELIGIBLE FOR OPT-OUT**

A unit employee who is covered as the dependent of a City employee in the City plan is not eligible for “opt-out” compensation. Electing to be covered as the dependent of a City employee in the City plan is not “opting-out,” as the City would continue to pay the premium for the employee as a dependent.

B. **PROOF OF COVERAGE / WAIVE CITY LIABILITY**

Employees electing to cancel City medical insurance coverage for themselves and all eligible family members must provide proof of coverage through another (non-City) benefit plan (e.g., spouse's coverage through another employer), and must waive any liability to the City for their decision to cease coverage under the City's medical insurance plan.

C. **OPT-OUT CASH VALUE (NON-PERSABLE)**

1. Unit employee's electing to opt out will receive the cash value of the single party rate for the plan which they canceled, not to exceed three hundred and fifty dollars (\$350) per month (non-PERSable) which will be added to their paycheck.
2. If, for any reason, PERS determines that an employee may not opt out, this program becomes null and void.

D. **RE-ENROLLMENT IN PERS PLAN**

After electing this provision, a unit employee who later requests to re-enroll under the City plan must do so during the open enrollment period or after a qualifying event. Coverage will commence per the plan document.

IV. DENTAL INSURANCE

The City will provide and pay the full premium for dental insurance for unit employees and eligible dependents during the term of this MOU.

V. VISION INSURANCE

The City will provide a vision care plan and pay the premium for the unit employee and eligible dependents. City retains the right to change providers at its sole discretion, but will maintain current plan benefits.

VI. LIFE INSURANCE

During the term of this MOU, the City will provide and pay the premium for the employees' group term life insurance coverage of \$50,000. City retains the right to change providers at its sole discretion, but will maintain current plan benefits.

VII. UNIFORM ALLOWANCE

A. INITIAL CLOTHING REIMBURSEMENT

1. Unit employees required to wear City uniforms during the performance of their duties shall be reimbursed for the initial purchase of uniform items at the successful conclusion of the probationary period.
2. The amount of reimbursement shall be equal to the full annual amount in effect at the time of permanent appointment.

B. AMOUNT OF UNIFORM ALLOWANCE

1. Permanent unit employees covered herein shall be provided a biweekly uniform allowance of thirty-six dollars and fifty-four cents (\$36.54) based upon a pro-rated annual allowance of nine hundred and fifty dollars (\$950).
2. In addition to the allowance, the City will provide specific items of the uniform complement, including but not limited to:
 - Belt buckles
 - Chevron stripes
 - Name tags (e.g., embroidery)
 - Other required items which attach to the uniform as may be determined at the sole discretion of the Fire Chief.
 - Patches
 - Uniform and cap badges

C. CHANGE OF DEPARTMENT UNIFORMS

In the event the City deems it necessary for safety reasons or identification preference to change the Fire Department uniforms, the City shall, at no cost to the employee, supply all members with three (3) sets of work uniforms and one (1) work jacket, unless the prior work uniform can be replaced through attrition.

D. UNIFORM ALLOWANCE (PERSABLE)

The City agrees to pay the employee's contribution to the Public Employees' Retirement System as it pertains to uniform reimbursement amounts. The annual retirement contribution shall be based on the above stated amounts for the term of the MOU.

VIII. SAFETY EQUIPMENT

A. REQUIRED SAFETY EQUIPMENT

Safety equipment necessary for the performance of required duties and/or required by law shall be supplied to the members of the Culver City Fire Department at City expense.

B. CITY SUPPLIED REQUIRED SAFETY ITEMS

1. The City will supply and replace for use of the employee the following items of safety equipment:

- Brush pants
- Brush jacket
- Chalk
- Door stops
- Flashlights
- Gloves
- Goggles
- Helmet
- Helmet shield
- Any other related equipment the Department deems necessary for the purpose of emergency operations
- Hose ropes
- Nomex hoods
- Safety boots
- SCBA mask
- Spanner wrenches
- Turnout boots
- Turnout coat
- Turnout pants

2. Safety equipment will not be purchased from clothing allowance funds.

IX. COMMUNICABLE DISEASES

A. RISK FROM COMMUNICABLE DISEASES

1. The City, the Fire Department and the Fire Management Group recognize that fire fighting personnel are exposed to a higher than average risk from communicable diseases.
2. Therefore, those personnel exposed to such risks should submit industrial accident claims with as much information as is available, as soon as known.
3. The City agrees to process such claims within seven (7) working days of submission.

B. PREVENTIVE MEASURES

The City agrees to make available to all members of the Culver City Fire Department any preventive vaccines, periodic tests, and documentation recommended by the Culver City Fire Department Medical Director and the Culver City Fire Department Communicable Disease Guidelines Policy.

C. ANNUAL IMMUNIZATIONS, TESTING AND DOCUMENTATION

1. Each year all members will be offered applicable immunizations, testing and documentation including but not limited to the following:
 - Hepatitis
 - Influenza
 - Measles, Mumps and Rubella
 - Tetanus/Diphtheria
 - Tuberculosis
2. The schedule of immunizations shall be determined between the Fire Department and Risk Management according to recommended frequencies.

X. WORKER'S COMPENSATION

A. RIGHTS AND BENEFITS GRANTED BY STATE LAW

Worker's compensation rights and benefits for fire safety employees shall be governed by applicable State law.

B. OFF-DUTY WORK

Unit employees that are assigned by the Fire Department to work off-duty details (i.e., studio details or other off-duty work which the City has determined to require the assignment of Fire Department employees, and for which an employer other than the City assumes responsibility for compensation to the off-duty Fire employees) shall nevertheless be considered employees of the City of Culver City for purposes of workers' compensation and industrial disability retirement benefits for any injuries received during such duty.

C. LABOR CODE SECTION 4850 / TEMPORARY TOTAL DISABILITY (TTD) / EXTENDED LEAVE

1. When a unit employee covered herein is injured in the course of employment and unable to work, he/she is may be placed on a leave of absence pursuant to the Worker's Compensation laws of the State of California and Labor Code Section 4850.
2. If a unit employee's paid leave extends beyond the term covered by the above provision, the unit employee may supplement temporary disability payments with accrued sick leave and accrued vacation.
3. The City or unit employee may initiate a disability retirement application at any time during the disability period that the unit employee's condition is found to be permanent and stationary.
4. When a disabled unit employee's temporary disability payments stop, the unit employee may elect to utilize accumulated sick leave or vacation leave credits to continue on paid leave, subject to normal deductions.

XI. PHYSICAL WELLNESS

A. ANNUAL REIMBURSEMENT

1. If Risk Management and the Fire Chief agree that the bi-annual physical examination is optional, the Fire Management employee may elect to waive the bi-annual physical and request reimbursement up to the maximum amount per fiscal year as set forth in the following table:

ARTICLE FOUR

Effective July 1, 2005 and annually thereafter on July 1 st	
Fiscal Year (July 1 st – June 30 th)	Maximum Amount
2005 – 2006	\$450
2006 – 2007	\$500
2007 – 2008	\$550
2008 – 2009	\$550

2. Reimbursement shall be for one or more of the following purposes:
 - Medical examination by the health provider of the unit employee's choice.
 - Membership in a health club or fitness center.
 - Other formal wellness programs provided by professionals (smoking cessation, weight control, nutrition, or similar programs).
 - Reimbursement for medical expenses (deductibles or co-payments) not covered by the employee's health, dental or vision insurance.
3. Wellness reimbursement for expenses other than a physical examination shall be contingent upon acceptable proof to the Fire Chief of a physical examination at a minimum of every other year. Acceptable proof can be in the form of a physician or physician's assistant written certification of:
 - Physical exam consisting of a cardiac stress test, pulmonary function test, eye exam and hearing test; or
 - A signed certification of medical fitness under the Culver City Fire Department Respiratory Protection Program.
4. The Fire Chief is exempt from the Respiratory Protection Program Requirements.
5. Reimbursement to the unit employee for his/her expenditure for one or more of the above purposes shall be accomplished by submitting applicable receipts and a request for reimbursement (Requisition) through the department head to Accounting.

B. CARRY-OVER OF UNUSED WELLNESS FUNDS

1. Funding for this program will be carried in the Fire Department budget in an amount sufficient to cover the number of eligible Fire Management employees.

ARTICLE FOUR

- Unused funds may be carried over from one fiscal year to the next fiscal year only as set forth in the following table:

Fiscal Year (July 1st – June 30th)	Benefit Amount	Maximum Amount (Prior fiscal year carry-over plus current fiscal year benefit amount)
July 1, 2004 – June 30, 2005	\$400	\$ 800 (\$400 + \$400)
July 1, 2005 – June 30, 2006	\$450	\$ 850 (\$400 + \$450)
July 1, 2006 – June 30, 2007	\$500	\$ 950 (\$450 + \$500)
July 1, 2007 – June 30, 2008	\$550	\$1,050 (\$500 + \$550)
July 1, 2008 – June 30, 2009	\$550	\$1,110 (\$550 + \$550)

- Each eligible unit employee and his/her department are responsible for maintaining the records necessary to implement a carry-over.

C. MEDICAL RECORDS

Medical records resulting from this program and provided to the City shall be maintained in confidential medical files separate from personnel or administrative files.

XII. MEDICAL CERTIFICATE – CLASS B DRIVERS LICENSE

- Unit employees may be required to undergo a physical examination to maintain their medical certificate for a California Department of Motor Vehicles Class B Driver License to drive and operate Department vehicles as a condition of employment, or to obtain other medical examinations as a requirement of employment.
- If a unit employee has any such required medical certificate or examination, the employee on their own time will be required to use their annual Physical Wellness reimbursement to obtain the medical certificate or examination.

XIII. DEFERRED COMPENSATION

A. VOLUNTARY DEFERRED COMPENSATION PLAN

- City agrees to provide a deferred compensation plan as a benefit to Fire Management employees. Plan specifications and details are determined pursuant to IRS Code Section

ARTICLE FOUR

457 and the organizations providing the investment and savings program for such deferred compensation.

2. Plan documents are maintained by and copies may be obtained from the Personnel Department.
3. The City does not warrant that amounts deposited in the deferred compensation plans are "qualified" for tax deferral and is not to be held liable for such tax payments as may be determined assessable.

B. CONVERSION OF HOLIDAY PAY TO VOLUNTARY DEFERRED COMPENSATION

1. The City will permit unit employees covered hereunder a one-time annual election to convert In-lieu (holiday) pay, at each unit employee's regular hourly rate of pay, for deposit into their deferred compensation plan, up to a maximum of:
 - 56-hour employees: 144 hours per calendar year
 - 40-hour employees: 96 hours per calendar year
2. Such election must be made by December 10, for deposits to the plan commencing in January of the succeeding year.
3. Amounts deferred for deposit shall be deducted from the employee's bi-weekly accrual.

C. CITY CONTRIBUTION TO VOLUNTARY DEFERRED COMPENSATION (NON-PERSABLE)

1. **Effective January 1, 2005 through December 31, 2005**, the City's contribution to deferred compensation shall be \$125.00 per pay period (non-PERSable). The maximum contribution shall only be paid to Fire Management employees contributing at least \$76.25 per pay period. For unit employees contributing less than \$76.25, the City will contribute a dollar-per-dollar match.
2. **Effective with the pay period that includes January 1, 2006**, the City's contribution to deferred compensation shall be one-hundred forty-two dollars and twenty-five cents (\$142.25) per pay period (non-PERSable). The maximum contribution shall only be paid on behalf of Fire Management employees contributing at least \$76.25 per pay period. For unit employees contributing less than \$76.25, the City will contribute a dollar-per-dollar match.

ARTICLE FOUR

3. Each unit employee may contribute to only one plan at any time. The City retains the right to change plan administrators and investment vehicles to preserve the integrity of deposited assets, but will discuss proposed changes with affected employee organizations prior to making the change.
4. The plan is a benefit, and as such the contribution by the City on behalf of the unit employee shall not change the unit employee's salary classification range.
5. Unit employees may, at their option, contribute in excess of the City's matching contribution per pay period to the plan.

XIV. ON-DUTY DEATH/FUNERAL BENEFIT

A. FUNERAL BENEFIT

Should any Fire Management Group employee die in the line of duty, the City will provide the family of the unit employee a funeral benefit payment of \$7,500.

B. BENEFIT ABOVE PERS / LABOR CODE PROVISIONS

This benefit shall be payable over and above any benefit payable through PERS or Labor Code provisions.

C. PAYMENT

Payment to the beneficiary shall be made as soon as possible, but in no event later than fifteen (15) working days following the death.

ARTICLE FIVE

LEAVES OF ABSENCE

I. POLICY

It shall be the policy of the City to grant leaves of absence to permanent and probationary employees for the purpose of rest and relaxation, and for recuperation from illness, based on each employee's total length of service with the City. Employees are expected to take advantage of the vacation provisions afforded them in order to maintain their mental and physical health.

II. ACCUMULATION, USE AND REQUESTS FOR LEAVE

A. ACCUMULATION OF LEAVE

1. The unit employee's anniversary date (date of original employment adjusted for breaks in service) shall determine the category of leave accumulation.
2. Unit employees shall continue to accumulate sick and vacation leave when on authorized leave with pay of any kind.

B. FORMULAS FOR EQUATING LEAVE HOURS

When a unit employee changes assignments, accrued leave on the books shall be converted using the equivalency formula as set forth below:

FROM:	TO:	EQUIVALENCY FORMULA
40-hrs per week	56-hrs per week	Number of Accrued Leave Hours x 1.5
56-hrs per week	40-hrs per week	Number of Accrued Leave Hours ÷ 1.5

C. USE OF LEAVE

1. Leave of absence shall be taken in multiples of one (1) hour.
2. Unit employees can take up to the total amount of accumulated leave credit.

ARTICLE FIVE

3. Charges against sick leave or vacation leave credits shall be made for only those days on which regularly assigned work would be performed.

D. ADVANCE OF VACATION OR SICK LEAVE

A request for one (1) year's advance of vacation or sick leave credit may be approved for use by the Chief Administrative Officer.

E. REQUESTING LEAVE

1. Except as otherwise provided, no leave of absence with pay shall be granted to any unit employee without the approval of the Fire Chief.
2. Whenever possible, unit employees shall file a request for a leave of absence through Telestaff, and shall receive approval before taking such leave.
3. When conditions prevent a prior request, the unit employee, upon return from said leave, may be required to file a report explaining the conditions which prevented a prior request.

F. FAILURE TO FILE A PRIOR REQUEST

Failure to file a prior request, in the absence of extenuating conditions, shall be grounds for disciplinary action.

III. HOLIDAY / IN-LIEU TIME

A. BI-WEEKLY HOLIDAY IN-LIEU ACCRUAL RATE

Effective with the pay period that includes January 1, 2005, unit employees shall be credited with holiday in-lieu leave, to be accrued each bi-weekly pay period on a pro-rata annual basis, to the maximum as set forth below:

Hours worked per week	Bi-weekly Accrual Rate	Monthly Accrual Rate	Annual Accrual Rate	Maximum Annual Accrual Balance
56-hour employees	6 hrs	13 hrs	156 hrs	216 hrs
40-hour employees	4 hrs	8.67 hrs	104 hrs	144 hrs

B. ACCRUAL BALANCE NOT TO EXCEED MAXIMUM ANNUAL HOLIDAY IN-LIEU

1. A balance not to exceed the maximum accrual as set forth in the table in Section II.A. above, may be maintained by the safety unit employee. Accruals which would exceed this maximum balance will be paid to the affected unit employee as earned.
2. If time is taken off to reduce the individual unit employee's balance to less than the maximum, he/she can accrue once again to the maximum allowable.
3. Upon retirement or separation, unused in-lieu time will be paid out (non-PERSable) to a maximum of:
 - 56-hour employees: 216 hours at the 56-hour rate
 - 40-hour employees: 144 hours at the 40-hour rate

C. HOLIDAY IN-LIEU TIME TAKEN OR PAYOFF

1. Holiday in-lieu time may be taken as time off duty with pay, or may be paid to the unit employee in-lieu of time off.
2. Payments may be requested with advance notice to Payroll on or prior to any Payday Friday for payment to appear on the paycheck following two-weeks later.
3. Any unit employee whose accrual of holiday in-lieu time would exceed the maximum shall be paid on the bi-weekly paycheck for the excess amount.
4. Unit employees may also elect to be paid bi-weekly for annual accruals for the purpose of making deferred compensation contributions.

D. AUTHORIZED HOLIDAY ROUTINE

Unit employees shall have authorized holiday routine as provided for in Division 308 of the Department Rules and Regulations.

IV. VACATION

A. ELIGIBILITY FOR VACATION

1. All permanent and probationary unit employees shall be eligible to take vacation leave after serving twelve (12) months employment with the City.

ARTICLE FIVE

2. At the completion of the twelve (12) months, the unit employee shall be credited with vacation time earned in the prior year, including time spent on provisional or temporary appointments.
3. Accumulated vacation time earned shall be shown on each paycheck stub following the end of the initial twelve (12) month period.

B. ACCRUAL OF VACATION

1. Vacation hours shall accrue each pay period at one twenty-sixth (1/26) of the annual rate (i.e., annual accrual rate divided by 26).
2. Unused vacation shall accumulate to the maximum allowed below.
3. Exceptions to the maximum allowable accruals may be granted by the Chief Administrative Officer, or his/her designee, to meet exceptional departmental staffing needs.
4. No vacation shall be authorized for leave or payment, unless the vacation is accrued prior to the time of the vacation, except as authorized by the Chief Administrative Officer.

C. MAXIMUM ANNUAL VACATION ACCRUAL

1. Vacation time may be accrued to a maximum of twice the unit employee's annual accrual.
2. Vacation accrued after reaching the maximum balance shall be paid to the unit employee in the regular paycheck for each pay period.

D. TABLES OF VACATION LEAVE BENEFITS

1. The Tables of Vacation Leave Benefits shown below sets forth the number of working hours per year to which a unit employee is entitled as a paid vacation leave benefit.
2. The benefit shown in each category shall commence upon entering the first day of the new category as follows:

TABLE OF VACATION LEAVE BENEFITS					
FORTY (40) HOUR WORK SCHEDULE:					
1st and 2nd year	3rd thru 9th Year	10th thru 14th Year	15th thru 19th Year	20 Yrs	20 Yrs and above
96 hrs	112 hrs	144 hrs	152 hrs	192 hrs	192 hours, plus 8 hours for each year over 20
FIFTY SIX (56) HOUR WORK SCHEDULE:					
1st and 2nd year	3rd thru 9th Year	10th thru 14th Year	15th thru 19th Year	20 Years and above	
144 hrs	168 hrs	216 hrs	228 hrs	288 hours, plus 12 hours for each year over 20	

E. INJURY ON-DUTY (IOD) OR EXTENDED SICK LEAVE STATUS

1. Unit employees off on IOD or extended sick leave (exceeding ninety [90] calendar days) may request to accrue excess vacation if they are unable to take such vacation time off because of the IOD or sick leave status.
2. Such excess accruals must be used within six (6) months following the unit employee's return to work, or it shall be paid to the unit employee in a lump sum on their paycheck.

F. PRESCHEDULED LEAVE

1. Prescheduled leave (January 1 through March 1) for vacation, attached in-lieu (holiday) time and/or Service Award Leave time, shall be taken in increments of twenty four (24) hours for fifty-six (56) hour employees, or the length of the regular workday for 40-hour employees.
2. Any leave less than twenty-four (24) hours under the prescheduled leave window shall be considered unscheduled vacation leave, and will be allowed only if a volunteer is selected.

G. UNSCHEDULED LEAVE

1. Unscheduled leave (after March 1) for vacation, in-lieu (holiday) and/or Service Award Leave, shall be a minimum of:
 - 56-hour employees: one (1) hour
 - 40-hour employees: one (1) hour
2. This can be done if there are volunteers willing to work the time requested off (no member can be compelled to work under this section).

H. UNAUTHORIZED USE OF VACATION

Vacation shall not be used in-lieu of accumulated sick leave or when sick leave request is disapproved.

I. MAXIMUM ACCUMULATION OF VACATION

1. Vacation time may be accumulated to a maximum of twice the unit employee's annual accrual. Vacation accrued after reaching the maximum balance shall be paid to the unit employee in the regular paycheck for each pay period:
2. The maximum consecutive vacation time, including any holiday in-lieu time attached to the vacation that a unit employee can select in a single selection is one year's accumulation.
3. The second year's vacation time goes into the Telestaff distribution system.
4. If no volunteers are found the member desiring the time off must find voluntary relief for those days in excess of one year's accumulation.

J. BI-WEEKLY PAYOFF OF EXCESS VACATION ACCRUALS

Vacation time which accumulated in excess of the maximum allowed each unit employee shall be paid in cash on the next regular bi-weekly paycheck, thereby bringing the unit employee's vacation balance to no more than the maximum allowable (except as provided in this article).

K. VACATION PAYOFF UPON TERMINATION

Any unit employee who terminates employment shall be paid for such vacation time accrued but unused as of the date of the termination.

V. SICK LEAVE

A. ELIGIBILITY FOR SICK LEAVE

No sick leave shall be granted until the unit employee has completed three (3) full months of service, including time spent on provisional or temporary appointment.

B. ACCRUAL OF SICK LEAVE

Sick leave credit accrues each bi-weekly pay period pro-rated on an annual basis as follows:

- 56-hour employees shall be credited with twelve (12) hours of sick leave for each month of service.
- 40-hour employees shall be credited with eight (8) of sick leave for each month of service.

C. MAXIMUM ACCUMULATION OF SICK LEAVE

1. The maximum accumulation of sick leave time per unit employee is as follows:
 - 56-hour employees: 1,080 hours maximum
 - 40-hour employees: 720 hours maximum
2. Sick leave may be taken in increments of one (1) hour or more.

D. PAYROLL REPORTING

1. Absences shall be deducted only for time during which duty has been assigned.
2. Payroll shall prepare and maintain a record of sick leave accumulated and shall deduct sick leave first from the current annual accrual and then, if necessary, from the balance of total accumulated sick leave.

E. PROCEDURE, USE AND VERIFICATION OF SICK LEAVE

1. Vacation time may not be used for disapproved sick leave.
2. With proper verification, sick leave may be allowed for the following:
 - Personal illness or injury of the unit employee;
 - Illness of the unit employee's spouse, registered sex domestic partner, or child;
 - Medical or dental appointments;
 - Cases of quarantine; or
 - Where exposure to contagious disease would endanger the health of other employees.
3. The unit employee shall notify his/her immediate superior within one day of the beginning of sick leave, or pursuant to the rules of the department.
4. Upon return to duty, the unit employee shall present evidence of the necessity of sick leave, if so requested by the appointing authority.
5. At the end of the second day of sick leave, the appointing authority may request verification to be made by a qualified person.
6. For absences of over two (2) days, a medical certificate from a qualified physician, chiropractor or practitioner may be required.
7. The responsibility of proving the validity of a request for sick leave shall be upon the unit employee.

F. BONUS PLAN - BI-WEEKLY PAYOFF OF UNUSED SICK LEAVE ACCRUAL / NON-PERSABLE – EFFECTIVE JULY 1, 2005

1. As set forth in the Tier 1 table below, upon reaching the maximum accumulation of unused sick leave accrual, the unit employee will thereafter be paid in each pay period (non-PERSable) for one-half (50%) of the unused sick leave accrual for that pay period; the remaining one-half (50%) will then be accumulated as additional sick leave until Tier 2 is reached.

ARTICLE FIVE

TIER 1: SICK LEAVE BONUS PLAN				
RATE	MONTHLY ACCRUAL RATE / (bi-weekly accrual rate)	MAXIMUM ACCUMULATION	AMOUNT OF BI-WEEKLY SICK LEAVE PAYOFF @ 50% (Non-PERSable)	AMOUNT OF BI-WEEKLY SICK LEAVE ACCRUED @ 50%
40 hr	8 hours / (3.7 hours)	384 hours	1.85 hrs x 40 hr rate (½ [50%] of bi-weekly accrual rate of 3.7 hrs)	1.85 hours
56 hr	12 hours / (5.5 hours)	576 hours	2.77 hrs x 56 hr rate (½ [50%] of bi-weekly accrual rate of 5.5 hrs)	2.77 hours

2. **Effective with the pay period that includes July 11, 2005**, as set forth in the Tier 2 table below, upon reaching the maximum accumulation of unused sick leave accrual, the unit employee will thereafter be paid (non-PERSable) in each pay period for one hundred percent (100%) of the unused sick leave accrual for that pay period.

TIER 2: SICK LEAVE BONUS PLAN			
RATE	MONTHLY ACCRUAL RATE / (bi-weekly accrual rate)	MAXIMUM ACCUMULATION	AMOUNT OF BI-WEEKLY SICK LEAVE PAYOFF @ 100% (Non-PERSable)
40 hr	8 hours / (3.7 hours)	720 hours	# of hrs of unused sick leave accrual in excess of 720 hours x 40 hr rate
56 hr	12 hours / (5.5 hours)	1,080 hours	# of hrs of unused sick leave accrual in excess of 1080 hours x 56 hr rate

G. SICK LEAVE CONVERSION PAYOFF UPON RETIREMENT OR FAVORABLE RESIGNATION (NON-PERSABLE)

For unit employees resigning or retiring from City employment, unused, accumulated sick leave will be paid (non-PERSable) on the following basis:

1. With retirement or favorable resignation after ten (10) years (120 months) or more of satisfactory City service, all accumulated sick leave accrual will be added to the unit employee's vacation accrual bank.

2. Any payoff under this benefit is non-PERSable.

H. SICK LEAVE PAYOFF UPON THE DEATH OF AN EMPLOYEE

Upon a unit employee's death, his/her heir or estate shall be entitled to receive the same accumulation and conversion benefit payoff as the unit employee would have received were he/she alive and had favorably resigned or retired after ten (10) years (120 months) of City Service. Any payoff under this benefit is non-PERSable.

VI. PRE-RETIREMENT DISTRIBUTION OF ACCRUALS / ENHANCEMENT PLAN (NON-PERSABLE)

A. THIRTY SIX (36) MONTH NOTICE OF RETIREMENT - IRREVOCABLE

A unit employee giving irrevocable notice of his/her intent to retire within three (3) years (36 calendar months) may have accrued leaves, which are otherwise payable upon retirement, distributed in equal installments to his/her paychecks over the months preceding retirement, with a minimum duration of six (6) months and a maximum duration of thirty-six (36) months.

B. OPTIONS

Such distributions may be taken as taxable earnings, or may be used for deposit in the deferred compensation account under the terms of the Section 457 Catch-up provisions

C. NON-PERSABLE

Such distributions are not PERSable and not reported to PERS as compensation and will not affect PERS retirement benefits.

VII. MISCELLANEOUS LEAVES WITH PAY

A. BEREAVEMENT LEAVE

1. Any employee who is compelled to be absent from duty because of a death in the immediate family shall be allowed time necessary to be absent with pay without deduction from accrued sick leave, vacation or in-lieu (holiday) time as follows:

ARTICLE FIVE

- 56-hour employees: not more than seventy-two (72) hours per incident;
 - 40-hour employees: not more than forty-eight (48) hours per incident.
2. Immediate family is defined as follows:
- Brothers
 - Children
 - Child's Spouse
 - Grandchildren
 - Grandparents
 - Parents
 - Registered Domestic Partner
 - Siblings' Spouse
 - Sisters
 - Spouse
 - Spouse's Brothers
 - Spouse's Grandparents
 - Spouse's Parents
 - Spouse's Sisters
 - Stepchildren
 - Stepparents
3. Should the list of specified family members be increased in any other Culver City bargaining unit MOU, the additional provisions shall apply to this unit.
4. The City may require verification of the death of a member of the immediate family. Verification may include any printed record or notice of the death (e.g., newspaper obituary notice, mortuary leaflet or card, etc.).
5. If special circumstance exists wherein a unit employee believes another person reasonably substitutes for one of the foregoing, (i.e., foster parent, legal guardian, foster child, legal ward, etc.) the unit employee must register that special circumstance with the Personnel Department in writing in advance in order to qualify for the leave.

B. EMERGENCY LEAVE

1. An emergency leave of absence with pay may be granted by the Appointing Authority to any unit employee because of family illness, legal matters, non work related court appearances, home emergencies (e.g., burst water heater, or sudden structural damage) etc., providing the unit employee may have such leave charged to his/her sick leave, in-lieu (holiday), compensatory time, service award leave or vacation leave accounts.
2. All emergency leaves of absence shall be limited to forty-eight (48) working hours within any calendar year, except

ARTICLE FIVE

that Fire Suppression employees shall be limited to seventy-two (72) hours per calendar year.

3. Verification of all emergency leaves may be required by the Appointing Authority.

C. JURY DUTY LEAVE

1. A unit employee called to active jury service during scheduled work days shall receive his/her regular compensation for such time served to a maximum of ten (10) working days (five [5] shifts for Suppression) for each subpoena for jury service.
2. The unit employee will forfeit jury fees to the City, but shall retain any mileage compensation provided.
3. Unit employees working other than a Monday through Friday daytime schedule may be reassigned to such a schedule during jury duty service if possible, or to another schedule compatible with employee and department interests.
4. Jury service required on a unit employee's off-duty day is not compensable by the City, and the unit employee may retain jury compensation for such days.
5. In the event the unit employee is required to serve in excess of ten (10) compensated work days (or five [5] shifts in Suppression), he/she may use accrued leave and retain excess jury fees for that period.
6. The unit employee shall be responsible for providing proof of jury service upon his/her return to work.
7. Specific procedures for jury duty leave with pay, consistent with this provision, shall be established in Fire Department Rules and Regulations.

D. OUTSTANDING PERFORMANCE LEAVE

1. The City may grant up to three (3) days off with pay to unit employees rewarded for outstanding performance, or provide other forms of recognition pursuant to Civil Service Rules.
2. Leave may be taken pursuant to prescheduled or unscheduled leave policy.

E. RELIGIOUS SERVICES LEAVE

1. Unit employees shall be permitted to attend or observe religious services, or holidays of major theological importance, which occur during work hours provided that:
 - the work load of the organization so permits, and
 - the appointing authority authorized the absence.
2. Time taken shall be charged to the unit employee's accumulated in-lieu holiday, vacation, or service award leave time.

F. MILITARY LEAVE

Military leave with pay shall be granted in accordance with applicable state, federal and municipal law, and applicable City policies.

G. VOTING LEAVE

1. Unit employees shall be permitted leave to vote as required by California Elections Code Section 14350-14352, if the unit employee cannot otherwise get to the polling place during non-working hours.
2. Leave may be provided at the beginning or end of the normal work shift, whichever permits the opportunity to vote with minimal interruption of work responsibilities.
3. Unit employees shall be required to give a minimum three (3) day notice of the need for leave, obtain advance approval, and submit proof of voting.

H. SCHOOL ACTIVITY LEAVE

1. Pursuant to California Labor Code Sections 230.7 and 230.8, parents of school-age children shall be allowed leave from their jobs, with or without pay, as may be necessary to participate in school activities such as parent-teacher conferences, disciplinary matters, school programs and related events with their children.

ARTICLE FIVE

2. Such leave is limited to forty (40) hours per school year, at a maximum of eight (8) hours per month for 40-hour and 56-hour (suppression) employees.
3. This limit shall not apply when a unit employee is required to appear in the school of his/her child pursuant to a request from the school administration pertaining to disciplinary action.
4. Suppression employees shall take a minimum of six (6) hours for force hiring back a member.
5. Members will not be force hired if a suppression employee requests any time off less than the six (6) hour minimum.
6. Members can volunteer to work any time less than the six (6) hour minimum.
7. School activity leave for less than six (6) hours shall fall under the same procedures as filling unscheduled vacation leave.
8. School Activity Leave for six (6) hours or more shall fall under the same schedule procedure for pre-scheduled vacation leave as set forth in the Fire Department Rules and Regulations.
9. Unit employees must give three (3) calendar days advance notice to the employer to permit work coverage, and may be required to provide documentation from the school that the employee participated in the activity on the specific date and time.
10. Leave properly requested in advance shall not be denied.
11. Unit employees may take accrued leave with pay (vacation, compensatory time, in-lieu holiday, or service award leave) for School Activity Leave purposes.

I. TRAINING LEAVE

1. Fire Management employees shall be entitled to paid leave time for approved voluntary job-related training upon approval by the Fire Chief.
2. Should such approved training occur on a unit employee's scheduled day off, unit employee will be paid for the hours

ARTICLE FIVE

actually spent in such training at the hourly rate normally paid to that unit employee when on duty.

3. Fifty six (56) hour Suppression unit employees will be entitled to a maximum of (sixty [60] hours) 2.5 shifts per calendar year.
4. Forty (40) hour unit employees will be entitled to a maximum of forty two (42) hours per calendar year.

J. PAYOFF OF ACCRUAL UPON DEATH OF AN EMPLOYEE (NON-PERSABLE)

When separation is caused by the death of an employee, separation pay and other accrued moneys owed shall be paid (non-PERSable) to the designated beneficiary of such employee as filed with the Personnel and Employee Relations Director.

VIII. LEAVES OF ABSENCE WITHOUT PAY

A. VOLUNTARY LEAVE OF ABSENCE WITHOUT PAY

1. Any unit employee is entitled to present to his/her appointing authority a request for leave of absence without pay not to exceed one (1) year. The unit employee shall indicate the basis of the leave in his/her request.
2. Leaves of absence without pay may be granted for illness exceeding accumulated sick leave, child care absences exceeding pregnancy disability leave, special education, special duty for another governmental agency, extension of vacation time, seeking political office or any other reason which is deemed to be in the best interests of City government.
3. Verification of such requests shall be required by the Appointing Authority who shall attach the evidence of verification to the proper form (Personnel Action).
4. Any leave without pay must be approved by the Chief Administrative Officer pursuant to Civil Service Rules.

B. LEAVE OF ABSENCE WITHOUT PAY IN EXCESS OF THIRTY (30) CALENDAR DAYS

1. For any leave of absence without pay in excess of thirty (30) calendar days the employee shall:
 - Notify the appointing authority where he/she can be reached, if not at his/her residence of record; and
 - How long the employee will be absent.
2. In the absence of such written notification, any notice or correspondence to the employee shall be mailed or delivered to the employee's residence of record.

C. DURATION OF LEAVE OF ABSENCE WITHOUT PAY

1. Employees shall be advised of the duration of approved leave of absence without pay.
2. Such leave may be cancelled at any time by the Chief Administrative Officer if he/she determines that:
 - The employee is not expected to return by the conclusion of the scheduled leave of absence without pay;
 - The employee's conduct is inconsistent with the purpose(s) of the approved leave of absence without pay; or
 - The basis for the leave of absence without pay is no longer valid.
3. If the City intends to cancel an approved leave of absence without pay the employee shall:
 - Be notified of the City's intent and given the opportunity to provide additional information in support of the leave of absence without pay; or
 - Return to work within five (5) working days after receipt of such notice.
4. If the employee fails to respond or return to work, he/she shall be deemed to have resigned from his/her position.

D. RETURN FROM LEAVE OF ABSENCE WITHOUT PAY

1. Upon return from a without pay exceeding thirty (30) calendar days, the employee's anniversary dates shall be adjusted to exclude such leave time for the purpose(s) of:
 - Performance evaluation dates;
 - Step increase dates;
 - Seniority for promotional examinations; and
 - Benefit accrual calculations.
2. Upon return from a leave of absence without pay exceeding thirty (30) calendar days occasioned by illness or disability of the employee, the employee may be required to provide such medical information as required by the City's physician to ascertain the employee's fitness for duty. Failure or refusal to provide this information may delay the employee's return to work, and may constitute grounds for disciplinary action.

E. CITY INITIATED LEAVE WITHOUT PAY

The City may place a unit employee on leave without pay for non-disciplinary reasons when the status of the unit employee, due to injury or other involuntary circumstances, cannot be covered by paid leave time.

F. BENEFIT / ACCRUAL ELIGIBILITY WHILE ON LEAVE OF ABSENCE WITHOUT PAY

1. No month shall be counted for benefit eligibility or for the accumulation of vacation or sick leave when the employee is absent on leave without pay, including suspension from duty without pay, or has a break in service of more than thirteen (13) work days, or seven (7) shifts in Fire Suppression, in that month.
2. No biweekly period shall be counted for eligibility periods or for the accumulation of vacation or sick leave when the employee is absent on leave without pay or has a break in service of more than sixty five percent (65%) of the working hours in the biweekly period.
3. An employee on unpaid leave of absence under this section shall be responsible for the payment of insurance premiums

ARTICLE FIVE

in any month when there is insufficient paid leave available or authorized to maintain benefited status except when the employee has been authorized for Family Medical Leave Act (FMLA).

IX. FAMILY MEDICAL LEAVE ACT (FMLA) AND CALIFORNIA FAMILY RIGHTS ACT (CFRA)

1. This section does not purport to provide all the provisions of law, but summarizes the general intent at the time this MOU was adopted.
2. Specific details of the State and Federal laws relating to FMLA and CFRA are available in the Personnel Department.
3. Unit employees and department management must contact the Personnel Department to verify current provisions and requirements.
4. Failure to do so could result in a misunderstanding of rights and obligations, and could cause loss of leave benefits or loss of insurance coverage.

A. ELIGIBILITY FOR FMLA AND CFRA

1. Pursuant to State and Federal laws, employees shall be eligible for Family and Medical Leave of absence (FMLA) for:
 - The birth of a child of the employee;
 - Disability due to pregnancy – FMLA only;
 - The placement of a child with an employee in connection with the adoption or foster care of that employee;
 - The care of the employee's child with a serious health condition;
 - The care of a spouse or parent with a serious health condition; or
 - The employee's own serious health condition.
2. Such leave rights apply to all employees with twelve (12) months or more service with the City prior to the leave request who have worked a minimum of 1,250 hours in the preceding twelve (12) months.

B. EMPLOYEE RIGHTS UNDER FMLA

1. The maximum amount of leave shall be twelve (12) weeks in a twelve (12) month period.
2. The twelve-month period is rolling, and is measured backward from the date leave is used.
3. Leave may be taken as days off, or intermittent or modified work schedules.
4. The employee is guaranteed a return to his/her position at the end of approved leave.
5. During the 12-work week FMLA period, the City shall maintain the employee's medical, dental, life and vision care insurance.

C. APPROVAL PROCESS FOR FMLA

1. Employees must give 30-days advance written notice, on a form provided by the City, of the need for such leave, unless the absence could not be anticipated. In such cases, the employee must give notice as soon as possible.
2. Verification by the attending physician or health care provider will be required for absences relating to the employee's or family member's serious health condition.
3. The Personnel Department shall determine if the leave qualifies under the Family and Medical leave laws, and may determine the commencement date.

D. PRIVACY UNDER FMLA

For privacy reasons, the City may not require specific medical diagnosis of a family member's health condition, but such information may be provided for the employee's own illness or condition with the health care provider's certification of the need for the leave.

E. USE OF ACCRUALS WHILE ON FMLA

1. The employee shall be required to use sick leave for any FMLA illness or medical-related absence, and may use vacation or other accrued leaves if sick leave has been exhausted.

2. FMLA shall run concurrently with Pregnancy Disability Leave.

F. EXPIRATION OF FMLA

Upon expiration of FMLA leave, if the employee remains on unpaid leave, he/she shall be responsible for maintaining his/her insurance benefits, either by use of sufficient accrued paid leave or by payment of the required premiums.

IX. PREGNANCY DISABILITY LEAVE (PDL)

1. Pregnancy Disability Leave of up to four (4) months, with or without pay, shall be provided to employees covered herein pursuant to the Fair Employment Housing Act (FEHA).
2. Such leave shall be granted for disability of the employee, determined by a physician, for the duration of such disability, provided, however, that the cumulative unpaid leave for disability and non-disability reasons shall not exceed one year.
3. Pregnancy Disability Leave without pay shall not be granted until accrued sick leave has been exhausted.
4. Employees may voluntarily use accrued vacation or other paid leave before commencing unpaid leave.

X. UNAUTHORIZED LEAVE / ABANDONMENT OF POSITION

1. An employee absent without authorization for three (3) or more consecutive days and/or work shifts, and who fails to contact his/her supervisor to provide justification for the absence, shall be considered to have abandoned his/her position and resigned from City employment as of the third day or third shift of absence.
2. The employee shall be notified by his/her appointing authority that the City considers him/her to be absent without leave, and that, under this section, a separation (resignation) will be processed.
3. Such notification shall be made pursuant to the procedures for notification of intent to discipline as provided in Civil Service Rules.
4. The employee may be reinstated, subject to disciplinary action for other causes, if adequate justification for the absence is provided to the appointing authority prior to the end of the notification period.

ARTICLE SIX

WORKING CONDITIONS

I. SENIORITY

A. SENIORITY LISTS

1. The City shall establish seniority lists and shall inform each unit employee of their seniority status. Seniority status may give a unit employee priority preference in work schedules, including shifts, where the City is able to offer unit employees a choice.
2. Unit employees commuting to work in a carpool, and therefore dependent on co-workers for transportation, may also be given preference in work assignments and schedules to accommodate the carpool arrangement.

B. SENIORITY WITHIN CURRENT CLASSIFICATION

1. Seniority, as used herein, is determined by the length of service a unit employee has been in the position of the current classification and is only applicable for the purposes stated herein.
2. When two or more unit employees are appointed on the same date, seniority among those unit employees shall be based upon the rank order of those unit employees on the eligible list from which they were appointed, with the highest ranking unit employee being considered the most senior.

II. SAFETY RULES

1. It is of mutual benefit to the City and to the Fire Management unit employees represented in this M.O.U. to be fully aware of all safety rules and regulations regarding employment duties.
2. The intent of this clause is to work towards preventing job-related injuries to unit employees and damage to both public and private property.

ARTICLE SIX

3. It is the responsibility of all unit employees as a condition of employment with the City, to be aware of, to follow and to enforce the City's safety rules, regulations, policies and procedures or be subject to disciplinary action in accordance with the Civil Service Rules.

III. GRIEVANCE

A classified unit employee grievance shall be processed as provided for in the City's Civil Service Rules.

IV. DISCIPLINE

Disciplining of classified unit employees shall be as provided in the City's Civil Service Rules.

ARTICLE SEVEN

GENERAL PROVISIONS

I. TERM OF MEMORANDUM OF UNDERSTANDING

This MOU shall be effective January 1, 2005 and together with all the terms, conditions and effects thereof, shall expire as of midnight on December 31, 2008.

II. EMERGENCY WAIVER

In the event of circumstances beyond the control of the City, such as acts of God, fire, flood, insurrection, civil disorder, national emergency, or similar circumstances, the provisions of this Memorandum of Understanding shall not restrict the City's ability to respond to these emergencies.

III. SEVERABILITY PROVISION

Should any article, section, subsection, subdivision, sentence, clause, phrase, or provision of this Memorandum of Understanding be found to be inoperative, void, or invalid by a court of competent jurisdiction, all other provisions of this Memorandum of Understanding shall remain in full force and effect for the duration of this Memorandum of Understanding. In the event of such invalidation, the City and the Fire Management Group agree to meet and confer in good faith to determine an alternate equivalent article, section, subsection, subdivision, sentence, clause, phrase or provision.

IV. CIVIL SERVICE RULES/CITY POLICY

The parties agree that all conditions of employment, as they pertain to employees covered by this MOU, subject to meet and confer provided for by the City's Civil Service Rules, Ordinances, Resolutions, Departmental Rules and Regulations or Policy Statements in effect prior to the date of this MOU, unless specifically provided for to the contrary in this MOU, shall remain in force and effect during the term of this MOU and shall not be changed unilaterally by the City through exercise of its rights under Article One of this MOU. Any changes to the Civil Service Rules shall be as provided therein.

V. FULL AGREEMENT AND IMPLEMENTATION

A. TOTAL PACKAGE

The offers submitted herein are a total package and not to be construed as agreement on any individual item. All other proposals are rejected.

B. WAIVER OF MEET AND CONFER

This MOU contains all of the covenants, stipulations, and provisions, agreed upon by the parties. Therefore, for purposes of this MOU neither party shall be compelled to meet and confer with the other concerning any issue, whether specifically discussed prior to the execution of this MOU or which may have been omitted in the meet and confer process which led up to the execution of the MOU except by mutual agreement of the parties.

C. COMPLIANCE

1. If the effective date or the implementation of any benefit in this MOU cannot be adhered to as the result of law, regulation, or policy outside the control of the City, the City will take action on the first date on which it has authority to take action in compliance with such law, regulation, or policy to effectuate the benefit.
2. Each party acknowledges that it had the full and unlimited opportunity to meet and confer over any issue it either did raise or could have raised and hereby waives the right to meet and confer further during the term of this MOU, except as specifically provided herein.

D. OBLIGATION TO SUPPORT

The parties agree that upon tentative agreement being reached on a successor MOU and prior to the implementation of this successor MOU and during the time of its being considered by the City Council for action, neither the Fire Management Group nor the City nor their authorized representatives will appear before the City Council, nor meet with the City Council members individually to advocate any addition or deletion to the terms and conditions to this MOU. However, this section shall not preclude the parties from appearing before the City Council, nor meeting with individual members of the City Council to advocate or urge the adoption and approval of this MOU.

VI. RATIFICATION AND IMPLEMENTATION

A. ACKNOWLEDGEMENT

The City and Culver City Fire Management Group acknowledge that this Memorandum of Understanding shall not be in force and effect until ratified by a simple majority vote of unit employees voting who are in classifications represented by the Culver City Fire Management Group set forth in this agreement and adopted in the form of a resolution of the City Council.

B. MUTUAL RECOMMENDATION – APPROVAL OF MOU

This agreement constitutes a mutual recommendation of this new MOU by the parties hereto, to the City Council, that one or more ordinances and/or resolutions be adopted and implemented accepting its provisions and effecting the changes enumerated herein relating to wages, hours, benefits and other terms and conditions of employment for unit employees represented by the Culver City Fire Management Group.

C. RATIFICATION

Subject to the foregoing, this Memorandum of Understanding is hereby ratified and agreed to be recommended for approval by the authorized representatives of the City and Culver City Fire Management Group, and entered into this 21st day of September 2005.

ARTICLE SEVEN

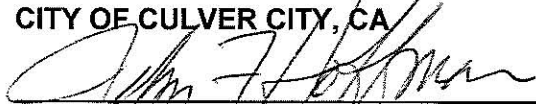
PARTIES TO THE AGREEMENT

CULVER CITY FIRE MANAGEMENT GROUP


Chris Sellers, Chief Negotiator
Culver City Fire Management Group


Richard Gallagher
Culver City Fire Management Group

CITY OF CULVER CITY, CA


John F. Hoffman, Chief Negotiator
Labor Relations Consultant


Marlee Chang
City Controller


Serena Wright
Deputy Personnel Director

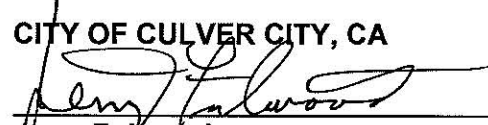

Linda Coll
Personnel Services Analyst

In witness whereof, the parties hereto have caused this agreement to be executed this 10th
day of OCTOBER 2005.

CULVER CITY FIRE MANAGEMENT GROUP


Chris Sellers, President
Culver City Fire Management Group

CITY OF CULVER CITY, CA


Jerry Fulwood
Chief Administrative Officer

INDEX

A – Deferred

– A –

Accumulation, Use and Requests for Leave.....32
 Accumulation of Leave.....32
 Advance of Vacation or Sick Leave33
 Failure to File a Prior Request33
 Formulas for Equating Leave Hours32
 Requesting Leave.....33
 Use of Leave.....32
Acting Pay10
Advance of Vacation or Sick Leave33
Agency Shop2

– B –

Bargaining Unit Changes.....1
Bereavement Leave42

– C –

Civil Service Rules / City Policy54
City' Retains Rights18
City's Rights.....18
Cleaning and Maintenance Programs14
Communicable Diseases.....26
 Annual Immunizations, Testing and Documentation26
 Preventive Measures26
 Risk from Communicable Diseases26
Constant Staffing.....15
 Definition.....15
 Hours Conversion Formula16
 No Effect on City Rights.....16
 Twenty-eight (28) Day Work Period16

– D –

Deductions2
 Dues/Insurance Check Off.....2
 Indemnification.....3
Deferred Compensation29
 City Contribution to Voluntary Deferred Comp - (Non-PERS)....30
 Conversion of Holiday Pay to Voluntary Deferred Comp30
 Voluntary Deferred Compensation Plan.....29

Dental Insurance24
 Discipline53

– E –

Educational Incentive Pay12
 Accredited College Units.....12
 Compensation.....12
 Purpose12
 Use of Timekeeping/Staffing.....13
 Emergency Leave.....42
 Emergency Services Refill (ESR) Compensation.....17
 Extension of Duty.....17
 Limitations.....17
 Emergency Waiver54
 Employee Rights3
 EMT-Certification Pay.....11
 Equivalent Biweekly, Monthly and Annual Rate.....13

– F –

Family Medical Leave Act (FMLA) & Calif Family Rights Act (CFRA) ..49
 Approval Process for FMLA50
 Eligibility for FMLA and CFRA49
 Employee Rights under FMLA.....50
 Expiration of FMLA51
 Privacy under FMLA50
 Use of Accruals While on FMLA50
 Forced Hire Constant Staffing or ESR.....17
 Full Agreement and Implementation.....55
 Compliance.....55
 Obligation to Support.....55
 Total Package.....55
 Waiver of Meet and Confer.....55

– G –

Grievance53

– H –

Holidays / In-Lieu Time.....33
 Accrual Balance Not to Exceed Max Annual Holiday In-Lieu.....34
 Authorized Holiday Routine34
 Bi-weekly Holiday In-Lieu Accrual Rate33
 Holiday In-Lieu Time Taken or Payoff.....34

- I -

Index.....58
 In-Lieu Time.....33

- J -

Jury Duty Leave.....43

- K -

- L -

Labor Code Section 4850 / Temporary Total Disability (TTD) /
 Extended Leave27
 Leaves of Absence32
 Accumulation of Leave.....32
 Accumulation, Use and Requests for Leave.....32
 Advance of Vacation or Sick Leave33
 Failure to File a Prior Request33
 Formulas for Equating Leave Hours32
 Policy32
 Requesting Leave33
 Use of Leave.....32
 Leaves of Absence without Pay.....46
 Benefit / Accrual Eligibility while on Leave of Absence
 without Pay48
 City Initiated Leave without Pay.....48
 Duration of Leaves of Absence without Pay47
 Leave of Absence w/o pay in Excess of Thirty Calendar Days ..47
 Return from Leave of Absence without Pay.....48
 Voluntary Leave of Absence without Pay.....46
 Life Insurance24

- M -

Medical Certificate - Class B Drivers License29
 Medical Insurance20
 Joint Labor / Management Health Benefits Study Committee....21
 Mutual Agreement in Writing.....21
 Purpose of Committee and Study21
 Medical Insurance – PERS Medical Plans.....20

Medical Insurance Premiums – Outstanding

Medical Insurance Premiums–Active and Retired Employees –
 Effective 01/01/0521
 Medical Insurance Premiums–Active and Retired Employees –
 Effective 01/01/0621
 Active Emp & Retirees Enrolled in PERSCare22
 Active Emp & Retirees Enrolled in Plans Other
 than PERSCare22
 “Me Too” Clause on Active Emp and Ret Med Premium Pmt....22
 Medical Insurance Premiums–Opt-Out/Cash Out - Effective 01/01/06 –
 (Non-PERSable)23
 Employee Spouses Not Eligible for Opt-Out23
 Opt-Out Cash Value (Non PERSable)23
 Proof of Coverage / Waive City Liability23
 Re-Enrollment in PERS Plan23
 Military Leave44
 Miscellaneous Leaves with Pay41
 Bereavement Leave41
 Emergency Leave42
 Jury Duty Leave43
 Military Leave44
 Outstanding Performance Leave43
 Payoff of Accrual upon Death of Employee / NonPERSable46
 Religious Services Leave44
 School Activity Leave44
 Training Leave45
 Voting Leave44

– N –

Nondiscrimination2
 Fire Management Group Agrees Not to Discriminate2
 Policy2
 Non-Suppression Staffing – Forty (40) Hour Assignment16
 Minimum Thirty (30) Day Advance Notice16

– O –

Off-Duty Work27
 On-Duty Death / Funeral Benefit31
 Benefit above PERS / Labor Code Provisions31
 Funeral Benefit31
 Payment31
 Outstanding Performance Leave43

Overtime Compensation – Religious Service Leave

Overtime Compensation18
 Emergency Recall.....18
 Extension of Duty.....18
 Forced Hire Constant Staffing or Overtime19
 Non-Suppression (40-Hour Schedule) Compensatory Time.....19
 Off Duty.....18

– P –

Paid Time Off for Fire Management Group Representatives.....5
 Release Time.....5
 Release Time Certification.....6
 Use of Other Leaves6
Paramedic Assignment Pay.....10
Parties to the Agreement.....57
Parties to the Memorandum of Understanding1
Payoff of Accrual upon Death of an Employee – Non-PERSable46

Physical Wellness.....27
 Annual Reimbursement27
 Carry-Over of Unused Wellness Funds28
 Medical Records29
Pregnancy Disability Leave (PDL)51
Pre-Retirement Distribution of Accruals (Non-PERSable)20
Pre-Retirement Distribution of Accruals / Enhance Plan (Non-PERS) .41
 Non-PERSable41
 Options41
 Thirty-six (36) Month Notice of Retirement-Irrevocable.....41

– Q –

– R –

Ratification and Implementation56
 Acknowledgement56
 Mutual Recommendation – Approval of MOU.....56
 Ratification56
Recognition.....1
Release Time5
Religious Service Leave44
Recognition.....1
Release Time5
Religious Service Leave44

Retirement.....19
 Compensation Reported to PERS20
 PERS Employee Retirement Contribution19
 PERS Retirement Benefits.....19
 Pre-Retirement Distribution of Accruals – Non-PERSable.....20
 When MOU Costs Exceed Six Percent (6%) in a Fiscal Year....20
 Rights3
 City’s Rights.....3
 Employee Rights.....3
 Impact of City Rights.....4
 Modifying Employee Staff Levels / Waiver of Meet and Confer ...4

– S –

Safety Equipment25
 City Supplied Required Safety Items25
 Required Safety Equipment25
 Safety Rules52
 Salaries7
 Conversion of Salary Table.....9
 Salary Calculations9
 Salary Initiative Ordinance7
 Schedule Calendar9
 Salary Adjustment in Addition to Police and Fire Initiative Ordinance ..10
 Effective with the Pay Period that includes January 1, 2006.....10
 In Addition to any Salary Adjustments from Police and Fire
 Salary Initiative Ordinance10
 School Activity Leave44
 Seniority52
 Seniority Lists52
 Seniority within Current Classification.....52
 Severability Provision54
 Shift Change.....14
 Shift Conversion16
 Shift Trade Agreement17
 Approval by Chief / No Additional Cost.....17
 Transfer of Vested Leave Hours17

Sick Leave38

- Accrual of Sick Leave38
- Bonus Plan: Bi-weekly Payoff of Unused Sick Leave Accrual –
 - Non - PERSable39
 - Tier 1: Sick Leave Bonus Plan40
 - Tier 2: Sick Leave Bonus Plan40
- Eligibility for Sick Leave38
- Maximum Accumulation of Sick Leave38
- Payroll Reporting38
- Procedure, Use and Verification of Sick Leave39
- Sick Leave Conversion Payoff upon Retirement or Favorable
 - Resignation - NonPERSable40
- Sick Leave Payoff Upon the Death of an Employee41

Special Assignment Pays11

- Assistant Fire Chief / Fire Marshal Assignment Pay12
- Certificate Pay/Educational Incentive11
- Emergency Medical Technical (EMT) Certification Pay12

Supplemental Benefits.....19

Supplemental Compensation

- Acting Pay.....10
- Elimination of Overtime Pay / Emergency Service Refill
 - (ESR) Plan14
- Overtime14

- T -

Term of Memorandum of Understanding54

Training Leave.....45

- U -

Unauthorized Leave / Abandonment of Position.....51

Uniform Allowance.....24

- Amount of Uniform Allowance.....24
- Change of Department Uniforms25
- Initial Clothing Reimbursement24
- Uniform Allowance – (PERSable)25

Union Agrees Not to Discriminate.....2

Unscheduled Leave37

Use of Timekeeping / Staffing.....12

- V -

Vacation34
 Accrual of Vacation35
 Bi-weekly Payoff of Excess Vacation Accruals / Non-PERS.....37
 Eligibility for Vacation.....34
 Injury on Duty (IOD) or Extended Sick Leave Status36
 Maximum of Accumulation of Vacation37
 Maximum Annual Vacation Accrual35
 Prescheduled Leave36
 Tables of Vacation Leave Benefits35
 Unauthorized Use of Vacation37
 Unscheduled Leave37
 Vacation Payoff Upon Termination38
Vision Insurance24
Voting Leave.....44

- W -

When MOU Costs Exceed Six Percent (6%) in a Fiscal Year20
Worker’s Compensation26
 Labor Code Section 4850/Temporary Total Disability (TTD) /
 Extended Leave27
 Off-Duty Work27
 Rights and Benefits Granted by State Law26
Work Periods, Schedules, Constant Staffing and Emergency Service
 Refill (ESR) Plan.....13
Work Schedule13
 Shift Change13
 Time Records13

- X -

- Y -

- Z -