

**RESOLUTION NO. 2026-07**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY  
APPROVING A MEMORANDUM OF UNDERSTANDING AND SIDE LETTER AGREEMENT  
BETWEEN THE CITY OF CRESCENT CITY AND THE CRESCENT CITY POLICE OFFICERS'  
ASSOCIATION EFFECTIVE JULY 1, 2025 THROUGH JUNE 30, 2027**

**WHEREAS**, California Government Code Section 36506 requires that the City Council fix, by resolution or ordinance, the compensation of all appointive officers and employees; and

**WHEREAS**, pursuant to the City Council's direction, the City's bargaining team has negotiated in compliance with the Meyers-Milias-Brown Act and all other applicable requirements to reach agreement with the Crescent City Police Officers Association ("CCPOA") upon a new Memorandum of Understanding ("MOU") that meets the needs of both parties and covers the period July 1, 2025 through June 30, 2027; and

**WHEREAS**, the parties have additionally agreed to continue the Lateral Hiring Bonus Program by way of a side letter agreement; and

**WHEREAS**, a majority of the bargaining unit members of the CCPOA have voted in favor of the MOU and the Side Letter Agreement; and

**WHEREAS**, the MOU and Side Letter Agreement have been recommended for approval by the City Manager and reviewed by the City Council.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Crescent City, California that the Memorandum of Understanding Between the City of Crescent City and the Crescent City Police Officers Association for July 1, 2025 through June 30, 2027 signed by the parties and attached hereto as **Exhibit A** is hereby ratified and approved.

**BE IT FURTHER RESOLVED** that the Side Letter Agreement to continue the Lateral Hiring Bonus Program signed by the parties and attached hereto as **Exhibit B** is hereby ratified and approved.

**PASSED AND ADOPTED** and made effective the same day by the City Council of the City of Crescent City at a meeting thereof held on this 17th day of February 2026, by the following polled vote:

AYES: Council Members Altman, Shamblin, Tinkler, and Mayor Wright

NOES: None

ABSTAIN: None

ABSENT: Council Member Greenough



Isaiah Wright, Mayor

ATTEST:



Robin Altman, City Clerk

Memorandum of Understanding  
Between the  
City of Crescent City  
And the  
Crescent City Police Officers Association

Effective July 1, 2025  
Through  
June 30, 2027



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## **SECTION I - PURPOSE**

The purpose of this Memorandum of Understanding (M.O.U.) is to describe certain agreements between the City of Crescent City, hereinafter referred to as "City" and the Crescent City Police Officers' Association, hereinafter referred to as "CCPOA," regarding wages, hours, and other terms and conditions of employment for the City's public safety employees covered by this M.O.U. originally adopted by City Council Resolution No. 1988-35 and as amended by Council Resolution No. 1991-42 dated 8-5-91, Resolution No. 1994-22 dated 7-18-94, Resolution No. 1995-28, and Addendum dated 3-18-97, Resolution No. 1999-15, Resolution No. 2002-5, Resolution 2003-02, Resolution No. 2006-18, Resolution No. 2009-44, Resolution No. 2013-20, Resolution 2016-22, Resolution No. 2018-34, Resolution No. 2020-45, Resolution No. 2020-92 dated 11-16-2020, Resolution No. 2021-45 dated 8-16-2021, Resolution No. 2022-59 dated 9-19-2022, and Resolution No. 2023-36 dated 6-5-2023.

## **SECTION II - EFFECT OF M.O.U.**

This M.O.U. shall comply with all local, State, and Federal regulations applicable to such agreements. If any provisions of this M.O.U. violate said regulations, the M.O.U. may be amended at any time to conform to local, State and Federal law. This agreement is by reference incorporated into the City budget process.

## **SECTION III - DEFINITIONS**

Except as otherwise provided herein, all words used in this M.O.U. shall have the same meaning as set forth in the City's Municipal Code, the City's Employer-Employee Relations Rules or the State of California's Government Code.

## **SECTION IV - RECOGNITION**

The City agrees to recognize CCPOA as the recognized employee organization representing those City employees who are members or associate members of CCPOA at the time of the City's adoption of this M.O.U., and those employees who become members of CCPOA during the term of this M.O.U. This recognition supersedes any former recognition and continues for the term of this M.O.U., unless CCPOA violates any terms or conditions of this M.O.U. or any City rule or regulation which may cause the termination of this recognition by the City, as per the Crescent City Municipal Code.

## **SECTION V - EMPLOYER-EMPLOYEE RELATIONS RULES**

The parties hereto agree that the City's Employer-Employee Relations Rules, as included in the City's Municipal Code, shall continue in full force and effect for the term of this M.O.U., except that Section 8-220 shall be void for the purpose of disciplinary action. The City shall follow current laws and regulations including, but not limited to, the Police Officers' Bill of Rights in the implementation of disciplinary action.

With respect to Section 8-253-A(4)(ii) and (iii) of the City's Employer-Employee Relations Rules, Grievance Procedures, the following shall apply: During the second level of review, the

department head shall have five (5) working days in which to schedule an investigation as he deems necessary and shall render a written decision. Further, should the employee still be aggrieved, the employee may appeal the decision within ten (10) working days of receipt of the written decision.

A hearing shall be conducted by a three (3) member panel consisting of a CCPOA member, a City representative, and a mediator from the California State Conciliation and Mediation Service, at no cost to the City. The panel's decision shall be advisory only to the City Manager.

## **SECTION VI – WAGES**

### **A. WAGES**

City agrees to compensate the employees covered by this MOU as described below:

1. Effective the first full pay period in July of 2025, the pay scales as set forth on Exhibit A shall apply to all classifications listed therein.
2. Effective the first full pay period in July of 2026, all pay scales set forth in Exhibit A shall be increased by the annual percentage increase indicated by the CPI-U (LA) March 2026 over March 2025. In no event, however, may the increase be less than 1.0% nor more than 3.0%.

\*\*\*Refer to Exhibit "A", the pay scale table, which will be updated as numbers for the annual CPI are known.

### **B. PAY PERIOD**

The City agrees to continue the biweekly pay period for the term of this M.O.U. The pay period will be from the Sunday to the Saturday fourteen (14) calendar days thereafter. The pay date will be biweekly on Friday. Employees must be compensated for their services within five (5) working days after the conclusion of a pay period.

### **C. OVERTIME**

Non-exempt employees are eligible for overtime compensation as required by the regulations of the U.S. Department of Labor with respect to the Fair Labor Standards Act (FLSA). For the purpose of this section, guidelines established under FLSA shall provide relative to hours, overtime provisions, and other compensable items. Vacation and sick leave time shall qualify toward the employee's total work week hours for computation of overtime. All overtime compensation is subject to the approval of the department head. For the purpose of this M.O.U., the work period shall be eighty (80) hours within a fourteen (14) day period.

1. Employees called out to work on an emergency or call-out during a scheduled-off time period shall receive at a minimum two (2) hours of overtime pay for any call-out lasting less than two (2) hours. For emergencies or call-outs lasting two (2) hours or longer, the employee shall receive the normal overtime rate for all such time spent on the emergency or call-out. The City shall provide a paid meal for each employee working in a call-out emergency lasting more than

five (5) hours in duration. If an employee receives another call-out within the first two (2) hours of a previous call-out, the call-out will be treated and calculated as one (1) call-out.

2. Employees assigned to work overtime at either the beginning or at the end of a normal work shift shall be compensated for only such time actually spent working. No minimum is guaranteed for such work.

3. Court time:

(a) If an officer appears in court, in his/her capacity of a police officer while off duty, he/she shall receive a minimum of three (3) hours pay at his/her overtime rate.

It is recognized by the City and CCPOA that this provision is designed to compensate the employee for the inconvenience of reporting to court off-duty, and therefore, the employee is not expected to stay beyond the required court appearance. However, the employee is expected to report to work during periods of extended waiting.

(b) If an officer is ordered by his supervisor to call the District Attorney or his office while not on duty, he/she shall be compensated at his/her overtime rate for a minimum of two (2) hours. If the District Attorney or his office, with the approval of the officer's supervisor or the Chief of Police, calls the officer, the officer shall be compensated at his/her overtime rate for a minimum of two (2) hours.

4. Compensatory Time Off Plan:

This plan will be subject to the following conditions and restrictions in addition to the limits set by state and federal law.

a. When overtime is authorized by the supervisor, a police officer may at his/her option elect to have 1.5 hours for each hour of overtime worked added to his/her Comp Time Bank. The election will be made at the time the overtime is worked and shall not be changed later. The maximum allowed to be accumulated in an officer's Comp Time Bank will be one hundred sixty (160) hours.

b. The maximum accrual allowed at the end of the City's fiscal year will be sixty (60) hours. Cash out down to 60 accumulated hours will be mandatory at the end of the City's fiscal year, i.e., the last payroll ending in June. No comp time may be accrued in a pay period that would result in a balance greater than 60 hours as of June 30. Employees will be paid overtime instead.

c. At the request of employee, upon a five working day written notice, the City will pay overtime compensation in cash in lieu of compensating time off for any compensating time off that has accrued for at least two pay periods. Cashout of such time will be made on the next available pay period.

d. Use of accrued compensation time off is subject to the same requirements as use of vacation or sick pay.

e. The compensation amount for use or cash out will be according to California Labor Code, i.e., "If compensation is paid to an employee for accrued compensating time off, the compensation will be paid at the regular rate earned by the employee at the time the employee receives payment."

#### **D. HOLIDAY PAY**

The parties hereto agree that holiday pay shall be provided to those employees covered by this agreement who are assigned to work on City-designated holidays. Holiday pay shall be equal to the employee's regular hourly rate of pay (as of the payment date) times ninety-eight hours to be provided in a lump sum payment on or before the first Friday in December of each year. Employees who are employed for less than one (1) year prior to the payment date shall be paid seven (7) hours of pay for each month of full-time probationary or permanent employment. Employees promoted, transferred or terminated during the year shall receive seven (7) hours of pay for each full month of full-time permanent employment in a qualified position.

Holiday pay may not be used as paid time off nor cashed out at any time other than the established pay period in this section or upon employee separation

Non-sworn employees (recruits) will not receive holiday pay and instead will receive paid holidays off with overtime for actual hours worked on the holiday, for those holidays designated in Section VIII (F).

#### **E. POLICE PROFESSIONALISM PAY PROGRAMS**

The City shall compensate the employees covered by this agreement for certain professionalism pay as follows:

1. California POST Intermediate Certificate or possession of an AA/AS Degree – An increase to base wage of three and one-half percent (3.5%).
2. California POST Advanced Certificate or possession of a BA/BS Degree from an accredited College/University – An increase to base wage of three and one-half percent (3.5%). If an employee has both a POST Advanced Certificate and a BA/BS Degree, then the employee shall receive an increase to the base wage of 5%.
3. MA/MS Degree from an accredited College/University in a law enforcement related field approved by the Chief of Police and the City Manager – An increase to the base wage of 5%.

The Human Resources Manager must certify the qualifications being achieved by each officer and payment will be made with each bi-weekly paycheck. Professionalism pay is cumulative among POST certificates and/or among college degrees.

Professionalism pay is calculated as a percentage of base hourly pay times (the number of regular hours worked plus paid leave hours used) in a pay period. Professionalism pay is not paid for unpaid leave hours, unless used as part of a workers' compensation TDD calculation.

#### **EDUCATION ASSISTANCE PROGRAM**

The City will reimburse costs for education in accordance with current federal and state law provisions, as noted here: "Employer-paid education that is related to the employee's current job is excluded from income as a working condition fringe benefit if the following conditions are met":

(a) The courses must not be necessary to meet the minimum education requirements of the current job.

(b) The courses are not taken to qualify the employee for a promotion or transfer to a different type of work.

(c) The education must be related to the employee's current job and must help maintain or improve the knowledge and skills required for that job (e.g., refresher or update courses). If the requirements change while the employee is working, employer-paid education designed to meet them is a working condition fringe benefit.

(d) All education reimbursement must be pre-approved (before classes start) by the Chief of Police and the City Manager.

(e) Should the City require officers covered by this agreement to attend certain educational programs, the City shall pay the cost of tuition and materials pursuant to the schedule of authorized travel reimbursement in the City's annual budget.

(f) Should the program require the employee to leave Crescent City, the City shall pay the cost of transportation, travel and meals as per the City's Travel & Expense Policy.

For additional information and how to utilize this benefit, please refer to the City's Education Assistance Program Policy.

#### **OUT-OF-CLASSIFICATION PAY FOR ACTING CHIEF OF POLICE.**

The City agrees to provide a temporary pay adjustment for a sergeant assigned to work as acting chief of police during a duly issued "absence of command." Such temporary pay adjustment shall begin on the first work day of the temporary assignment and continue through the term of the temporary assignment. The out-of-classification pay will be five (5) percent of the officer's base wage and valid only for the period of time the officer is working the out-of-class assignment.

#### **F. FTO PAY**

While a member of the bargaining unit is training a probationary employee or reserve, he/she shall receive an additional five percent (5%) of his/her base hourly wage for the hours spent on training activities.

## **G. ASSIGNMENT PAY**

A member of the bargaining unit assigned to one or more of the following positions shall receive an additional five percent (5%) of his/her base hourly wage, for each such assignment, during the duration of the assignment(s):

- Detective/Investigator
- K-9 Officer
- School Resource Officer
- Motorcycle/Traffic Officer

Assignment pay will be paid during the duration of the assignment, regardless of whether the bargaining unit member is temporarily required to work patrol. The school resource officer (SRO), however, will only receive the SRO assignment pay during the academic school year and only for time spent performing SRO-related duties during the summer break for schools.

Assignment pay is calculated as a percentage of base hourly pay times (the number of regular hours worked plus paid leave hours used) in a pay period. Assignment pay is not paid for unpaid leave hours, unless used as part of a workers' compensation TDD calculation.

## **H. BI-LINGUAL COMPENSATION**

Bargaining unit members approved by the Chief of Police and certified as bilingual who use their bilingual skills on a continuing basis shall qualify for bilingual pay in the amount of \$65.00 per pay period. Use of bilingual skills includes any combination of conversational, interpretation, or translation work. The requirements for certification shall be as determined by the City with input from the CCPOA. No additional bargaining unit members may be approved for bilingual pay until the requirements for certification have been agreed upon.

## **I. SHIFT DIFFERENTIAL**

Bargaining unit members assigned to work the "night shift" (1800-0600) shall receive an increase to base wages of one and one-half (1.5) percent for all such hours worked. The aforementioned incentive will be provided to bargaining unit members working on an overtime status as well.

# **SECTION VII - HOURS**

## **A. EMPLOYEE STATUS**

The City agrees to maintain an average eighty (80) hours each pay period for its permanent full-time positions. Employees must be assigned to work eighty (80) hours in each pay period in order to be classified as full-time employees.

1. Only permanent and probationary employees shall receive full or pro rata benefits hereafter stated in this M.O.U. Employees assigned to a position requiring less than full-time work will be considered part-time employees.

2. Permanent part-time employees working twenty (20) hours or more per week will be eligible for all benefits to be provided in accordance with this M.O.U. to all permanent employees on a pro rata basis.

3. For the purposes of determining vacation and sick leave benefits, permanent part-time employees will accrue vacation and sick leave at a rate equal to the normal rate for their service longevity times the percentage of full-time that their average work week represents.

4. Employees assigned to a position requiring less than twenty (20) hours of work in each work week on an annual basis, or requiring less than an annual work schedule (less than 1,040 hours) shall, be considered temporary or seasonal employees.

5. Employees assigned to a position requiring twenty (20) hours or more of work in a work week on an annual basis may be considered either permanent part-time or temporary employees.

**B. REPORTING PLACE**

The parties hereto agree that employees shall report to their office or work station as assigned by their supervisor at the starting time as established by their department head. Employees shall be ready to commence work at the start of the work day by being at their work station and ready to begin work.

**C. WORK DAY DESCRIBED**

The parties hereto agree that the normal work day for employees shall be eight (8) hours or 12 hours in any one work day, unless the Chief of Police after meeting and conferring with the CCPOA, assigns the employee to work a different schedule. Such shift change shall occur after the Chief has provided the employees a five (5) day advanced notice, except in the case of emergencies or manpower shortages. The employees who are assigned to a one (1) hour lunch break shall not be compensated for the hour unless the employee is required to work through the lunch break.

**D. LONGEVITY**

Employees will receive the following longevity pay for the corresponding years of full-time continuous service with the City. For the purposes of computing years of service, the anniversary of full-time employment will be used for qualification.

Years of Service	% of Base Hourly Pay
5	2.5%
10	2.5%
15	2.5%
20	2.5%

Longevity pay is cumulative and calculated as a percentage of base hourly pay times (the number of regular hours worked plus paid leave hours used) in a pay period. Longevity pay is not paid for unpaid leave hours, unless used as part of a workers' compensation TDD calculation.

#### **E. REPORTING TIME**

Employees shall, at the discretion of their department head and upon approval from the Human Resources Manager, have one-quarter (1/4) of one hour reduced from their pay for each fifteen (15) minutes they report to work later than their normal starting time. Employees who fail to report to work after the second thirty (30) minutes of their starting time shall have reduced from their pay one (1) hour of compensation. Continued tardiness for work shall result in disciplinary action against the employee.

Employees leaving their work area early without the prior authorization of their department head shall have their pay reduced in the same manner as is provided for employees who are late for work, and in addition, such absence may be considered as a refusal to work and as such shall be considered as grounds for disciplinary action.

### **SECTION VIII - BENEFITS**

#### **A. PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS) PROGRAM**

Classic Members.

The City agrees to maintain a two percent (2%) at age Fifty (50) PERS Retirement Plan for the permanent employees who are "classic members", as defined by CalPERS, by paying the PERS employer contribution.

Effective July 1, 2016, and through the term of this agreement, class members agree to continue to pay a 9% member contribution rate to PERS.

Employees shall remain responsible for the additional contribution per bi-weekly pay period for the '59 Survivor's Continuance Benefit. The PERS program offered by the City for classic members consists of the PERS basic Safety plan of two percent (2%) at age fifty (50) program plus the '59 Survivor's Continuance Benefit. The benefit calculation for classic members shall be the thirty-six (36) highest paid consecutive months' compensation provision.

New Members.

The City agrees to provide a two and seven/tenths percent (2.7%) at age 57 PERS Retirement Plan for the permanent employees who are "new members", as defined by CalPERS, by paying the PERS employer contribution rate. New members will pay 50% of the total annual normal cost of pension benefits for PERS retirement, rounded to the nearest one quarter of one percent, or the current member contribution paid by similarly situated classic members, whichever is greater, as determined annually by CalPERS. The benefit calculation for new members who are not transferred from a CalPERS or CalPERS reciprocal agency or who have a

break in service of six (6) months or longer shall be the thirty-six (36) highest paid consecutive months' compensation provision.

Both "classic members" and "new members" shall pay their retirement contributions "pre-tax" in accordance with Internal revenue Code Section 414(h)(2).

#### **B. DEFERRED COMPENSATION**

The City agrees to make available to all employees covered in this M.O.U. a payroll deduction to allow the employees to participate in the Mission Square Deferred Compensation Program. These contributions shall be made by the employees on a voluntary basis.

#### **C. UNEMPLOYMENT COMPENSATION**

The City agrees to continue unemployment compensation coverage for its employees covered by this M.O.U. at the rate required by the California Employment Development Department. Upon resignation from the City, the employee shall provide to the City a statement as to the reason for their resignation, and their authorization for the City to release said information to the California Employment Development Department upon a request for information regarding an unemployment claim.

#### **D. WORKERS' COMPENSATION**

##### **1. Workers' Compensation Coverage.**

The City provides Workers' Compensation coverage for the employees covered by this M.O.U. in accordance with state law.

##### **2. Wellness Incentive.**

The City agrees to reimburse each employee up to \$360.00 annually for participation in wellness-related activities. Qualifying wellness-related activities are gym/health club memberships, fitness training instruction, fitness/exercise class, including mobile applications or online courses. The purpose of this program is to reduce Workers' Compensation claims.

Employees must submit reimbursement requests no more than monthly and no less than quarterly for actual expenses incurred in that month or that quarter (including payment for a qualifying annual membership). If quarterly, Jan – Mar must be submitted in April; Apr – Jun must be submitted in July; Jul – Aug must be submitted in September; Jul – Sep must be submitted in October; and Oct – Dec must be submitted in January. Receipts submitted late may not be reimbursed. Reimbursement will be made on the next available check run once all approvals are received by the Finance Department. Equipment or other physical items are not eligible for reimbursement.

##### **3. Reimbursement for Damaged Property.**

The City agrees to compensate employees who suffer a financial loss for damage or loss of personal property while performing their required duties in a proper and safe manner, and when not due to negligence on the part of the employee. The following chart describes the maximum replacement or repair benefit that the City may provide:

ITEM	MAXIMUM BENEFIT
Watches .....	\$ 50.00
Shoes (excluding uniform boots) .....	\$ 45.00
Personal Clothing Items (excluding uniform apparel) .....	\$ 60.00
Prescription Eyeglasses/Contact Lenses .....	Actual Cost of like replacement.
Safety Equipment .....	Actual Cost of like replacement. (Employee-purchased item(s)with approval of Chief of Police)
Jewelry (Rings, necklaces, etc.) .....	Not applicable

**4. Safety Equipment.**

The City shall provide to employees covered by this agreement safety equipment as required or recommended by Section 50081 of the Government Code, and such other safety items as the City deems appropriate. The Chief of Police shall consult with representatives of the CCPOA regarding the selection of such equipment prior to a final decision.

**5. Uniform Allowance Reimbursement.**

The City shall provide to all police patrol officers and sergeants required uniforms including uniform shoes or boots at no cost to the officers. Employees covered by this agreement who are assigned to investigation for more than four (4) consecutive months shall receive fifteen dollars (\$15) biweekly starting in the fifth (5th) month as a clothes allowance reimbursement. An employee assigned to a detective position shall receive fifty dollars (\$50) per month as a clothes allowance reimbursement. Safety equipment is not affected by this section and shall continue to be provided by the City.

**E. HEALTH AND WELFARE INSURANCE**

**1. EMPLOYER CONTRIBUTION FOR CALPERS HEALTH INSURANCE.**

The City will contribute \$150 per month (or the minimum amount specified in Gov. Code 22892(b), whichever is more) toward the cost of the CalPERS Health Premium for both employees and retirees.

**2. FLEXIBLE BENEFIT PLAN.**

The City will establish a flexible benefit plan for employee health benefits in accordance with IRS Code Section 125, with the following provisions:

- a. The City will additionally cover the difference between the amount in paragraph 1 of subsection E and 100% of the premium for the employee ("Single") under the CalPERS Gold medical plan.

- b. The City will cover 80% of the cost of the 2-Party or Family premium for the CalPERS Gold medical plan that is over and above the cost of the Single premium.
- c. If an employee chooses the CalPERS Platinum plan or PORAC plan, the City will cover the amounts identified in paragraphs (a) and (b), as applicable, and the employee will be responsible for the remainder.
- d. The City will pay 100% of the employee premium costs for vision, insurance, dental insurance, and air ambulance insurance.
- e. In order to be excluded from the requirement for the CalPERS Gold Health Plan, the employee must submit verification of enrollment in a group health plan that provides equivalent alternate coverage as required by the Patient Protection and Affordable Care Act.
- f. Employees who opt out of City's health plan due to enrollment in another group health plan (under the Affordable Care Act) will receive a \$300 per month cash-in-lieu benefit payment.

#### 2.1. MEDICAL INSURANCE COVERAGE.

The City agrees to offer CalPERS Health Coverage to the employees covered by this M.O.U. Such coverage includes the employee and the employee's qualified dependents.

As required by the CalPERS Health Program, eligible retirees of the CCPOA are qualified to participate in CalPERS Health Plans. An employee must be enrolled in a CalPERS Health Plan at the time of retirement in order to be eligible for CalPERS Health Coverage after retirement.

The City will not make an employer contribution to an optional (non-CalPERS) health coverage plan after retirement by an eligible retiree of the CCPOA.

The City also agrees not to change the insurance carrier or the scope of coverage without concurrence of the CCPOA.

#### 2.2. DENTAL INSURANCE COVERAGE.

The City agrees to continue to provide dental insurance to the employees covered by this M.O.U. except for applicable deductibles. The coverage shall include the employee and qualified dependents. The carrier of this coverage shall not be changed without the same conditions as provided for a change of the medical insurance carrier.

#### 2.3. LONG-TERM DISABILITY INSURANCE COVERAGE.

The City agrees to continue to provide long-term disability insurance coverage to the employees covered by this M.O.U.

#### 2.4. VISION CARE INSURANCE COVERAGE.

The City agrees to continue to provide Vision Care insurance coverage for the employees covered by this M.O.U.

## 2.5. AIR AMBULANCE INSURANCE COVERAGE.

The City agrees to continue to provide air ambulance insurance coverage for the employees covered by this M.O.U., except for applicable exclusions. The coverage shall include the employee and qualified dependents.

## 3. LIFE INSURANCE.

In addition to the benefits offered under the City's flexible benefit plan, the City will provide each employee covered by this M.O.U. with a term life insurance policy in an amount equal to 1.5 times the employee's annual base salary rounded up to the nearest whole thousand dollar figure. The monthly premium will be paid by the City.

## 4. ACCIDENTAL DEATH INSURANCE.

In addition to the benefits offered under the City's cafeteria plan, the City will provide an additional \$50,000 life and accidental death policy of insurance for all sworn bargaining unit members through PORAC. The City, not the employees, will pay the monthly premium of said policy.

## 5. RETIREE MEDICAL TRUST (RMT).

A. Participation. Effective January 1, 2021, the Association will establish participation in a retiree medical plan administered by the PORAC Retiree Medical Trust, and the cost of establishing the Trust shall be at no cost to the City of Crescent City. The City of Crescent City is not a party to the Trust, aside from transferring funds, and has no obligations to the management, regulatory compliance or performance of the Trust.

### B. Contributions to the PORAC Retiree Medical Trust

1) Employee Contributions. The City of Crescent City will transfer a mandatory pre-tax employee contribution of fifty dollars (\$50.00) for each employee currently working in the bargaining unit represented by the Association on an ongoing bimonthly (24 times per year) basis. As each employee will contribute the same predetermined dollar amount, no employee election forms designating the amount will be needed, allowed or requested; and there shall be no employee election either to make the employee contribution, or to determine the amount of the contribution.

2) Employer Contributions. The City of Crescent City will not be making any employer contributions.

C. Reporting rules. The City of Crescent City will comply with reasonable rules set by the PORAC RMT Trust Office with regard to reporting and transferring the required contributions set forth above, typically involving providing the Trust

Office with the name, social security number and amount paid for each employee. In the event the reporting requirement of the Trust requires reporting beyond that which the City of Crescent City typically provides for other similar purposes (health insurance), the City of Crescent City may require the Association to pay for any costs related to programing or producing such reports. Prior to engaging in any activity that could result in such an expense, the City of Crescent City will secure the Association's authorization.

D. Indemnification. The Association agrees to indemnify and hold the City of Crescent City harmless from any liabilities of any nature which may arise as a result of the operating of the PORAC RMT, except for the obligation of the City to make and report the non-elective transfer of employee contributions as described above.

E. Exclusive purpose of trust. The monies contributed to the Trust fund shall only be used for retiree health insurance premiums or health care expenses, as allowed by law. There shall be no employee election/option available to take such amount in unrestricted cash.

F. Separate trust. The purpose of this Trust shall be to provide for retiree health care expense reimbursement benefits. The Trust shall be and remain separate and apart from any City of Crescent City health insurance funding program, unless changed by mutual written agreement of the parties. The contributions set forth herein, unless otherwise dictated by law or rules set forward by the employees' pension system, shall be included as salary for purpose of calculating pension benefits.

G. Acknowledgment. The City of Crescent City hereby acknowledges receipt of the PORAC RMT Joinder Application and Agreement and agrees to comply with rules set by the Trust Office in regard to reporting and depositing the required contributions set forth above. The City of Crescent City will cooperate with the Trust in allowing a payroll audit for the purpose of ascertaining if the proper amount of contributions have been made.

**F. HOLIDAYS**

The City agrees to provide the non-patrol employees covered by this M.O.U. with the following holidays off from work and with pay, during each calendar year:

New Year's Day	January 1
Martin Luther King Day	January (3rd Monday)
President's Day	February (3rd Monday)
Memorial Day	May (Last Monday)
Fourth of July	July 4

Labor Day	Sept. (1st Monday)
Veteran's Day	November 11
Thanksgiving Day	November (4th Thurs)
Day after Thanksgiving	
Christmas Day	December 25
Two Christmas Season holidays	To be designated annually by City Administration with concurrence of each employee association.

Should any of the above-mentioned holidays fall on a Saturday, the employees shall have off the Friday before the holiday with pay. Should any of the above-mentioned holidays fall on a Sunday, the employees shall have off the Monday following the holiday with pay.

Those employees covered by this agreement who are assigned to the Patrol Division shall not receive any of the above holidays off.

**G. LEAVES**

1. VACATION.

(a) For the purposes of determining vacation benefits, permanent employees working less than forty hours per week shall accrue vacation at a rate equal to the normal rate for their service longevity times the percentage of full-time that their average work week represents.

(b) Accrual Schedule.

The following vacation schedule shall be effective on the first pay period after the effective date of this M.O.U.

Length of Service	Biweekly Accrual Rates
Date of Employment through 12 <sup>th</sup> month	4 Hours
13 <sup>th</sup> month through 120 <sup>th</sup> month	5.23 Hours
121 <sup>st</sup> month and beyond	6.15 Hours

Vacation leave is earned upon the completion of the pay period and may not be used before it is earned. In other words, vacation leave cannot be used until the pay period following the one during which it was earned.

(c) Utilization.

The parties hereto agree that employees covered by this M.O.U. may not accrue vacation beyond four hundred (400) hours. Vacation leave may not be granted to an employee with less than six (6) months of employment.

Upon termination an employee shall be compensated for accrued vacation.

(d) Elective Vacation Cash-Out Plan

Employees have the elective option to cash-out up to 40 hours of accrued vacation leave once every six months. An employee must have a minimum balance of 240 hours of accrued vacation at the time of the cash-out request. An employee must have used at least 40 hours of vacation in the previous 12-month period. Any vacation leave cash-out will be subject to budget availability and to the approval of the City Manager and Finance Director.

Employees who want to cashout vacation leave must irrevocably elect to do so by December 31 to cashout the following calendar year. The requirements for accrued leave balance and leave used will be calculated as of the date of the cashout request. Employee must earn the cashout hours in the calendar year of the cashout payment, prior to the actual cashout. Employee cannot cashout hours that were earned the year before. Cashouts will only be allowed the first pay period paid in June and the first pay period in December of each calendar year. Employee must sign a form in December of the prior year stating which cashout date they are choosing (June, December, or both) and how many hours to cashout on each of those dates. The employee cannot decide afterward to not cashout. If the employee uses so many vacation hours in the year prior to the cashout that the employee no longer has enough hours accrued to fulfill the cashout request, the City must cash out the number of hours available to be cashed out.

2. SICK LEAVE.

(a) For the purposes of determining sick leave benefits, permanent employees working less than forty (40) hours per week shall accrue sick leave at a rate equal to the normal rate for their service longevity times the percentage of full-time that their average work week represents.

(b) Accrual Schedule.

The following sick leave schedule shall be effective on the next complete pay period following adoption of this M.O.U.:

Length of Service	Biweekly Accrual Rate
Date of Employment to a maximum of 1250 hours of accrued sick leave	4 Hours

Sick leave is earned upon the completion of the pay period and may not be used before it is earned. In other words, sick leave cannot be used until the pay period following the one during which it was earned.

(c) Conversion to Sick Leave Bank.

Employees whose available sick leave accrual equals or exceeds 1250 hours at the end of a biweekly pay period shall, for the next pay period and any subsequent pay periods until the accrual is below the maximum of 1250 hours, be compensated by having one hour per pay period deposited into a CCPOA sick leave time bank. Use of sick leave hours from the time bank shall be by approval of such means mutually agreed upon by CCPOA and the City Manager. Total sick leave bank accruals deposited shall not exceed 960 hours available at any time. In the event the employee reaches the maximum vacation accrual and the sick leave bank reaches the maximum accrual, no further accruals or conversion shall occur.

(d) Utilization.

Employees may utilize accrued sick leave after their first month of employment. Sick leave shall be utilized in accordance with applicable state and federal law. Sick leave with pay will be granted upon the recommendation of the Department Head in a case of the bona fide illness of the employee. Sick leave with pay may be used for the following services: diagnostic procedures, dental procedures and ophthalmology services when performed by a duly licensed practitioner.

i. The employee may be required to file a medical/dental professional's statement, or a personal affidavit with the Human Resources Manager stating the purpose of the absence before such leave with pay will be granted. After an employee has notified the City of their intention to leave City service, no sick leave will be granted for that employee unless they provide a doctor's written statement for the missed time.

ii. Sick leave applies to absences during pregnancy that are caused by illness due to pregnancy or the attending physician's order that the employee is unable to work due to the pregnancy. All situations involving pregnancy disability will be addressed in accordance with the provisions of the Family Medical Leave Act (FMLA) and current state Pregnancy Disability Leave (PDL) laws. A female employee, filling a regular Council approved position will be entitled to a total of four (4) months leave of absence (with and/or without pay) due to pregnancy disability as determined by a qualified medical provider.

iii. An eligible employee may take sick leave in the event of a serious illness or medical condition for a member of the employee's immediate family. The employee may be required to file a physician's or dentist's statement, or a personal affidavit with the Human Resources Manager stating the cause of absence before such leave with pay will be granted. For purposes of this section, immediate family is defined as:

- a. A child (biological, adopted, or foster child, stepchild, legal ward, or child to whom the employee stands in loco parentis, regardless of the age or dependency status);
- b. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered

domestic partner, or a person who stood in loco parentis when the employee was a minor child;

- c. A spouse;
- d. A registered domestic partner;
- e. A grandparent;
- f. A grandchild;
- g. A sibling.

iv. In the event a scheduled medical or dental appointment for the eligible employee's immediate family that requires the employee's absence from work, the employee may use sick leave.

v. In the event of a voluntary or involuntary transfer of any employee within the City, the employee's leave credits will also be transferred in their full amount.

vi. The City has entered into an agreement with the PERS whereby accumulated sick leave is converted to additional service credit upon retirement.

### 3. BEREAVEMENT LEAVE.

#### (a) Eligibility & Accrual rate.

Permanent employees are eligible for bereavement leave for a maximum of five (5) workdays per incident with pay.

#### (b) Utilization.

Upon the prior approval by the employee's department head, the employee may utilize bereavement leave upon the death of a family member. Family member means a child, parent, sibling, grandparent, grandchild, domestic partner or parent-in-law as defined in Government Code Section 12945.2. Should additional time be necessary, the employee may utilize two (2) sick leave days. The department head may approve the employee's utilization of vacation if additional time is required.

### 3.5 REPRODUCTIVE LOSS LEAVE.

#### (a) Eligibility and Accrual Rate.

Permanent employees are eligible for reproductive loss leave for a maximum of five (5) workdays per incident with pay.

#### (b) Utilization.

Upon the prior approval by the employee's department head, the employee may utilize reproductive loss leave upon the occurrence of a qualifying event. A qualifying reproductive loss event includes and is limited to failed adoption, failed surrogacy, miscarriage, stillbirth, or

unsuccessful assisted reproduction. The leave must be taken with three (3) months of the qualifying event.

#### 4. JURY LEAVE.

##### (a) Eligibility.

All employees are eligible for jury leave when called by the court to serve as a juror. Employees shall receive their normal compensation so long as the City is reimbursed by the employee for juror or witness fees received.

##### (b) Utilization.

The employee shall provide to their department head a copy of the summons, notice, or subpoena directing the employee to appear at the court. On a day an employee reports for jury duty and learns that services are not needed that day, the employee must return to work for the balance of the regular work shift.

#### 5. COURT TIME LEAVE.

Employees who are subpoenaed or noticed by a Court of a required appearance associated with their duties as a police officer for the City, and when such court is located outside Del Norte County, shall be granted court time leave with pay for such time spent appearing at this court, and for such time necessary to travel to and from the court's location.

#### 6. MILITARY LEAVE.

The City shall provide military leave as provided by California State Law.

#### 7. LEAVE OF ABSENCE WITH/WITHOUT PAY.

##### (a) Eligibility.

Permanent employees are eligible for a leave of absence, with or without pay, upon the approval of the employee's department head and the concurrence of the City Manager.

##### (b) Utilization.

Leave with pay may be provided to an employee when the City requires the employee to be absent due to educational, disciplinary, or for emergency reasons. Leave without pay may be provided to an employee when it is necessary for the employee to be absent due to one of the following reasons and the employee has made the request:

1. Educational purposes;
2. Long-term illness and/or pregnancy;
3. Family death;

4. Natural disasters & family emergencies;
5. Other related emergencies;
6. Maternal/Paternal child care.

Except in the case of natural disasters, the employee shall obtain prior written approval stating the reasons for the leave request and the expected term or duration of such leave. Such leave shall not be approved by the department head and City Manager in excess of one hundred twenty (120) calendar days in duration, except that the City Manager, upon the recommendation of the employee's department head, may approve one subsequent ninety (90) day leave of absence without pay.

(c) Accrual of Benefits During Such Absences.

The employee shall not accrue any benefits, nor shall City pay for any benefits during such approved leave of absence without pay.

(d) Use of Leave Accruals.

During a leave of absence from work, employees must use available leave accruals in accordance with City leave policies, unless the leave is protected by FMLA/ CFRA or workers' compensation

8. GENERAL LEAVE PROVISIONS.

(a) Return to Work Requirements.

The parties hereto agree that at least one week prior to the expiration of the approved leave of absence, with or without pay, the employee shall notify the department head of their intention to return to work. Upon the expiration of an approved leave, the employee shall return to work on the next following regular work day. Failure to return to work will be considered as a voluntary resignation on the part of the employee unless prior approval is obtained from the employee's department head.

(b) Determination of Continuous Service.

The length of an employee's service shall be considered continuous while the employee is on an approved leave with pay, and if the employee returns to work on the required return-to-work day. Upon re-employment from an involuntary layoff or an expiration of a leave of absence without pay, the employee's previously-accrued sick leave credits shall be restored. Employees returning from a voluntary resignation shall not receive any credits by virtue of their previous employment toward any leave accrual or restoration.

(c) Effect of a Transfer.

In the event of a voluntary or involuntary transfer of any employee within the City, the employee's leave credits shall also be transferred in their full amount.

(d) Use of Leave Accruals.

During any absence from work, employees must use available leave accruals in accordance with City leave policies, unless the leave is protected by FMLA/ CFRA or workers' compensation

(e) Benefits Accruals During Leave.

Employees on unpaid leave will have their sick and vacation leave accruals reduced proportionately for that pay period, unless the leave is protected by FMLA/ CFRA or workers' compensation

## 9. ADMINISTRATIVE TIME OFF

In recognition of the Lieutenant position as an exempt position, the City agrees that the Lieutenant will receive forty (40) hours of paid administrative time off each fiscal year. Such administrative time off will be used by the Lieutenant within the fiscal year it was received and will not carry forward from year to year.

## 10. BENEFITS DURING LEAVE

(a) Family and Medical Leave (FMLA) and California Family Rights Act (CFRA). An employee taking family or medical leave will be allowed to continue participating in any health and welfare benefit plan in which he or she was enrolled before the first day of leave (for a maximum of 12 workweeks) at the level and under the same conditions of coverage as if the employee had continued in employment for the duration of such leave. Group health insurance coverage will be continued in the same manner for up to 16 weeks for employees disabled due to pregnancy, childbirth or related medical condition. The City will continue to make the same premium contributions as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins under the Family Medical Leave Act (FMLA) or under the California Family Rights Act (CFRA).

The 12-month measurement period for purposes of FMLA / CFRA leave will be a rolling 12-months from the date that the FMLA / CFRA leave begins. The employee requesting FMLA / CFRA leave may be required to provide a medical provider's certification of the serious medical condition.

For further information on Family and Medical Leave, please refer to the City's FMLA policy or contact Human Resources.

All employees must notify Human Resources as soon as possible regarding FMLA for your own serious health condition or that of a family member.

(b) When Benefits Terminate. CalPERS health benefits terminate the last day of the month after the employee separates, ends coverage, or becomes ineligible. For example, if an

employee separates May 15, health coverage will end June 30. Dental and vision benefits terminate the last day of the month in which the employee separates, ends coverage, or becomes ineligible. For example, if an employee separates May 15, dental and vision coverage will end May 31. All other benefits terminate at the time of separation.

#### 11. OCCUPATIONAL MEDICAL LEAVE

If applicable, City police officers in the scope of active law enforcement service will be provided disability pay in accordance with California state law pursuant to Labor Code Section 4850.

#### 12. PARENTING LEAVE

Parenting leave will be considered leave without pay and provided in accordance with applicable federal and state laws; specifically, Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) laws for the birth or adoption of a child or placement of a foster child. In the event that an employee does not meet the eligibility requirements for FMLA or CFRA, an unpaid leave of absence may be approved by the employee's Department Head and the Human Resources Manager. Use of sick leave may not be taken for parenting leave purposes.

The City will make available forty (40) hours of paid leave in lieu of participating in the Employment Development Department (EDD) programs that could have provided Paid Family Leave for parenting purposes.

#### **H. FIREARM PURCHASE PROGRAM**

The City of Crescent City agrees to implement an employee firearm acquisition policy, which will allow sworn, permanent, full-time officers to purchase one on-duty or off-duty firearm (subject to compliance with the Police Department Policy for on-duty back-up weapons) and/or accessories per officer, in accordance with firearm specifications approved by the Chief of Police. The total purchase amount shall not exceed \$2,000 per firearm, including the cost of accessories such as a sling, light, case, magazine, scope, etc., and shall be paid through payroll deductions within two years of purchase. Both the City Manager and the Finance Director, subject to the availability of funds, must approve the loan.

No purchase shall be made under this section until any outstanding previous purchase or employee loan (including computer loans) has been paid in full.

If an employee leaves City employment, any outstanding loan balance shall immediately become due and payable. Probationary employees are excluded from purchasing firearms under this section.

## SECTION IX -MISCELLANEOUS PROVISIONS

### A. SHIFT POLICY:

PREAMBLE. This shift policy has been designed to address two separate, but equally important, concerns: (1) concerns of Crescent City Police Department personnel relative to family, personal commitments, education and morale; (2) concerns of City Administration involving organization, establishing departmental goals, inter-relationships within the department, supervision conflicts and public relations. It is understood and agreed to by the parties that the review and continued existence of this policy will be based on its ability to address the concerns indicated above.

Additionally, it is agreed to by the parties that scheduling of shifts and setting the goals of the department is the exclusive right of the City. This is consistent with City Municipal Code sections and with the existing Memorandum of Understanding with CCPOA.

PROCEDURE. The following procedure shall be used in the assignment of shifts within the Crescent City Police Department.

1. All shift assignments shall be on a three (3) month basis. The Department shall establish procedures in conformance with these procedures to designate shift assignments for twelve consecutive calendar months starting the first of the year. A bargaining unit member must bid at least one nightshift rotation and one dayshift rotation during the calendar year. Shift bids shall coincide with yearly vacation bid and be distributed at the same time.

(A) Shifts will be from January through March, April through June, July through September, and October through December or as agreed to by the Chief of Police and CCPOA sergeants and officers.

(B) The term "shift" as used during this 12-hour plan refers to either dayshift (0600 - 1800) or nightshift (1800 - 0600).

(C) If staffing allows for a "cover shift" (1200-2400), the cover shift shall be considered both dayshift and nightshift and not required to switch shift during the 12 calendar months.

2. CCPD officers shall have the right to select the available shift of their choice on a seniority basis. Seniority shall be established by full time, continuous service as a sworn employee in each represented classification for the Crescent City Police Department.

(A) Choices of available days off will continue to be assigned by officer seniority.

(B) Not more than one (1) sergeant shall be assigned to any given shift unless authorized by the Chief of Police.

(C) The Chief of Police shall determine the number and type of positions available for selection on each shift.

(D) The Chief of Police shall have the exclusive right to change the positions assigned to any given shift in the interest of City priority, safety, special need or other documented valid reason.

(E) Special assignment shall not necessarily be made on a seniority basis. However, in fulfilling a special need, the Chief may consider seniority as part of the selection process.

3. The following positions with the CCPD are exempt from the shift selection process and shall be assigned in accordance with departmental needs as determined by the Chief of Police: Dispatch or Records personnel, Detectives, Narcotics' Officers, K-9 Officers, or such other specialty positions which may from time to time be established.

4. If mutually agreed upon with another officer, officers may change shifts within the three (3) month rotation period with the permission of their respective sergeants, and approval of the Chief of Police. If a sergeant is not assigned to the shift, the Police Chief shall act as the shift supervisor for the purpose of this section.

5. In the event of a conflict arising from implementation of a specific policy or procedure relative to shift selection, the Chief of Police shall be the final authority on how those policies or procedures apply. The Chief, in making a determination, shall consider the needs of the officer(s) involved and may consult and confer with CCPOA in reaching his/her decision.

6. Sergeants shall select shifts based upon seniority as established by appointment to the supervisory position.

**B. PROBATION PERIOD/PAY STEP INCREASES:**

Effective July 1, 2018, the City and the CCPOA agree to the following policy in an attempt to clarify the existing policy on probation/pay step increases:

The probationary period shall be regarded as a part of the examination process, and shall be utilized for closely-observing the employee's work, for securing the most efficient training in adjustment of a new employee to the position, and for rejecting any probationary employee whose performance is below average or unsatisfactory.

The Police Department shall establish two (2) separate and distinct classifications of police officer probationary periods:

CLASS I: Twelve (12) months' probation. Officers at time of appointment have completed a POST certified Basic Police Academy or are in possession of a valid California POST Basic Certificate.

CLASS II: Eighteen (18) months' probation. Officers at time of appointment are not in possession of, and have not completed all the requirements for issuance, of a POST Basic Certificate by the State of California.

All other terms and conditions relative to the probationary period shall be defined as currently written in the City-adopted Employer-Employee Relations Rules.

The City and the CCPOA acknowledge that the creation of the probationary period in Class II was not implemented for an arbitrary reason, but to allow the City to more accurately review the work performance of those officers required to attend the POST Basic Academy prior to starting the Department's field training program.

## **SECTION XI - DURATION OF M.O.U.**

### **A. DURATION**

The City and CCPOA agree that this M.O.U. shall be effective July 1, 2025 through June 30, 2027, as amended and referenced in Section I - Purpose. It is further acknowledged by both parties that certain portions of this agreement may require amendments during the term of this M.O.U. if State and Federal statutes and regulations so direct.

### **B. SEVERANCE & CONTINUATION**

If any provision of this M.O.U. is held invalid or unconstitutional, such decision shall have no effect on the validity of the remaining provisions of this M.O.U., and such remaining provisions shall continue to remain in full force and effect.

### **C. WAIVER**

The parties hereto acknowledge that during the negotiations which resulted in this M.O.U. each had the unlimited right and opportunity to make proposals with respect to any subject or matter not removed by law from the area of consultation or meet-and-confer, and that the understandings arrived at by the parties after exercising that right and opportunity are set forth in this M.O.U. Therefore, the parties hereto, for the duration of this M.O.U., and subject to the exceptions contained herein in Section VI, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to meet-and-confer with respect to any subject or matter in this M.O.U., in the event that either party desires to meet-and-confer or consult in good faith.

### **D. PROCEDURE TO FURTHER MEET AND CONFER**

In the event that either party has requested the other party to meet-and-confer, and the other party has consented to such discussions, the parties hereto agree that such additional discussions may result in amendments to this M.O.U. Such amendments shall be dated and numbered consecutively in order to assure proper understanding and authority for each amendment. Nothing contained herein shall prohibit the parties hereto from amending this agreement as authorized by applicable law.

**Agreed to and Recommended to City Council:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Eric Wier, City Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Martha D. Rice, City Attorney

**Approved by the CCPOA:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Anthony Lopez, CCPOA President

\_\_\_\_\_  
Ethan Miller, CCPOA Vice President

**EXHIBIT "A"**  
**CCPOA PAY SCHEDULE**

The parties hereto agree to the following pay schedule for the positions listed herein effective the first complete pay period in Fiscal Year 2025/2026. (Salaries are listed in hourly rates unless otherwise indicated.)

Police Recruit	\$24.49				
Police Officer	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
	\$30.52	\$32.81	\$35.27	\$37.92	\$40.76
Sergeant	\$40.76	\$42.80	\$44.94	\$47.19	\$49.55
Lieutenant	\$49.55	\$52.03	\$54.63	\$57.36	\$60.23

**RULES FOR PAY STEP PROGRESSION:** Employees shall move through the steps according to the following specifications.

**POLICE OFFICER**

**STEP ONE:** Entry level. Possession of a California POST Basic Academy Certificate or a California POST Basic Certificate.

**STEP TWO:** The requirements for advancement to Step Two are twelve (12) months of service with a successful completion of the Field Training Program, and an annual evaluation which meets or exceeds job standards.

**STEP THREE:** The requirements for advancement to Step Three are twelve (12) months of service at Step Two, and an annual evaluation which meets or exceeds job standards.

**STEP FOUR:** The requirements for advancement to Step Four are twelve (12) months of service at Step Three, and an annual evaluation which meets or exceeds job standards.

**STEP FIVE:** The requirements for advancement to Step Five are twelve (12) months of service in Step Four, and an annual evaluation which meets or exceeds job standards.

Officers who possess a California Basic Academy Certificate or California POST Basic Certificate may be hired at Step One or Two at the discretion of the Chief of Police and with the concurrence of the City Manager. Lateral Entry Officers who possess a California POST Intermediate or Advanced certificate may be hired at any step between Step One and Step Five at the discretion of the Chief of Police with the concurrence of the City Manager.

POLICE SERGEANT

STEP ONE: Entry level. Four years of current full-time experience in law enforcement and possession of a California POST Intermediate Certificate. Completion of a California POST Supervisor’s School within one year of appointment.

STEP TWO: The requirement for advancement to Step Two is twelve (12) months of service in Step One, and an annual evaluation which meets or exceeds job standards. In the case of an internal promotion, the Chief of Police with the concurrence of the City Manager, may hire a sergeant at a Step Two if the officer is already at a Step Five in the police officer classification, has four years of current full-time law enforcement experience, and a California POST intermediate certificate.

STEP THREE: The requirements for advancement to Step Three are twelve (12) months of service in Step Two, possession of a California POST Supervisory Certificate, and an annual evaluation which meets or exceeds job standards.

STEP FOUR: The requirements for advancement to Step Four are twelve (12) months of service in Step Three, and an annual evaluation which meets or exceeds job standards.

STEP FIVE: The requirements for advancement to Step Five are twelve (12) months of service in Step Four, possession of a California POST Advanced Certificate, obtaining an AA Degree or equivalent college units (60) from an accredited college, and an annual evaluation which meets or exceeds job standards.

**Applicable Notes:**

All Officer and Sergeant Pay Steps - If a substandard annual evaluation is received, an employee shall be re-evaluated within 90-days.

Sergeant Pay Step 2 – Advancement to Step 2 will not be delayed if attendance at a California POST Supervisor’s School is not completed within one year of appointment due to circumstances beyond the control of the employee.

Sergeant Pay Step 5 – An accredited college is one receiving accreditation from Western Association of Schools and Colleges. If accreditation is in question, approval may be given upon review at the City Manager’s discretion.

EXHIBIT “A”  
CCPOA PAY SCHEDULE

The parties hereto agree to the following pay schedule for the positions listed herein to be effective the first complete pay period in Fiscal Year 2026/2027, which is an increase by an amount equal to the CPI-U(LA) percentage increase measured by March 2026 over March 2025, not to be less than 1.0% nor more than 3.0%. When the March index becomes available, those wages shall be figured and the wage schedule updated and attached hereto. (Salaries are listed in hourly rates unless otherwise indicated.)

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Police Recruit	\$				
Police Officer	\$	\$	\$	\$	\$
Sergeant	\$	\$	\$	\$	\$
Lieutenant	\$	\$	\$	\$	\$

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RULES FOR PAY STEP PROGRESSION: Employees shall move through the steps according to the following specifications.

POLICE OFFICER

STEP ONE: Entry level. Possession of a California POST Basic Academy Certificate or a California POST Basic Certificate.

STEP TWO: The requirements for advancement to Step Two are twelve (12) months of service with a successful completion of the Field Training Program, and an annual evaluation which meets or exceeds job standards.

STEP THREE: The requirements for advancement to Step Three are twelve (12) months of service at Step Two, and an annual evaluation which meets or exceeds job standards.

STEP FOUR: The requirements for advancement to Step Four are twelve (12) months of service at Step Three, and an annual evaluation which meets or exceeds job standards.

STEP FIVE: The requirements for advancement to Step Five are twelve (12) months of service in Step Four, and an annual evaluation which meets or exceeds job standards.

Officers who possess a California Basic Academy Certificate or California POST Basic Certificate may be hired at Step One or Two at the discretion of the Chief of Police and with the concurrence of the City Manager. Lateral Entry Officers who possess a California POST Intermediate or Advanced certificate may be hired at any step between Step One and Step Five at the discretion of the Chief of Police with the concurrence of the City Manager.

POLICE SERGEANT

STEP ONE: Entry level. Four years of current full-time experience in law enforcement and possession of a California POST Intermediate Certificate. Completion of a California POST Supervisor's School within one year of appointment.

STEP TWO: The requirement for advancement to Step Two is twelve (12) months of service in Step One, and an annual evaluation which meets or exceeds job standards. In the case of an internal promotion, the Chief of Police with the concurrence of the City Manager, may hire a sergeant at a Step Two if the officer is already at a Step Five in the police officer classification, has four years of current full-time law enforcement experience, and a California POST intermediate certificate.

STEP THREE: The requirements for advancement to Step Three are twelve (12) months of service in Step Two, possession of a California POST Supervisory Certificate, and an annual evaluation which meets or exceeds job standards.

STEP FOUR: The requirements for advancement to Step Four are twelve (12) months of service in Step Three, and an annual evaluation which meets or exceeds job standards.

STEP FIVE: The requirements for advancement to Step Five are twelve (12) months of service in Step Four, possession of a California POST Advanced Certificate, obtaining an AA Degree or equivalent college units (60) from an accredited college, and an annual evaluation which meets or exceeds job standards.

**Applicable Notes:**

All Officer and Sergeant Pay Steps - If a substandard annual evaluation is received, an employee shall be re-evaluated within 90-days.

Sergeant Pay Step 2 – Advancement to Step 2 will not be delayed if attendance at a California POST Supervisor's School is not completed within one year of appointment due to circumstances beyond the control of the employee.

Sergeant Pay Step 5 – An accredited college is one receiving accreditation from Western Association of Schools and Colleges. If accreditation is in question, approval may be given upon review at the City Manager's discretion.

**Side Letter Agreement to the Memorandum of Understanding  
Between the City of Crescent City and the Crescent City Police  
Officers' Association Effective July 1, 2025 through June 30, 2027**

**WHEREAS**, the City of Crescent City ("City") and the Crescent City Police Officers' Association ("CCPOA") successfully negotiated and executed a Memorandum of Understanding effective July 1, 2025 through June 30, 2027; and

**WHEREAS**, both locally and nationally, the hiring and retention of law enforcement officers continue to present a challenge; and

**WHEREAS**, it remains common for law enforcement agencies to offer a hiring bonus to attract laterals; and

**WHEREAS**, lateral transfers require less time and money to train and therefore, can be a more efficient hire than a recruit; and

**WHEREAS**, the parties have met and conferred on the contents of this Side Letter and the program contained herein.

**NOW, THEREFORE**, the City and the CCPOA agree that the City continue to offer a Lateral Police Officer Hiring Bonus Program as follows:

- 1. LATERAL HIRING BONUS PROGRAM.** The City will continue a Lateral Police Officer Hiring Bonus Program whereby the City will offer a hiring bonus of \$10,000 to qualified lateral hires for the position of Police Officer. A qualified lateral Police Officer hire must possess a Basic POST certification and have one year of sworn law enforcement experience. The \$10,000 hiring bonus will be paid out as follows:
  - a. **\$5,000** upon official hiring;
  - b. **\$2,500** upon completion of FTO training; and
  - c. **\$2,500** upon completion of probation.
  
- 2. RELOCATION ASSISTANCE.** As part of the Police Officer Lateral Hiring Bonus Program, the City will provide up to \$3,000 in relocation assistance to any Police Officer hired as a lateral that will be relocating from outside of Del Norte County into Del Norte County for the purpose of serving as a Crescent City Police Officer. The Employee will be reimbursed upon submission of qualifying receipts to the City. All claimed relocation expenses must be submitted within 6 months of hire. Qualifying relocation expenses include the reasonable costs of packing and moving of household goods, such as the rental of a commercial moving truck or trailer, expenses associated with packing/unpacking, temporary lodging (less than 30 days), temporary storage (less than 60 days), services of a professional moving company, etc.

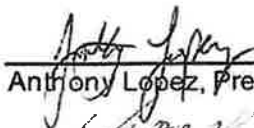
3. **HIRING DISCRETION.** Nothing in this Side Letter is intended to interfere with the City's management decision as to whether to offer the Program in any particular recruitment for an open Police Officer position.

4. **EFFECTIVE DATE.** This Side Letter will be effective upon the date that it is approved and ratified by the City Council.

**AGREED TO AND RECOMMENDED TO  
THE CITY COUNCIL:**

  
Eric Wier, City Manager                      1-24-26  
Date

**AGREED TO BY THE CCPOA:**

  
Anthony Lopez, President                      1-24-26  
Date

  
Ethan Miller, Vice President                      1-24-26  
Date