

**MEMORANDUM OF UNDERSTANDING**

**July 1, 2026 – June 30, 2029**

**CITY OF CHANDLER**

**AND**

**POLICE SERGEANTS BARGAINING UNIT**

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## **PREAMBLE**

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

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

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

Now therefore, the City of Chandler, hereinafter referred to as the "City" and CLASA, hereinafter referred to as the "Association" having reached this complete agreement concerning wages, hours, and working conditions for the term specified, the parties submit the Memorandum to the Mayor and the City Council of the City of Chandler with their joint recommendation that the body resolve to adopt its terms.

## **ARTICLE 1: RIGHTS**

### **Section 1 – 1: Purpose/Gender**

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

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

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

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

- 1) Subject to the terms of this Memorandum the City has and will continue to retain, whether exercised or not, the unilateral and exclusive right to operate, administer, and manage its municipal services and work force performing those services. The authority of the City shall not be modified or limited by inference or implication.
- 2) Subject to the terms of this Memorandum, the exclusive rights of the City shall include, but not be limited to, the right to:
  - Determine the organization of City government, the purpose of each of its departments, and the purpose and mission of its constituent agencies, boards, and commissions.
  - Set standards of service to be offered to the public, and through its management officials to exercise control and discretion over its organization and operations, to establish rules and practices governing the conduct of Sergeants, to direct and supervise its Sergeants and their work, to take disciplinary action, to relieve its

Sergeants from duty because of lack of work or for other legitimate reasons, to determine whether goods and or services shall be made.

- Determine whether goods and or services shall be made, purchased, or contracted for.
- Determine the methods, means and personnel by which the City's services are to be provided, including the right to schedule, and assign work and overtime, to hire, transfer and reassign Sergeants and to otherwise act in the interests of efficient service to the community.
- Establish and revise work schedules and work locations; to establish, revise and implement standards for hiring and promoting Sergeants; to determine the need for additional positions and the qualifications of new Sergeants and to determine the qualifications for and/or the qualifications of Sergeants considered for transfer and/or promotion; to evaluate and judge the skill, ability and efficiency and general work performance of Sergeants.
- Adopt and manage its budget, provide for the funding of certain levels of service, to add, delete, modify, or suspend certain programs, functions, divisions, and departments as the City Council in the exercise of its legislative authority to create and manage the City's budget and to determine whatever action to be necessary and appropriate.
- Take all necessary actions to maintain uninterrupted service to the community.

3) The City retains all rights not specifically limited by a Memorandum of Understanding approved in accordance with the provisions of the Meet and Confer Ordinance, Chandler City Code § 2-13, as amended.

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

### **Section 1 - 3: Rights of the Association**

A. The City recognizes the Chandler Lieutenants and Sergeant Association as the sole and exclusive Meet and Confer authorized representative, pursuant to the Meet and Confer Ordinance for purposes of the representation regarding wages, hours, benefits, and other conditions of employment for all regular full-time Sergeants in the employee group. The Association shall have no rights beyond those specified in the Meet and Confer Ordinance, as amended, Title 38 of the Arizona Revised State Statutes; and this Memorandum.

Members of the group shall hereinafter be referred to as "Sergeants."

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

- 1) The Association may designate up to five (5) Executive Board member representatives and shall notify the Chief of Police in writing of such designations. There shall be no obligation on the City to change or adjust normal departmental scheduling or assignments of personnel as a result of such designations.
- 2) One (1) representative may, when the Association is designated in writing by the Association member as their representative, attend mutually scheduled grievance meetings and hearings with department and City representatives without loss of pay or benefits. In no event shall this paid release time be used for any other purposes, such as gathering information, interviewing the grievant/appellant or witnesses, or preparing a presentation. The Association representative is required to obtain the permission of their department supervisor to absent himself from their duties to attend scheduled grievance meetings. Subject to operational needs and scheduling factors, this permission shall not be unreasonably withheld. An Association representative wishing to enter a work area for the purpose of investigating a formal grievance must first gain the permission of the work area supervisor. This permission will not be unreasonably withheld, giving proper consideration to essential work of the department and the occupational safety of the Association representative.

C. Payroll Dues Deduction

- 1) The City shall deduct yearly from all twenty-six (26) checks of Association members, the regular periodic Association membership dues pursuant to the City's deduction authorization form duly completed and signed by the employee and transmit such deductions monthly to the Association no later than the fourteenth (14<sup>th</sup>) day following the end of the pay period in which the deduction occurs, along with an alphabetical list of all Sergeants for whom the deductions have been made. Such deduction shall be made only when the Association member's earnings for a pay period are sufficient after other legally required deductions are made.

- 2) Authorization for membership dues deduction herein shall remain in effect during the term hereof unless revoked in writing by the Sergeant. The City shall accept revocation of deductions only during the first week of January and July of the term of this Memorandum to be effective the following payroll period. The City will notify the Association of any revocations submitted to it.
- 3) The City shall not make any payroll deductions for Sergeants on behalf of any other organization that purports to provide benefits similar to those offered by the designated Association (as defined in the Meet and Confer Ordinance as amended) during the term of this Memorandum.
- 4) It is agreed that the City assumes no liability on account of any actions taken pursuant to this Section. The City will, however, as promptly as technically possible, implement changes brought to its attention.
- 5) The City shall, at the written request of the Association during the term of this Memorandum, make changes in the amount of dues deduction hereunder for the general membership, provided costs for implementing such changes shall be reimbursed by the Association at actual cost incurred by the City.

#### D. Solicitation, Distribution of Material, and Use of Facilities and Services

- 1) The solicitation of members, dues collection, distribution of materials, and other internal Association business occurring during working hours shall be conducted only during non-working hours and shall not interfere with the work process.

The Association may distribute material on the City's premises (buildings and grounds) before and after scheduled working hours or in a non-work area during scheduled work hours provided that both the person distributing and the employee receiving such material are on their own time.

- 2) The City shall provide the Association with space for one (1) bulletin board per station for its use in communicating with its members at mutually agreeable locations. The City shall grant sole and exclusive use of such bulletin boards to the Association. Bulletin boards shall not exceed four feet wide by three feet tall (4' x 3') in size.
- 3) The bulletin boards shall be used only for the following notices: recreational and social affairs of the Association; Association meetings; Association elections; charitable events; benefits; reports of the Executive Board or

committees; rulings or policies of the state or national organizations; and legislative enactments and judicial decisions affecting public sector labor relations.

Notices shall not contain anything political; anything reflecting adversely on the City or any of its employees; or anything that is disruptive of the City's operations. The City may order the removal of any posted notice on the basis that it violates the requirements herein. The Association may dispute the order of removal by filing a grievance pursuant to Personnel Rule 18 - Grievance Procedures. Posted material will be signed by an authorized official of the organization. The Association agrees to keep the bulletin board in good order.

- 4) The Association is authorized to use mutually agreed upon non-work areas in City facilities for pick-up by or distribution to Sergeants of the official Association literature that is not political in nature or abusive of any person or organization. The use of working areas or use of City equipment and information systems, for the solicitation of members, dues collection, and distribution of materials relating to other Association business shall be prohibited unless allowed by a specific Section of the Memorandum or by written permission of the Office of the Chief, or in their absence, by the Office of the City Manager or designee.
- 5) The Association President, or their designee, will be provided a mail slot for department communications and may use the City's e-mail system to send e-mails to Sergeants to announce meetings. With pre-approval from the Chief of Police or designee, notice of association charities and upcoming events may be sent by the email system with designation as being sent on behalf of the CLASA Board.

#### E. Use of Association Hours

In recognition of the mutual benefit to both the City and the Association, a Sergeant using Association hours, as defined below, to conduct Association business shall be accorded all insurance-related benefits. Claims made for benefits will be reviewed on a case-by-case basis in the same manner as the claim of any other employee.

##### 1) Definitions

- a. Association hours: hours donated by the membership, in accordance with this article, for use by a Sergeant, designated by the President or Board, to conduct legitimate Association business.

## 2) Approval of Hours

- a. Association hours shall be approved by the Sergeant's supervisor consistent with other leave requests based on staffing at the time of its request and approval shall not be unduly or unreasonably delayed.
- b. The Association will make efforts to provide as much advance notice as possible for use of, or changes to the use of, Association hours. Once hours have been approved, the approval may not later be rescinded.

## 3) A designated Association representative may respond to a critical incident where they are providing guidance pertaining to the legal rights of a CLASA member in incidences such as an officer involved shooting, in-custody death, etc., to a Sergeant without advanced notice, provided that:

- a. The representative's supervisor or a scene supervisor approves their response to assist the involved Sergeant(s); and
- b. The representative's assistance to the Sergeant is brief in nature and does not unreasonably interfere with their primary duties.

## 4) Review of Association Hours:

- a. Association hours approved as outlined above shall be entered into the established timekeeping system and require no further memorandum requesting their use.
- b. Nothing in this article or otherwise will require an Association member to declare the purpose of their use of Association hours to any City employee beyond confirming it is for legitimate Association business. Any inquiries regarding the use of Association hours will be handled by the Board of Trustees, who will adopt an internal process to account for hours used.

- c. If City administration has concerns about a member's Association hours usage, the CLASA Board agrees to meet with a member of police administration. If the issue is not resolved at that time, a meeting with the CLASA Board and the Human Resources Director will occur.

#### F. Association Hours Contribution Process for Dues Paying Members

- 1) Each dues paying Association member will contribute a minimum of two (2) hours accrued vacation leave to be placed in an Association leave time bank for use by the Association to engage in legitimate Association business.
- 2) Increases to the contribution amount may be made with written notification to the City by the Association President yearly. The notification must be received in the Human Resources office by June 15<sup>th</sup> in the fiscal year prior to the one in which the change will occur.
- 3) Dues paying Association members will have their contribution hours split equally and placed in the Association leave time bank two times per year: effective the first full pay period in July and the first full pay period in January. It is the responsibility of the Association to notify its membership of any changes.
- 4) Authorization for the deduction of accrued vacation hours is included with the member's authorization for the deduction of dues.
- 5) An Association member's revocation of authority for the deduction of dues simultaneously revokes the authority for the annual deductions of vacation hours.
- 6) Revocation of such authority applies prospectively only as set forth in (H) below.

#### G. Association Hours Contribution Process for Non-Dues Paying Members

- 1) Non-dues paying members may elect to annually contribute a minimum of two (2) hours of accrued vacation to the leave time bank. Non-dues paying members may elect to contribute the current dues paying Association member amount if the amount is greater than two (2) hours.

- 2) For voluntary donations of hours by non-dues paying members, the Association shall supply the City with an Association Hours Authorization Form, which includes the name and signature of the Sergeant and the number of hours of vacation donated by the Sergeant into the leave time bank.
- 3) The City shall withdraw contribution hours split equally and placed in the Association leave time bank two times per year: effective the first full pay period in July and the first full pay period in January. It is the responsibility of the Association to notify its membership of any changes.
- 4) For voluntary donations of hours by non-dues paying members, the executed Association Hours Authorization Form provides the Sergeant's authorization for vacation hours to be withdrawn from the Sergeant's vacation balance in the first full pay period following January 10<sup>th</sup> and July 10<sup>th</sup> each year.
- 5) The revocation process is set forth in (H) below.

#### H. New Member Authorization and Revocation Timeframes

- 1) An individual who hires or transfers into an CLASA represented position after January 10<sup>th</sup> or July 10<sup>th</sup>, and who executes a Payroll Dues Deduction Authorization or Association Hours Authorization Form, may elect at that time to have the vacation hours withdrawn from their vacation balance: (i) in the first full pay period after receipt of the authorization form by the City, or (ii) in the first full pay period following January 10<sup>th</sup> or July 10<sup>th</sup> in the following year. A new Sergeant who elects to have vacation hours withdrawn before the next scheduled withdrawal occurs, will have additional hours withdrawn in the next scheduled cycle.
- 2) A Sergeant may revoke their authorization for the donation of vacation hours by submitting written revocation to the CLASA President who will forward to Human Resources no later than first week of July. The revocation shall apply prospectively to the vacation donation scheduled to take place in the first full pay period following July 10<sup>th</sup> each year.
- 3) The Association Hours Authorization of a Sergeant shall be automatically revoked when the individual is no longer in a position covered by this Memorandum. The revocation shall apply only prospectively to the vacation donation scheduled to take place in July.

#### I. Human Resources shall keep a record of all time donated and used. A report shall

be provided to the Association by request.

- J. Any unused donated hours in the Association leave time bank may be carried over from one fiscal year to the next.
- K. The Association shall indemnify, defend, and hold harmless the City against any and all claims made, and any actions brought against the City arising from or related in any way to the actions taken by the City to comply with any of the provisions of this Section.
- L. The Association will be allowed one-half (½) hour to talk to and possibly sign newly promoted Sergeants into the Association and to explain the rights and benefits under the Memorandum. This time will be allotted during the zero week of Sergeant field training time. The content of such information shall not be political in nature, abusive of any person or the department, or disruptive of the department's operation.
- M. The employer shall count as time worked any hours or fractions of hours spent within the Sergeant's regular work shift in pursuit of benefits provided by this Article. A Sergeant approved as outlined in E (2) above to use Association hours for Association business outside their regular work shift may use the Association hours during their scheduled work week to offset the time spent on Association business during unscheduled hours. The initial request must include the date and time of the flex hours in the work week. If minimum staffing is not impacted, the request will be approved, if impacted it will be denied and no extension will be given for use of the time outside of the Sergeant's workweek.
- N. The Association may designate up to three (3) Sergeants to represent the Association in the Meet and Confer process with the City. These designated Sergeants shall be granted time off with pay for the purposes of such representation, and such times shall not be applied to bank hours.
- O. In the interest of encouraging continuing education for Sergeants, the Department will mail to the Association President the AZ POST calendar.
- P. In the event that the City alleges that the Association or a Sergeant, or the Association or a Sergeant alleges that the City has violated a provision of the Meet and Confer Ordinance, as amended, the Association, Sergeant, or City may submit such a claim through the grievance procedure in Article 2 of this Memorandum.

## **Section 1 – 4: Sergeant Rights**

- A. All Sergeants shall have the right to join or not to join the Association as they individually prefer. Sergeants have the right to participate on behalf of or engage in activities on behalf of an Association and have the right to refrain from such activity. Sergeants shall be free from any interference, restraint, or coercion by any employee, supervisor, or manager for or against the Association. Violations will necessitate disciplinary action.
- B. Sergeants may attend scheduled meetings of the membership in person or by electronic means if their attendance does not unreasonably interfere with department operations. Sergeants attending in person while on duty may use their personal or meal break subject to general orders. Those attending outside their break or electronically will remain clearable for priority calls for service.
- C. Sergeants have the right to be represented by the Association and to have a member of the Association present during the grievance and the disciplinary process. The disciplinary process does not apply to an interview of a Sergeant during the normal course of work, counseling, instruction, informal verbal admonishment or other routine or unplanned contact with a supervisor.
- D. If a Sergeant requests, representation will be allowed when the member is subject of an administrative investigation and the Sergeant reasonably believes that the interview could result in dismissal, demotion or suspension by Professional Standards Section, or any Police Department supervisory, who is conducting an administrative investigation. The Sergeant will obtain the most readily available Association representative. The Association representative will make every reasonable attempt to arrive within one (1) hour from the time the member makes a phone call to the representative. The Association representative will attend the above interview only as an observer. At the end of the interview, but prior to the conclusion of the interview, the Sergeant being interviewed may privately confer with their representative for a period of time not to exceed 15 minutes. Requests for additional time must be mutually agreed upon. Upon returning to the interview the Sergeant will be allowed to make a statement not to exceed five (5) minutes addressing the specific facts or policies related to the interview. Requests for additional time must be mutually agreed upon. A Sergeant identified only as a witness will be given the opportunity to consult with an Association representative not same representative as the suspected Sergeant to discuss their rights and obligations prior to the interview. The interview session shall be for a reasonable period of time, taking into consideration the gravity and complexity of the misconduct being investigated.

- E. Any Sergeant who is the subject of an officer involved shooting investigation who has discharged a weapon or was shot at or violently assaulted may request to have the administrative interview postponed for up to forty-eight (48) hours from the time of the incident. The Chief of Police may deny the request when they determine that delaying the interview would be detrimental to the investigation. A Sergeant may waive their rights to make the request for postponement of the administrative interview. In all cases, the overall mental and physical or health of the Sergeant shall be taken into consideration.
- F. A Sergeant under investigation will be notified in writing every thirty (30) days as to the current status of the investigation. This will include a brief description of the number of known witnesses still to be interviewed and other investigative processes remaining to be completed, as well as an estimated date of completion.
- G. A Sergeant has the right to present their own grievance in person and has the right to be represented.
- H. A Sergeant covered hereunder shall, upon their request be allowed to review their departmental or divisional personnel file in the presence of an appropriate supervisor/official of the Department within three (3) business days of the request review. Another person of their choosing may accompany the Sergeant.

When a City-directed work fitness/job performance medical evaluation process is completed, the Sergeant may request copies of their medical information from the City-selected physician. The City must also agree to give the City-selected physician authorization to release any/all information to the requesting Sergeant.

- I. No Sergeant shall have any adverse comments entered into their departmental personnel file without the Sergeant being informed by the supervisor. If the Sergeant requests, they may receive a copy of the adverse comment. A Sergeant may, at their discretion, attach rebuttal statements to any material contained in their departmental personnel file, which may be adverse in nature.
- J. Material purged from a Sergeant's file in accordance with the below procedures or allegations about a Sergeant which are unfounded, exonerated, not sustained or a policy failure will not be used in future performance ratings or disciplinary actions.
- K. Consistent with the requirements of A.R.S. § 39-128, the City shall maintain as part of a Sergeant's official personnel record all documents relating to disciplinary actions, including the Sergeant's response to the disciplinary action, and shall make

such records available for inspection and copying as required by the public records law.

Upon written request, a Sergeant may have letters of admonishment which are over three (3) years old removed from the department working file when there have been no incidents or problems of a similar nature within the three (3) year period immediately preceding the request. A Sergeant may request to have letters of instruction and counseling statements which are over one (1) year old removed from the department working file.

- L. A Sergeant under investigation by Professional Standards Section or a Police Department supervisor for a disciplinary matter that may lead to a written reprimand, suspension, demotion, or discharge, and who is interviewed, or requested to produce any documentation, shall be given a written notice informing him of the specific nature of the investigation, their status in the investigation, and all known allegations of misconduct involved in the interview of the Sergeant.

In addition, the Sergeant and/or the Police Department supervisor/Professional Standards Section representative shall be entitled to mechanically record such interview. Should any mechanical recordings take place, the department reserves the right to transcribe any such interview for the purpose of verifying the accuracy of the interview and, if requested, the Sergeant shall sign the transcription if it is accurate.

For any sustained allegations resulting in a letter of reprimand or higher, the Sergeant has appeal rights under Personnel Rules or, where applicable Title 38 of Arizona Revised Statute.

At the time of a scheduled interview by the Professional Standards Section, a Police Department supervisor, or other City employee, the investigator will advise the Sergeant of all evidence known at the time of the interview that will be used in the course of the investigation. This includes any written documents, video or audio recordings, or photographs. The Investigator will inform the Sergeant of such evidence at the time of the interview.

- 1) A copy of the signed and dated notice of investigation will be given to the Sergeant prior to the beginning of the interview. The Sergeant shall have the right to retain the notice of investigation for their use throughout the entire course of the interview. A Sergeant will be provided an opportunity to make a telephone call after the issuance of the notice of investigation to obtain an Association representative.

- 2) In the event a Sergeant does not record their interview they may request a copy of the investigator's tape(s) if the investigator records the interview (the Sergeant provides the tape).
- 3) If any Sergeant is told not to speak to anyone regarding an investigation, this admonition does not apply to speaking with an attorney functioning within the attorney-client relationship, or with an Association representative who may discuss the matter only with the Executive Board members. When the investigation is completed, the accused Sergeant will be notified in writing of the findings. A Sergeant under internal or administrative investigation may be reassigned, until the completion of the investigation.
- 4) If during the course of the above-mentioned investigation, information is learned concerning additional misconduct on the part of the Sergeant being interviewed, a notice of investigation will be issued to the Sergeant prior to the Sergeant being questioned about the additional misconduct information.
- 5) Issues related to the release of a Sergeant's home address and telephone number, timeliness of lodging a complaint against a Sergeant, and multiple discipline arising out of the same incident have been addressed by the adoption of general orders related to these subjects.
- 6) The Sergeant's immediate supervisor will normally investigate LEVEL 1 complaints, whether generated internally or externally and LEVEL II Class A "First Violation" complaints that result from a complaint of a third LEVEL 1 violation within a one (1) year period. The Professional Standards Section will normally investigate LEVEL II complaints unless otherwise directed by the Chief of Police.

The Professional Standards Section will normally investigate any complaint that involves extensive manpower and resources that would unreasonably burden a supervisor. Division Commanders may request the Professional Standards Section to conduct an investigation for a variety of reasons. These requests will be routed through the Chief of Police.

M. The employer shall count as time worked any hours or fractions of hours spent within the Sergeant's regular work shift in pursuit of benefits provided by this Article, (Association Representative) but shall not count as time worked any hours or fractions of hours spent outside the Sergeant's work shift.

- N. A Sergeant who receives a written reprimand may request a copy of the official documentation, if any, supporting the written reprimand.
- O. If a polygraph examination is required of a Sergeant, an Association representative will be allowed to monitor and observe all preliminary and post examination interviews and the examination from a monitoring room if available. If no monitoring room is available, appropriate steps will be taken to video record the proceedings for the record. The results of a polygraph or voice stress examination alone will not be the sole factor for determining truthfulness or on which to impose disciplinary action. A copy of the examination results including charts will be provided to the Sergeant upon request.
- P. Once a Sergeant has been formally counseled or disciplined in accordance with General Orders B-12, including the counseling/discipline chart, and B-13, no further investigation will be conducted for the same allegation for the same incident except when:
- 1) New Information reveals additional allegations arising from or related to the same incident.
  - 2) The Chief of Police requests further investigation for the integrity of the organization and to maintain public trust.
- Q. A complaint will be treated as a delayed complaint if an allegation of non-criminal misconduct by an employee occurred more than one hundred and twenty (120) days prior to the date of complaint.

The supervisor receiving the complaint will document the information in a memorandum. The memorandum will be sent through the chain of command to the Professional Standards Section, who will review and inform the Chief of Police. A determination will be made whether or not a formal investigation will be initiated. If an investigation is merited, the Professional Standards Section will conduct the investigation, unless otherwise directed by the Chief of Police.

The Association must equally and fairly represent all Sergeants.

- R. An employee subject to suspension, demotion or dismissal shall be entitled, upon appeal, to the Disciplinary Review Group process outlined in Personnel Rule 5 – Disciplinary & Appeal Procedures, Section 7. For purposes of Rule 5, Section 7.A.2., the Association President or designee shall replace the member of the Employee Council on the Disciplinary Review Group.

The CLASA Association President or designee may not serve on a disciplinary review group if they have a direct connection with the matter being reviewed or has any real or perceived conflict of interest. The person will be mutually agreed upon between the Human Resources Director and the CLASA President. If mutual agreement cannot be reached, the appointment will revert to the Personnel Rule and will be a member of Employee Council. The grounds for discipline and types of discipline are not grievable matters under this Memorandum.

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

- A. The Association and Sergeants covered by this Memorandum recognize and agree that rendering of services to the community cannot under any circumstances or conditions be withheld, interrupted, or discontinued, and to do so would endanger the health, safety, and welfare of the citizens of the City of Chandler.
- B. The Association pledges to maintain unimpaired municipal services as directed by the City. Neither the Association, nor any Sergeant, for any reason, will authorize, institute, aid, condone or engage in a slowdown, work stoppage, strike, or any other interference with the work and statutory functions and obligations of the City or the Department. During the term of this Memorandum neither the City nor its agents for any reason shall authorize, institute, aid or promote a lockout of Sergeants covered by this Memorandum.
- C. Should any Sergeant during the term of this Memorandum, and until such time that it is expressly and legally rescinded breach the obligations of Section 1 – 5 (B), the City Manager or their designee shall immediately notify the Association that a prohibited action is in progress.
- D. The Association shall forthwith, through its Executive Board and other authorized representatives, disavow said strike or other prohibited action, and shall notify in writing all Association members and representatives of their obligation and responsibility for maintaining compliance with this Article, including their responsibility to remain at work during any interruption which may be caused or initiated by others. Copies of such notification shall be delivered to the Office of the City Manager. In addition, the Association shall order all Sergeants violating this Article to immediately return to work and cease the strike or other prohibited activity. Such order shall be delivered both orally and in writing to all Sergeants violating this Article with copies of the written order to be delivered to the Office of the City Manager.

- E. Penalties or sanctions the City may assess against a Sergeant who violates this Section shall include, but not be limited to:
  - 1) Discipline up to and including discharge.
  - 2) Loss of all compensation and benefits, including seniority, during the period of such prohibited activity.
- F. Should the Association during the term of this Memorandum and until such time that it is expressly and legally rescinded, breach its obligations under this Section, it is agreed that all penalties set forth in the City Charter, shall be imposed on the Association, in addition to any other legal and administrative remedies available to the City that in its discretion it may elect to pursue.
- G. Nothing contained herein shall preclude the City from obtaining judicial restraint or from seeking damages from the Association, in the event of a violation of this Section.

## **ARTICLE 2: GRIEVANCE/ARBITRATION/LABOR MANAGEMENT**

### **Section 2 – 1: Grievance Procedure**

- A. The grievance procedures set forth in Personnel Rule 18 - Grievance Procedures shall apply to any grievance brought by a Sergeant or the Employee Organization alleging violation(s) of the express terms of this Memorandum for which there is no Merit System Board appeal or other specific method of review under State or City law.
- B. Any proposed changes to Personnel Rule 18 - Grievance Procedures will be provided to the Employee Organization President in a redline format and, if requested by the Employee Organization, a labor-management meeting shall be scheduled prior to submission of the proposed change to the City Council for approval. The meeting shall be scheduled within a reasonable amount of time so as not to unduly delay the process.
- C. In the event the City Manager takes unilateral action that is inconsistent with an express term or condition of this Memorandum and the effect of such action adversely affects the wages, benefits, or working conditions of a majority of Sergeants directly affected by the action, the employee organization may bring an Organization Grievance on behalf of all members using the grievance procedures under Personnel Rule 18 - Grievance Procedures. If the Organization Grievance is

not resolved at the supervisor or department level, the City Manager shall refer the Organization Grievance, brought under the limited circumstances described herein, to a neutral third party who is not a current or former official or employee of the City. The City Manager may elect to exercise their sole discretion to bypass the supervisor's and department's review of the Organization Grievance and refer the Organization Grievance directly to a neutral third party.

- D. The parties, or their designated representatives, shall agree on a neutral third party. If they are unable to agree on a neutral third party within a reasonable time, the City shall provide a list of seven (7) individuals who have experience as a hearing officer or mediator with the public sector in Arizona. The parties shall, within five (5) workdays of the receipt of said list, select the neutral third party by alternately striking names from said list until one (1) name remains. Such person shall then become the neutral third party. The neutral third party so selected shall hold a hearing as expeditiously as possible at a time and place convenient to the parties, and shall be bound by the following:
- 1) The neutral third party shall be bound by the language of the Memorandum and departmental rules and regulations consistent therewith in considering any issue properly before him/her.
  - 2) The neutral third party shall expressly confine him/herself to the precise issue submitted and shall have no authority to consider any other issue not so submitted.
  - 3) The neutral third party shall be bound by applicable State and City law.
  - 4) The neutral third party shall submit findings and recommendations to the employee organization and to the City Manager. The cost of the neutral third party and any other mutually incurred costs shall be borne equally by the parties.
  - 5) The City Manager shall, within ten (10) workdays of the receipt of the written findings and recommendations, make the final, non-appealable determination of the organization grievance and submit it in writing to the employee organization.

## **Section 2 - 2: Labor-Management Committee**

It is understood by the parties that the benefits granted by this Article shall not be interpreted or applied as requiring the employer to count as time worked, any hours or

fractions of hours spent outside the employee's work shift in pursuit of benefits provided by this Article. The employer shall count as time worked any hours or fractions of hours spent within the employee's regular work shift in pursuit of benefits provided by this Article.

- A. There shall be a Labor-Management Committee consisting of two (2) representatives of the Association and two (2) representatives of the City and the City's HR Director or designee who shall be the Chairperson. The purpose of the Committee is to facilitate improved labor-management relationships by providing a forum for free and informal discussion of mutual concerns and problems.
- B. The Committee shall meet, when necessary, at mutually agreed upon times.
- C. If the representative of the Association is a Sergeant, such representative shall not lose pay or benefits for meetings mutually scheduled during duty time.

### **ARTICLE 3: COMPENSATION AND WAGES**

#### **Section 3 – 1: Merit Pay**

For each fiscal year of the agreement, the City will fund an on-going merit increase of up to five percent (5%) for eligible Sergeants effective on the first day of the pay period which includes the date of the Sergeant's current job classification or salary review date, until the Sergeant is at the top of the pay grade.

#### **Section 3 – 2: Longevity Pay**

- A. In recognition of continuous service and overall performance, the City agrees to provide the following longevity pay for an eligible Sergeant the year following the Sergeant meeting the eligibility requirements in Section E.
- B. A Sergeant who meets the qualifications specified in this article shall receive annually a longevity payment of two and one-quarter percent (2.25%) of their base rate, or base rate plus assignment pay, paid in one (1) installment during the pay period of the Sergeant's date of classification or salary review date. This payment is not compensation for the purposes of PSPRS.
- C. Beginning July 1, 2027, a Sergeant who meets the qualifications specified in this Article shall receive pensionable longevity payments of 1.125% (one and one eighth percent) of their base rate of pay, or base rate plus assignment pay, every six (6) months (i.e., two payments per fiscal year) in accordance with the chart in Section D.

D. Sergeants who are qualified to receive longevity pay with a classification date or salary review date indicated in column A of the chart below, receive longevity payments in the corresponding months indicated in column B.

<b>A. Date of Classification or Salary Review</b>	<b>B. Longevity Payments Received</b>
January – March	2 <sup>nd</sup> pay-period in March & September
April – June	2 <sup>nd</sup> pay-period in June & December
July – September	2 <sup>nd</sup> pay-period in September & March
October – December	2 <sup>nd</sup> pay-period in December & June

E. Qualifications: To be eligible for Longevity Pay, a Sergeant must have:

1. Completed five (5) years in a Chandler Police sworn position or have reached the top of their pay range, whichever occurs first, and
2. Achieved the performance rating of “meets expectations” or better in each overall job standard category on their latest scheduled performance evaluation on file in the Human Resources Department.

F. If a Sergeant separates from City service or takes another position within the City and is eligible for longevity before receiving a longevity payment of the applicable fiscal year, the amount will be included in the Sergeant’s final Sergeant paycheck. The amount will not be made pensionable if it’s the only payment received in the applicable fiscal year.

G. If a Sergeant is terminated from City service before receiving a longevity payment of the applicable fiscal year, the amount will not be included in the Sergeant’s final paycheck.

**Section 3 – 3: Total Annual Cash Compensation Survey**

A. Wage increases are to be determined as follows:

- 1) For the purposes of this section, “Total Annual Cash Compensation” means the following:

- a. the maximum annualized base wages for an individual Sergeant at the top of the pay range (i.e., maximum hourly rate X 2,080); and
  - b. the annual amount paid by the City in deferred compensation, or equivalent, to an individual Sergeant at the top of the pay range; and
  - c. the annual amount received as longevity pay, or equivalent, by an individual Sergeant at the top of the Sergeant pay range.
- 2) Human Resources will finalize a Compensation Survey no later than August 1<sup>st</sup> of each year that compares Total Annual Cash Compensation for eight (8) cities: Chandler, Gilbert, Glendale, Mesa, Peoria, Phoenix, Scottsdale, and Tempe based on JIMS data and/or verification from the respective cities' HR Departments. At the conclusion of the Compensation Survey, the eight (8) cities shall be ranked in numerical order based on Total Annual Cash Compensation with the highest being ranked as number one (1) and the lowest ranked as number eight (8).

Human Resources shall determine the rank of the City of Chandler in comparison to the ranking of the seven other cities. If the City of Chandler's Total Annual Cash Compensation is ranked at or above the third (3<sup>rd</sup>) position in the rankings, no wage adjustments shall be made.

If the City of Chandler's Total Annual Cash Compensation is ranked below the Total Annual Cash Compensation of the third (3<sup>rd</sup>) highest city in the rankings, the top of the Chandler Sergeant pay scale shall be adjusted by the percentage required for Chandler's Total Annual Cash Compensation to be equal to the midpoint between the Total Annual Cash Compensation of the second (2<sup>nd</sup>) and third (3<sup>rd</sup>) highest cities.

Sergeants' wages shall be increased to correspond with any upward adjustment made to the Sergeant salary range as a result of the annual survey.

Any wage increase will become effective on the first day of the next full pay period after the survey data has been accepted and signed by the Association. In the event that the survey results in Chandler's being ranked above the third (3<sup>rd</sup>) position as defined in this Section, Chandler's range will not be decreased.

Any time an adjustment is made to the maximum pay range for the Sergeant position pursuant to this Section. The minimum pay range for the position shall be set at ten percent (10%) above Top Officer Pay.

- H. A salary inversion exists when an employee with less seniority in a job classification earns a higher base rate of pay for any period of time than an employee in the same job classification with greater seniority. The City will not address a salary inversion within the Police Sergeant job classification and Salary Review Dates will not be assigned. Any employee that has an existing Salary Review Date will retain the Salary Review Date as the effective date for future annual merit increases, Supervisory Incentive Pay, and the completion of performance evaluations.

### **Section 3 – 4: Field Training Pay/Special Assignment Pay Differential**

- A. Sergeants who are assigned to the following specialty assignments shall receive an additional five percent (5%) of the base rate of pay for every day they are assigned to a specialty assignment through the duration of the assignment:

- Behavioral Health
- Bike
- Crime Prevention
- Criminal Apprehension
- Digital Forensics
- DUI Enforcement
- Family Violence
- Field Training Officer
- Financial Crimes
- General Investigations
- Human Exploitation and Trafficking
- K-9
- Motors
- Narcotics
- Professional Standards Section
- Property Crimes (Arson/Auto Theft)
- Public Information Officer
- Real Time Operations Center
- Robbery/Homicide
- School Resource Officer
- Sex Crimes
- Street Crimes
- SWAT

- Threat Mitigation
- Vehicular Crimes

- B. If a specialty unit listed above is disbanded, replaced, or renamed, individuals within the newly established or renamed specialty unit will receive the specialty assignment pay.
- C. A maximum of two (2) new or existing specialty units, that are not currently receiving specialty assignment pay, may be eligible for the specialty assignment pay as agreed upon by the Chief's Office and the Association.
- D. Sergeants are only eligible to receive one specialty assignment pay at a time. The specialty assignment pay does not include, and may be combined with, Interpreting and Translation Pay as outlined in Section 3 – 5.
- E. Sergeants in specialty assignments set forth above may be removed from the assignments by the Chief of Police or designee, at any time. The removal from specialty assignments is within the sole discretion of the Chief of Police. A Sergeant who is removed from a specialty assignment does not have the right to appeal or grieve the removal from the assignment. A Sergeant may not be removed from their specialty assignment without a memorandum providing the detailed reason for their removal if a completed internal investigation or performance related document was not already provided. If the removal constitutes a shift/schedule change, Section 4 – 1 shall apply.

### **Section 3 – 5: Interpreting and Translation Pay**

- A. Sergeants who receive certification as an Intermediate level translator will receive an additional two and one-half percent (2.5%) of their base rate of pay for every day they are officially certified to perform translation for the Department.
- B. Sergeants who receive certification as an Advanced level translator will receive an additional five percent (5%) of their base rate of pay for every day they are officially certified to perform translation for the Department.

### **Section 3 – 6: Overtime**

- A. Overtime is defined as time worked in excess of forty (40) hours in a seven (7) day work period for full-time Sergeants. All paid leave taken in lieu of hours worked, except time off taken as compensatory time or administrative leave for investigation or discipline purposes, shall be counted as "hours worked" for purposes of overtime

calculation. The "hours worked" requirement does not apply to overtime compensation the City is obligated to pay by the specific terms of this Memorandum or Department regulations (i.e., "contract overtime") for certain activities or situations. Payment for hours worked on a holiday, as part of the regularly scheduled hours of work, shall be compensated as provided by this rule.

- B. Sergeants assigned to traditional patrol teams who conduct briefings shall be eligible for up to a max of fifteen (15) minutes overtime paid at one and one-half times (1.5x) their regular rate of pay for actual time worked to prepare for the briefing.
- C. Overtime may be authorized and required by the Chief of Police when it is clearly in the best interest of the City. The Chief of Police shall authorize overtime in advance unless emergency situations preclude advance authorization.
- D. Overtime compensation for Sergeants shall be computed in accordance with the Fair Labor Standards Act and the regular rate of pay including applicable shift differential, on call pay and assignment pays. If overtime is to be paid, it must be recorded and paid, at one and one-half times (1.5x) the regular rate, on the payroll immediately following the conclusion of the pay period in which the overtime was worked. If compensatory time is to be accrued in lieu of overtime pay, it must be accrued at the rate of one and one-half (1.5) hours of compensatory time for each hour worked.
- E. The decision to pay overtime or record it as compensatory time shall be at the discretion of the Chief of Police.
- F. Compensatory time shall not accrue in excess of one hundred (100) hours.
- G. Accrued compensatory time shall be paid:
  - a. When the accrued compensatory time exceeds the maximum. Payment will be for that amount which exceeds the maximum.
  - b. Upon separation for any reason, including death of the employee.
  - c. When authorized by the Chief of Police.
  - d. When requested by the Sergeant in accordance with Section 3 – 12.

H. The time at which a Sergeant will take compensatory time off shall be chosen by the Sergeant with the approval of the Sergeant's supervisor based on whether the Sergeant's absence would interfere with the Department's operation.

### **Section 3 – 7: Court Overtime**

A. When a required court appearance is scheduled, during other than normal work hours, overtime is authorized. The Sergeant will be credited with three (3) hours, or the actual number of hours worked, whichever is greater. When court is scheduled within two (2) hours of a scheduled shift, then the actual time of court and preparation for court prior to shift will be paid.

- 1) Court time shall be continuous time compensated consistent with Section 3 – 6.
- 2) For purposes of this Article the term "Court" shall be defined as including Federal District Court, Superior Court, State of Arizona, City Court, City of Chandler, Municipal Courts in Maricopa County, Justice Court, Federal, State, County Grand Juries, Motor Vehicle Department hearings, and Prosecutorial and Defense interviews. It is understood that this Article shall not apply to administrative hearings including but not limited to arbitration hearings pursuant to the Memorandum and hearings pursuant to Personnel Rule 18 - Grievance Procedures.

### **Section 3 – 8: Jury Duty**

When a Sergeant is called upon to serve as a juror in any court action, they will be allowed leave from their duties without loss of pay for the time required for this service, in accordance with Personnel Rule 15 – Leaves of Absence, Section 16.

### **Section 3 – 9: Call-Out Pay**

A. When a Sergeant is called back to regular duty after leaving City facilities at a time other than their regular assigned shift, the Sergeant will receive a minimum of two (2) hours pay at one and one-half times (1.5x) the Sergeant's base pay, or base plus assignment pay, calculated to the nearest one-quarter (1/4) hour, except that a Sergeant shall not be eligible for additional compensation during that two (2) hour period.

- 1) Compensation to a Sergeant who is called out at times other than their regularly scheduled shift will begin at the time the Sergeant is notified, but

not to exceed thirty (30) minutes and shall terminate thirty (30) minutes after being relieved of duty. A Sergeant is relieved from duty when he is directed by a supervisor to secure or are no longer performing the task directly related to the reason for the call-out. Where applicable, the travel time shall be paid only if the total work and allowed time exceed the minimum call out guarantee. Travel time shall not apply when a Sergeant is working overtime planned in advance.

- B. A Sergeant beginning an overtime period within two (2) hours or less prior to the regularly scheduled duty reporting time will be compensated from the time the overtime period begins to the time he is scheduled to report for duty except that a Sergeant shall not be eligible for additional compensation during that period.
- C. Holdover time, i.e., being held over on shift with no break in duty exceeding fifteen (15) minutes, will be compensated for actual time spent in accordance with Section 3 – 6.
- D. If the Sergeant is called back because of their own negligence the Sergeant shall not be eligible for the two (2) hours minimum. He will only be paid for the actual time worked.

### **Section 3 – 10: Swing Shift and Night Shift Differential Pay**

A Sergeant shall receive the shift differential pay associated with a particular shift when the Sergeant is normally assigned to work that shift. If a Sergeant is reassigned to a different shift because they have suffered an on-the-job injury, the Sergeant shall continue to receive the shift differential pay associated with the shift to which the Sergeant was originally assigned until the Sergeant is released to return to full duty. If a sergeant is reassigned to a different shift because of a non-job-related injury or at the sergeant's own request, the Sergeant will receive the shift differential pay, if any, associated with the new shift.

- A. A Sergeant shall receive mid-day shift differential of sixty cents (\$0.60) per hour in addition to their base rate of pay when working a shift that ends between 2000 hours and 2359 hours.
- B. A Sergeant shall receive swing-shift shift differential of eighty cents (\$0.80) per hour in addition to their base rate of pay when working a shift that ends between 2400 hours and 0359 hours.

- C. A Sergeant shall receive grave-yard shift differential of one dollar (\$1.00) per hour in addition to their base rate of pay when working a shift that ends between 0400 hours and 0800 hours.

**Section 3 – 11: Deferred Compensation**

The City shall make a deferred compensation contribution as follows up to the I.R.S contribution limit:

<b>Employee Contribution</b>	<b>City Contribution</b>
At least forty dollars (\$40) but less than eighty dollars (\$80) per pay period	One percent (1%) biweekly gross pay per pay period
At least eighty dollars (\$80) but less than one hundred and twenty dollars (\$120) per pay period	Two percent (2%) biweekly gross pay per pay period
One hundred twenty dollars (\$120) or more per pay period	Three percent (3%) biweekly gross pay per pay period

**Section 3 – 12: Vacation and Comp Time Cash Out**

Once per fiscal year, Sergeants shall be permitted to cash out up to fifty (50) hours of vacation time, and up to forty (40) hours of compensatory time, both to be paid at the Sergeant’s base rate. The City shall provide a means for the Sergeant to submit their request. The payment will be made the pay period immediately following the request.

**ARTICLE 4: HOURS OF WORK/WORKING CONDITIONS**

**Section 4 – 1: Hours**

- A. The regular duty hours for a Sergeant shall be five (5) consecutive shifts of eight (8) hours in a seven (7) calendar day workweek. These five (5) consecutive shifts will be preceded and followed by two (2) “non-work” days. Duty hours may also include a 4/10 or 9/80 shift. The regular duty hours per shift shall be consecutive and may include any “briefing time” and shall include a meal period of thirty (30) minutes as reasonable work demands allow. At times, the department may have operational needs, which necessitate a change in current work schedules. The department shall give a Sergeant a minimum seven (7) day advance written notice when their days or hours will be changed. If this seven (7) day written notice is not given the days or hours change will be rescheduled to allow for a seven (7) day notice period, except for emergency situations.

- B. In addition to all duties as assigned by the Chief of Police or their designees, work hours shall continue to include under normal conditions two (2) fifteen (15) minute rest periods as work demands allow.

**ARTICLE 5: BENEFITS**

**Section 5 – 1: Health Insurance**

For the term of this Memorandum the City will pay a minimum of eighty percent (80%) and the employee will pay a maximum of twenty percent (20%) of the cost of the monthly premium of the City's medical insurance benefit.

**Section 5 – 2: Dental Insurance**

For the term of this Memorandum the City will pay one hundred percent (100%) of the dental insurance premium for employee only coverage; seventy percent (70%) for employee plus one, and fifty percent (50%) for employee plus two (2) coverage.

**Section 5 – 3: Life Insurance**

The City shall make group life insurance coverage available for every regular Sergeant who works in a budgetary approved position for twenty (20) hours or more per week at least equal to the Sergeant's annual salary. Additional life insurance coverage for the employee, spouse and dependent children shall also be made available. The premiums for this insurance shall be paid by the City or the Sergeant as determined by the City Council.

**Section 5 – 4: Vacation Leave**

- A. A full-time work schedule consists of fifty-two (52) weeks a year and eighty (80) hours of work during the pay period.
- B. Every Sergeant, who works a full-time schedule fifty-two (52) weeks a year, shall be credited vacation leave as follows for every completed pay period:

<b>Years of Service</b>	<b>Hours</b>
0 - 4 Years	5.0
5 - 9 Years	5.9
10 - 14 Years	6.6
15 - 19 Years	7.4
20 + Years	8.3

- C. Leaves of absence compensated under the Worker's Compensation statutes shall be considered as paid service if the absence is for no longer than one (1) year and the employee shall continue to accrue vacation leave.
- D. Sergeants who have accrued three-hundred and twenty (320) hours or more of accrued and unused leave (vacation, safety days and holiday accrual hours) and who have attained a minimum of seventeen (17) years of City service may elect to have the additional vacation leave that they earn paid to them on a bi-weekly basis for the upcoming three (3) consecutive years.

Once the Sergeant elects to exercise this benefit, it must continue for the full three (3) consecutive years. A Sergeant may draw down the current three hundred and twenty (320) hour balance. The vacation leave payout under this section is not compensation for purposes of PSPRS. Sergeants in the program prior to July 1, 2016, will be governed under the past Memorandum for purposes of compensation.

- 1) The payment begins the next pay period after receipt of the election form in Human Resources and continues for the upcoming three (3) consecutive years.

**Section 5 – 4A: Maximum Accrual of Vacation Credits**

- A. Vacation credits shall not be allowed to accumulate in excess of three hundred and twenty (320) hours, or the equivalent as computed under the Rule for regular employees who work less than full-time but 1,040 hours or more per year in a part-time regular budgeted position, as of the last full pay period with a payday in January.
- B. Any vacation credits in excess of three hundred and twenty (320) hours, or the equivalent as computed under the Rule for regular employees who work less than full-time but 1,040 hours or more per year in a part-time regular budgeted position, shall automatically be moved to vacation carryover balance that must be used by June 30<sup>th</sup> of that same year. Any vacation carryover not used by June 30<sup>th</sup> will be forfeited.
- C. Employees that elect to forfeit vacation credits in excess of three hundred and twenty (320) hours, or the equivalent as computed under the Rule for regular employees who work less than full-time but 1,040 hours or more per year in a part-time regular budgeted position, in lieu of having the hours moved to vacation

carryover balance that must be used by June 30<sup>th</sup> of that same year, shall notify Human Resources Director in writing of their request.

- D. Beginning July 1, 2027, Sergeants eligible for leave payout upon retirement shall have such payouts calculated inclusive of any applicable specialty pay in effect at the time of retirement.

**Section 5 – 5: Holidays**

- A. When possible, without decreasing the effectiveness of the various municipal services, all Sergeants, shall be allowed paid holidays as provided below:

	<b>Holiday</b>	<b>Observed</b>
1	New Year’s Day	January 1
2	Martin Luther King, Jr.	Third Monday in January
3	Presidents’ Day	Third Monday in February
4	Memorial Day	Last Monday in May
5	Independence Day	July 4
6	Labor Day	First Monday in September
7	Veterans’ Day	November 11
8	Thanksgiving Day	Fourth Thursday in November Friday after Thanksgiving
9	Christmas Day	December 25
10	Personal Holiday	Must be used annually prior to the end of the tax year.

- B. When a holiday falls on Sunday, it will be observed on the following Monday. When a holiday falls on Saturday, it will be observed on the preceding Friday.

- C. Compensation or paid time off when not working a Holiday.

- 1) When an observed holiday falls on a non-scheduled workday, Sergeants shall receive paid time off equivalent to the number of hours in their regularly scheduled workday on an alternate day during the pay period. When operational requirements do not permit an alternate day off in lieu of the official holiday, Sergeants shall receive holiday pay equivalent to the number of hours in their regularly scheduled

workday. This election must be made in the pay period in which the holiday falls.

- 2) Sergeants who are scheduled to work at least 1,040 hours per year shall be provided holiday pay or paid time off on an alternative day during the pay period for holidays on a prorated basis. The prorated basis shall be calculated based on the position's number of budgeted hours.
- 3) The Chief of Police has the discretion of requiring Sergeants to return to a regular work schedule of five (5), eight (8) hour days for the week in which a holiday occurs if it does not affect the Sergeant's established work period.

D. Compensation or paid time off when working a holiday.

- 1) When an observed holiday falls on a non-scheduled workday, Sergeants who are called in or required to work on the observed holiday shall receive compensation at one and one-half times (1.5x) their rate of pay for each hour worked on a holiday. In addition, Sergeants shall receive holiday pay equivalent to the number of hours in their regularly scheduled workday, or paid time off equivalent to the number of hours in their regularly scheduled workday on an alternate day, during the pay period. Sergeants who are scheduled to work at least 1,040 hours per year and who a holiday shall be provided holiday pay or paid time off on an alternative day during the pay period on a prorated basis. The prorated basis shall be calculated based on the position's number of budgeted hours.
- 2) When an observed holiday falls on a scheduled workday, Sergeants that work on the observed holiday shall receive holiday pay equivalent to the number of hours in their regularly scheduled workday or paid time off equivalent to the number of hours in their regularly scheduled workday on an alternative day during the pay period.
- 3) Sergeants whose regularly scheduled shift begins on the actual date of a holiday listed below shall receive compensation at one and one-half (1.5) times their rate of pay for each hour worked through the holiday shift. This applies to those on patrol or assignment to a specialty unit when operational requirements or staffing mandates do not permit an alternate day off in lieu of the official holiday.

1. New Year's Day
2. Martin Luther King, Jr./Civil Rights Day
3. Presidents' Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Friday after Thanksgiving
10. Christmas Day

E. Holiday Pay When Sergeant is on Leave or Separates from City Service

- 1) Sergeants shall receive no additional pay and shall not be charged with vacation or sick leave time while on paid leave when a holiday occurs.
- 2) Sergeants must work or be on paid leave the last scheduled workday before the holiday and the first scheduled workday after the holiday to be paid for the holiday.
- 3) All Sergeants shall receive payment for holiday work on the payroll immediately following the conclusion of the pay period in which the work was performed.

**Section 5 - 6: Sick Leave**

- A. A full-time work schedule consists of fifty-two (52) weeks a year and eighty (80) hours of work during the pay period.
- B. Every full-time Sergeant who works a full-time schedule fifty-two (52) weeks per year shall be credited three point seven (3.7) hours of sick leave accrual for each completed pay period. Sick leave shall accrue with no maximum.
- C. Leaves of absence compensated under Worker's Compensation statutes shall be considered as paid service if the absence is for no longer than one (1) year and sick leave credits shall continue to accrue.
- D. Sergeants who have accrued one thousand (1,000) hours or more of accrued and unused sick leave and who have attained a minimum of seventeen (17)

years of City service may elect to have the additional sick leave that they earn to be paid to them on a bi-weekly basis for the upcoming three (3) consecutive years. Once the Sergeant elects to exercise this benefit, it must continue for the full three (3) consecutive year period. A Sergeant may draw down the current one thousand (1,000) hour balance. The sick leave payout under this section is not compensation for the purposes of PSPRS. Sergeants in the program prior to July 1, 2016, will be governed under the past Memorandum for purposes of compensation.

- 1) The payment begins the following pay period after receipt of the election form in Human Resources and continues for the upcoming three (3) consecutive years.
- E. The City Manager may establish policies for the conversion of a portion of employee's sick leave balances to either vacation credits or provide for cash payment, as appropriate.

#### **Section 5 – 6A: Payment of Sick Leave Upon Death**

- A. The beneficiaries of a Sergeant who dies prior to retirement shall receive compensation for the Sergeant's accrued sick leave at the rate of fifty percent (50%) of the value of the accrued sick leave hours at the Sergeant's current base rate and shall receive compensation for Years of Service Pay as established by the City Manager for each twelve (12) month year of City of Chandler Service prorated for any partial year.
- B. The beneficiaries of a Sergeant who dies in the line of duty shall receive compensation for all accrued sick leave at the rate of one hundred percent (100%) of the accrued sick leave hours at the Sergeant's current base rate and shall receive compensation for Years of Service Pay as established by the City Manager for each twelve (12) month year of City of Chandler service prorated for any partial year.

#### **Section 5 – 7: Post Retirement Health Plan (PEHP)**

- A. Effective the first full pay period in July 2026, all PSPRS tier one Sergeants will receive a one-time, two-thousand-five-hundred-dollar (\$2,500) payment into their PEHP plan.

- B. Effective the first fully pay period in July 2027, all PSPRS tier one Sergeants will receive a one-time, two-thousand-five-hundred-dollar (\$2,500) payment into their PEHP plan.
- C. The City and the Sergeant shall each contribute forty dollars (\$40.00) per pay period into the PEHP plan while actively employed.
- D. Upon application for retirement from the City of Chandler with immediate retirement into the Arizona State Retirement System (ASRS) or Public Safety Personnel Retirement System (PSPRS) the following will apply:

<b>Years of Service (YOS)</b>	<b>Employer Contribution into PEHP based on YOS-pro-rated for any partial year into PEHP</b>	<b>Sick leave balance contribution*</b>
<b>5-19</b>	\$900.00	50%
<b>20-24</b>	\$1,250.00	60%
<b>25-29</b>	\$1,500.00	75%
<b>30+</b>	\$1,750.00	100%

- E. \*Upon retirement, a Sergeant may elect to receive their unused Sick Leave balance contribution into either their PEHP account or as a one-time cash payout.
  - 1) For fiscal year 2026-2027, the sick leave payout shall be calculated based on the Sergeant’s base rate of pay and the same applicable percentage rate under subsection D.
  - 2) Beginning on July 1, 2027, the sick leave payout shall be calculated on the Sergeant’s base rate of pay inclusive of any applicable specialty pay at the time of retirement, and the same percentage rate under section D.

All other provisions must be in accordance with Administrative Regulation CC Reg. CM-57.

**Section 5 – 8: Training and Reimbursement**

A. Responsibility for Training

- 1) The City Council encourages the training and education of Sergeants. The Human Resources Director shall assume responsibility for

developing citywide training programs for Sergeants. The Chief of Police may establish department-specific training programs.

#### B. Credit for Special Training

- 1) Participation in, and successful completion of, special job-related training courses may be considered in advancements and promotions.

#### C. Reimbursement for Formal Training

- 1) Fiscal conditions permitting, the City will assist Sergeants in their pursuit of additional formal education from an institution in areas related to a City career field.

A policy and procedure shall be established by which tuition reimbursement will be administered and which will reimburse Sergeants.

- 2) Procedures shall be established to repay the City the tuition fees upon separation from City service within twelve (12) months of completion of the course.

#### D. Seminars/Workshops Training Programs

- 1) As fiscal conditions permit, the City supports Sergeants' attendance in seminars and workshop training programs as a part of their regular duties with the approval of the Chief of Police.
- 2) The City shall pay all fees for such programs and the Sergeant shall be provided transportation under the administrative regulation established in accordance with Personnel Rule 4 – Benefits & Allowances, Section 2.
- 3) If a Sergeant separates from City service within twelve (12) months of completion of the workshop or seminar, the Sergeant may be required to reimburse the City for the costs of those workshops or seminars that are primarily designed to enhance a Sergeant's career. A Sergeant normally will not be required to reimburse the City for workshops or seminars that they are directed to attend.

#### E. Tuition Reimbursement

- 1) The City will assist regular Sergeants in their pursuit of additional formal education from an institution in areas related to a City career field. A City policy and procedure shall be established by which tuition reimbursement will be administered and which will reimburse Sergeants.
- 2) Any Sergeant who has successfully completed at least six (6) months of the initial probationary period and is eligible for vacation benefits is eligible for consideration of tuition reimbursements.
- 3) The reimbursement allowed per tax calendar year for a regular full-time employee is a total of five thousand, two hundred, and fifty dollars (\$5,250). The reimbursement allowed per tax calendar year for a regular part time employee is a total of three thousand, two hundred dollars (\$3,200.) The date of reimbursement will determine the tax year to which the cost will be allocated.

If the employee completes courses which exceed the maximum allowable reimbursement, the employee shall be responsible for payment of the balance.

### **Section 5 – 8: Out-Of-State Vacation Recall**

When a Sergeant is temporarily recalled to duty from out-of-state while on an authorized vacation by order of the Chief of Police, he shall be reimbursed for necessary and provable transportation expenses as determined by the Chief of Police.

### **Section 5 – 9: Uniform, Clothing, and Equipment**

- A. A Sergeant will receive uniforms and a three-hundred-dollar (\$300) allowance paid the first full pay period of the fiscal year and equipment through the Chandler Police Department Quartermaster system, as outlined in General Orders.
  - 1) The Department shall replace those items as they, in the judgment of the Department, become unserviceable to wear or damaged in the course and scope of official duties through the Quartermaster.
- B. A Sergeant who is required to wear civilian attire during the performance of their duties will receive a fiscal year uniform allowance of one thousand, three hundred dollars (\$1,300), in accordance with Chandler Police Department General Orders.

This payment will be made through the payroll system on a pro-rated, bi-weekly basis.

### **Section 5 – 10: Wellness Leave Program**

- A. Sergeants are eligible for the Wellness Leave Program as outlined in this section based on years of service starting from the Sergeant’s date of classification as a sworn Police Officer. Sergeants are eligible by reaching either of the following:
  - 1) Fifteen (15) years of service as a sworn Chandler Police Officer; or
  - 2) Ten (10) years of service as a sworn Chandler Police Officer and having a minimum of twenty (20) years of service as a sworn Police Officer.
  
- B. Eligible Sergeants may take up to three consecutive weeks off from regular duty subject to the following conditions:
  - 1) The City will match leave hour-for-hour for up to a maximum of 60 hours total.
  - 2) Sergeants may use up to 60 hours of any combination of:
    - a. Accrued vacation
    - b. Holiday winter break (if approved by City Council)
    - c. Accrued holiday leave
    - d. Compensatory time
  
- C. Scheduling and Approval
  - 1) Eligible Sergeants must submit a formal request for Wellness Leave through the Chief of Police or designee during the following approval period. Requests submitted outside these periods may be considered at the sole discretion of the Chief of Police or designee.

<b>Approval Period</b>	<b>Date of Leave</b>
December 1-31	Shift change to June 30
May 1-31	July 1 to shift change

- 2) Wellness leave approval is subject to department staffing levels and operational requirements, which shall not be unreasonably withheld or delayed.
- 3) If two or more eligible Sergeant's request overlapping Wellness Leave dates and both cannot be accommodated due to operational constraints, seniority as defined by section 6-4B of the MOU, shall be the determining factor.

#### D. Program Conditions

- 1) A Sergeant must remain actively employed with the City's Police Department for a minimum of two (2) years following the conclusion of the Wellness Leave.
  - a. A Sergeant with more than 18 years of service as of July 1, 2026, is exempt from the two-year employment requirement.
- 2) Should a Sergeant separate from employment for any reason prior to fulfilling the two-year requirement, the Sergeant shall be obligated to reimburse the City for its portion of leave utilized.
  - a. The City may waive the two-year reimbursement requirement in good faith if the Sergeant separates from employment due to verified extenuating circumstances (e.g. medical separation, caregiver emergency or family emergency).
  - b. Reimbursement may be made by either a payment for the City's contribution of hours at the rate it was taken or by reimbursement in hours from any eligible leave bank.
- 3) Wellness Leave shall be taken continuously.
- 4) Once Wellness Leave is approved, it is not subject to seniority override.
- 5) Voluntary transfer to another team, or promotion to another position may result in postponement or cancellation of Wellness Leave. The cancellation or postponement for this purpose will be provided to the Sergeant in writing.
- 6) Wellness Leave may not be used concurrently with any other leave requests.

- 7) Wellness Leave may not be used to extend or reach the Sergeant's retirement effective date.
- 8) During Wellness Leave, a Sergeant shall not be contacted, required or requested to return to work, perform extra duty, or use City-issued electronic devices or communication systems, except when attending a legal proceeding, addressing an operational necessity, or responding to a declared emergency (e.g., natural disaster, public health crisis) as authorized by municipal, state, or federal authorities.
- 9) Wellness Leave may not be cashed out or paid out at any time.

**Section 5 - 11: Lifestyle Spending Account**

- A. Beginning July 1, 2026, Sergeants are eligible for up to \$1,250.00 annually to be used on approved expenses related to physical wellness, financial wellness and emotional wellness.
  - 1) Sergeants on payroll after the start of the fiscal year will receive a pro-rated amount based on their benefit eligibility date according to the chart in Section E. The amount will be available on their benefit eligibility date.
- B. The program operates on a use-or-lose basis, and funds must be expended and requested within the designated fiscal year. Funds may not roll over to the next fiscal year or be cashed out.
- C. Reimbursements through this fund are subject to all applicable taxes as required by law.
- D. The City will discuss with the Association any discretionary removal of any item, service, or benefit from the program prior to its removal.
- E. The amount will be pro-rated at \$104.16 per month after July. The unit member will receive the amount related to the month of their benefit eligibility date.

<b>Benefit Effective</b>	<b>Amount</b>
July	\$1,250.00
August	\$1,145.84
September	\$1,041.68
October	\$937.52
November	\$833.36

December	\$729.20
January	\$625.04
February	\$520.88
March	\$416.72
April	\$312.56
May	\$208.40
June	\$104.24

**ARTICLE 6: MISCELLANEOUS**

**Section 6 – 1: Saving Clause**

- A. If any Article or Section of this Memorandum should be held invalid by operation of law or by final judgment of any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal, the remainder of this Memorandum shall not be affected thereby; and upon issuance of such final decree, the parties, upon request of either of them, shall meet and confer and endeavor to agree on a substitution provision or that such a substitute provision is not included.
  
- B. It is recognized by the parties that this Memorandum shall be administered in compliance with appropriate provisions of the Fair Labor Standards Act as may be amended, consistent with the provisions of this Memorandum and current overtime policies of the City of Chandler.

**Section 6 – 2: Copies of Memorandum**

Within sixty (60) days of the date that this Memorandum is adopted by the City Council, the Association, will arrange for printing of jointly approved copies of it for furnishing one to every Sergeant, supervisor and to management personnel. The cost of such duplication and distribution will be paid for equally by the Association and the City.

**Section 6 – 3: Seniority**

- A. The City shall provide the Association with a list of Sergeants showing each Sergeant’s City employment date and badge number.
  
- B. Seniority shall be by badge number.

- C. Seniority shall be used as a factor consistent with established Merit System rules and current practice in choice of work assignments, vacation schedules and in the determination of layoffs.
- D. At the conclusion of the annual shift pick an eligibility list will be created for each patrol team, which will take effect at shift change each year. When a vacancy occurs on a patrol team, the eligibility list will be consulted, and the vacancy will be filled from the list. This option is available by seniority and is limited to two (2) potential total movements.

There is no maximum number of eligibility lists a Sergeant may be on; a Sergeant may add or remove their name from a list at any time. A Sergeant who chooses to use this option to select a new team, will count as a move for the year.

A Sergeant may only use the wish list option once during a shift cycle with no movement occurring after September 30.

- E. If a Sergeant requests a hardship transfer, and it is approved by the Chief of Police, the hardship transfer shall take precedence over any requests submitted by Sergeants to be placed in the available vacancy according to seniority.

#### **Section 6 – 4: Limited Duty Status**

A Sergeant, who is injured on the job, may be assigned limited duty status by the employer. Such assignment may be made without regard to the Sergeant's normal assignment and shall be made within the Police Department.

#### **Section 6 – 5: Changes in Departmental General Orders Pursuant to this Memorandum**

- A. Within ninety (90) days from the date this Memorandum is adopted by the City Council, the Department shall print copies of those Department General Orders and Operations Orders reflecting changes pursuant to this Memorandum. Copies of such changes shall be available to each Sergeant on or about August 1<sup>st</sup> of each Memorandum year, or as soon thereafter as possible. Prior to the printing of the described changes, the Chief of Police or their representative shall review such changes with a representative of the Association to ensure that such changes are consistent with the specific, express terms of the Memorandum.
- B. During the preparation of changes to the Department's General Orders, drafts of the proposed changes will be staffed out to the Association.

## **Section 6 – 6: Term and Effect of Memorandum**

- A. The Memorandum shall remain in full force and effect July 1, 2026, through June 30, 2029, unless a specific provision of the Memorandum provides otherwise. Thereafter, it shall continue in effect, year-by-year, unless one (1) of the parties notifies the other in writing no later than September 1, 2028, of its request(s) to modify or terminate it.
- B. Except as expressly provided in this Memorandum, the City shall not be required to meet and confer concerning any matter, whether covered or not covered herein, during the term or extensions thereof.
- C. The lawful provisions of this Memorandum are binding upon the parties for the term thereof. The Association, having had an opportunity to raise all matters in connection with the meet and confer proceedings resulting in this Memorandum, is precluded from initiating any further meeting and conferring for the term thereof relative to matters under the control of the City Council or the City Manager.
- D. This Memorandum constitutes the total and entire agreement between the parties and no verbal statement shall supersede any of its provisions.
- E. The City's rules and regulations, administrative directives, departmental rules and regulations, and workplace practices shall govern employee relations unless there is a specific conflict with a memorandum of understanding approved by the City Council pursuant to the Meet and Confer Ordinance. Where a specific conflict exists, the Memorandum of Understanding shall govern.
- F. A memorandum of understanding cannot contradict the Meet and Confer Ordinance.

**IN WITNESS WHEREOF**, the parties hereto have hereunto subscribed their names this

10th day of December, 2026.

City of Chandler

Association Representative

By: *Kevin Harthe*  
Mayor

By: *R*  
Ronald Kelley

Attest: *Dana R. D'Song*  
City Clerk



Approved to form:

*Rowena E Laza for*  
City Attorney *REL*