

SIDE LETTER OF AGREEMENT

BETWEEN

CITY OF SANTA MONICA &

THE SANTA MONICA POLICE OFFICERS ASSOCIATION

Subject: Emergency Manager Assignment

Effective April 24, 2011, the City of Santa Monica (City) and the Santa Monica Police Officers Association (SMPOA) hereby agree that the Emergency Manager assignment within the City Manager's Office will receive a 10% bonus, based on the employee's base pay. This bonus is in recognition of the additional management-level duties that this special assignment entails. The termination of the assignment from the Emergency Manager position is at the sole discretion of the City Manager and will not be considered disciplinary or punitive in nature.

Administrative Leave

Effective July 1, 2014, the existence of the 4/10 schedule was removed from the SMPOA Memorandum of Understanding (MOU). As a result, the benefit of administrative leave was eliminated from the MOU. Notwithstanding the foregoing, this side letter memorializes the agreement between the City and SMPOA that the SMPOA member assigned to the Emergency Manager position will continue to receive administrative leave as set forth below.

An employee covered hereunder who holds a position in the job classification of Police Captain or Police Lieutenant as of the beginning of the fiscal year and who is not assigned to a 4/10 work schedule shall receive 54 hours of administrative leave each fiscal year, on July 1st. If said employee should then be transferred to a 4/10 work schedule prior to the end of the fiscal year, the administrative leave that was granted on July 1st shall be prorated for the period of time the employee was not assigned to a 4/10 work schedule, with the employee receiving prorata administrative leave for those months in which he/she worked in the position of Police Captain or Police Lieutenant for at least 11 calendar days during the month while in the non-4/10 assignment. An employee who is transferred to a 4/10 work schedule will forfeit any administrative leave in excess of the prorata amount of leave to which he/she is entitled to receive under this provision. If the employee has used administrative leave in excess of the prorata amount of administrative leave to which he/she is entitled to receive, he/she shall be given the option of using vacation leave or floating holiday to cover the excess administrative leave that he/she received and used. If neither of those reimbursement options is available, the employee will be required to reimburse the City through a payroll deduction for the excess administrative leave that was taken.

For an employee holding the position of Police Captain or Police Lieutenant who is transferred from a 4/10 work schedule after July 1st, or for an employee who is promoted to Police Lieutenant after July 1st, the administrative leave will be prorated. The employee shall receive prorata administrative leave for each month that he/she works the non-4/10 work schedule for at least 11 calendar days during the month.

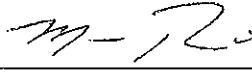
Use of administrative leave requires management approval. A Police Lieutenant requires the approval of a Police Captain. A Police Captain requires the approval of the Deputy Police Chief. Any administrative leave not used by the end of the fiscal year shall be forfeited.

CITY OF SANTA MONICA

SMPOA



Donna C. Peter, Director  
Human Resources Department



Matthew Rice, President  
SMPOA

Date:

1/26/15