

MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF LA HABRA AND THE
LA HABRA POLICE ASSOCIATION/CIVILIAN EMPLOYEES
FOR THE YEAR JULY 1, 2025 THROUGH JUNE 30, 2029



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MEMORANDUM OF UNDERSTANDING BETWEEN
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Pursuant to Resolution No. 1759 of the City of La Habra (hereinafter referred to as "City") and the Meyers-Milias-Brown Act, the duly authorized representatives of the La Habra Police Association/Civilian Employees (hereinafter referred to as "Association") have met and conferred in good faith with the duly authorized appointees of the management representatives of City; and it has mutually been agreed to submit and recommend to City Council of the City of La Habra, the adoption of a salary resolution including the following position classifications and salary schedules set forth herein and other changes in compensation as noted below.

ARTICLE ONE – EMPLOYEE AND EMPLOYER RIGHTS

SECTION I. EMPLOYEE RIGHTS:

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

SECTION II. MANAGEMENT RIGHTS:

All rights of the employer not specifically limited by the terms of this Memorandum of Understanding (hereinafter referred to as "MOU") are hereby reserved to the employer. Further, it is understood by the parties that the meet-and-confer process resulting in this MOU provided ample opportunity for all matters to be considered and this MOU shall not be construed to contain any matter not specifically set forth. The exclusive management rights of the employer are included, but not limited, to the right to:

- A. Direct the work of its employees.
- B. Hire, promote, demote, transfer, assign, classify, lay off and retain employees in positions with City.
- C. Discipline employees for proper cause.
- D. Take action as may be necessary to carry out the mission of City in emergencies.
- E. Determine methods, means and personnel by which operations are to be carried on.
- F. Determine the budget, organization and the merits, necessity and level of activity or service provided to the Public.
- G. Every incidental duty connected with operations enumerated in job descriptions is not always specifically described; nevertheless, it is intended that all such duties shall be performed by the employee.
- H. The City shall determine assignments, and establish methods and processes by which assignments are performed.

- I. The City shall determine policy affecting the selection or training of new employees. The City shall determine policy affecting the on-going training and certification of employees, as applicable.
- J. The City shall determine the safety, health, and property protection measures for the City.
- K. The City shall have the right to introduce new, improved or different methods and techniques of operation or a change in existing methods and techniques.
- L. The City shall determine the amount of supervision necessary.
- M. The parties agree that the 3-1-1 special assignment rotation policy shall follow Section 1004 of the La Habra Police Department Manual.

ARTICLE TWO - COMPENSATION

SECTION I. SALARY SCHEDULE (SEE ATTACHED "EXHIBIT A"):

The City agrees to merit based step increases for eligible staff who receive an overall performance evaluation rating of "Competent" or better.

A. Salary: The following salary increases shall be in effect on the dates indicated:

Effective the first full pay period in July 2025, the City will provide a four percent (4%) salary adjustment to all unit employees.

Effective the first full pay period in July 2026, the City will provide a four percent (4%) salary adjustment to all unit members.

Effective the first full pay period in July 2027, the City will provide a two percent (2%) salary adjustment to all unit employees.

Effective the first full pay period in January 2028, the City will provide a two percent (2%) salary adjustment to all unit employees.

Effective the first full pay period in July 2028, the City will provide a two percent (2%) salary adjustment to all unit employees.

Effective the first full pay period in January 2029, the City will provide a two percent (2%) salary adjustment to all unit employees.

B. Direct Deposit

All employees are required to utilize direct deposit of payroll checks.

C. One-time Lump Sum Payment:

Based on the salary schedule in effect on June 30, 2025, the City will provide a one-time lump sum payment of two percent (2%) to all full-time employees as of May 31, 2025. The calculation of the one-time payment will be as follows: base hourly rate x 2,080 hours x .02. The payment will occur

prior to June 30, 2025 after approval and adoption of the MOU. Employees must still be employed as of June 30, 2025.

D. All step increases are based on merit and must be recommended by the employee's supervisor.

SECTION II. SPECIAL DUTY PAY:

All Police Records Specialists positions and other civilian positions designated by the Chief of Police (up to a maximum of 10 positions) who routinely perform physical searches of female arrestees will be eligible for Special Duty pay of \$100 per month. Effective August 12, 2023, Special Duty Pay will be eliminated and no employees will be designated to receive Special Duty Pay; any employee already receiving Special Duty Pay as of August 12, 2023 will be allowed to continue receiving Special Duty Pay.

SECTION III. TRAINING PAY:

Dispatch/ACO/Records/CSO Training: Employees who are assigned the responsibility to train a new employee will be eligible for a five percent (5%) training allowance, on a day-by-day basis, only when assigned and working with a trainee.

SECTION IV. ANNUAL TRAINING FUND:

Establish an annual fund in the amount of \$1,000 to be used for civilian employees for reimbursement of preapproved educational expense (job related) including tuition, laboratory fees, books, and parking fees. The annual training fund of \$1,000 is continued, with approval for use being granted through the chain of command.

SECTION V. TRAINING TIME:

An employee assigned to a training class that lasts eight or more hours on a day when he/she is regularly scheduled to work will be deemed to have worked his/her entire shift for that day. When assigned training on a regularly scheduled workday is less than eight hours, the employee will immediately call his/her watch commander for further direction on whether to return to duty for the day to complete any remaining portion of his/her scheduled shift.

Training that is four or five consecutive eight-hour days shall be deemed to be the employee's workweek and their work schedule will be changed to a 5/40 in the week of the training.

SECTION VI. ACTING PAY:

Employees who are assigned to work in a higher-level position will be compensated an additional 5% above their base pay, only if the employee works one complete workday or longer in the position.

SECTION VII. LEAD ASSIGNMENTS:

City agrees to establish four lead assignments, two in Records, and two in Communications. Lead assignments will be compensated at an additional 5% above the base pay hourly rate. Management will determine the criteria and selection for lead assignments.

SECTION VIII. OVERTIME:

A. Overtime shall be paid at one-and-one-half (1 1/2) times the regular rate of pay for all hours exceeding forty hours in any one work week. When employees are called out after completing their shifts, they

shall be paid a minimum of four hours. All time, including the first half-hour, will be compensatory time off or paid at the employee's option, when an employee works more than one-half hour. For the purpose of calculating overtime, paid sick leave will count as time worked in arriving at forty hours.

- B. Compensatory time off shall not be used to earn overtime. However, in a case where the employee has prior approval of their supervisor to utilize comp time to be absent, and additional unscheduled hours are worked as a result of supervisory orders, then the employee shall have the option to either receive compensation at the applicable overtime rate, or to cancel the request to utilize comp time off for that work period.

SECTION IX. CALL/COURT TIME:

Employees who are off-duty and who are placed on court standby due to a work-related subpoena will be compensated at a rate of four (4) hours of straight time pay whether on standby for a morning and/or afternoon session. If a scheduled standby is cancelled and the employee is not advised (either via phone call, voicemail or text message) of the cancellation before 5:00 p.m. on the day prior to the subpoena date, the employee will receive four (4) hours Court Standby pay. Employees who are scheduled for standby duty will advise the department of a telephone number where they can be either reached or a message can be left to advise them of the cancellation.

Court Appearance:

- A. An off-duty employee who is called to appear in court will be paid at a rate of time and one-half (1 ½) the regular rate of pay for actual time spent in work-related court appearances, with a minimum of three (3) hours at time and one half rate the employee's regular rate. An employee who is on standby for a morning court session and then called to testify during the afternoon session shall be paid court standby pay for the morning and court appearance pay for the afternoon.
- B. Employees receiving Court Pay do not also receive Standby compensation for the same court session.

SECTION X. STAND-BY/ON-CALL PAY:

Animal Control Officers who are on stand-by will be compensated as follows:

- Monday – 1.5 hours stand-by pay;
- Tuesday – 1.5 hours stand-by pay;
- Wednesday – 1.5 hours stand-by pay;
- Thursday – 1.5 hours stand-by pay;
- Friday – 1.5 hours stand-by pay;
- Saturday, Sunday and holidays – 4 hours stand-by pay.

Stand-by is paid at straight time hourly rate of pay or straight time in compensatory time.

The City will continue existing stand-by/on-call pay for only those animal control officers currently receiving this benefit; however, this benefit will be eliminated once those existing officers separate from service with the City.

SECTION XI. SHIFT DIFFERENTIAL:

Shift Differential pay is as follows:

- A. Day watch, no shift differential;
- B. Swing shift, \$0.75/hour;
- C. Graveyard, \$1.50/hour

Effective August 12, 2023, Shift Differential pay is as follows:

- A. Day watch, no shift differential;
- B. Swing shift, \$1.00/hour;
- C. Graveyard, \$2.00/hour

Employees are eligible for shift differential pay if the preponderance of their regularly scheduled shift falls within the listed hours. Employees are not eligible for partial hours, or combined levels of shift differential pay (i.e., employees will only receive one shift differential rate, either swings or graves).

Any changes in the shift differential schedule will be approved by the Chief of Police or his designee.

The current assigned shifts are:

- A. CSOs: 0530 to 1530 (days); 1100 to 2100 (swings); 2000 to 0600 (graves);
- B. Records: 0630 to 1530 (days); 1430 to 2330 (swings); 2230 to 0730 (graves);
- C. ACOs: 0600 to 1600 (days); 0900 to 1900 (considered days); 1200 to 2200 (swings); no “graves” for ACOs;
- D. Dispatchers: 0600 to 1800 (days); 1200 to 2400 (swings); 1800 to 0600 (graves).

SECTION XII. BILINGUAL PAY:

All unit members are eligible for bilingual pay for Spanish, Korean, and American Sign Language, or any language which the Chief of Police has determined as needed for City business and approved by the City Manager, and are required to provide bilingual service, and have passed the required qualifying written and/or oral examination. The City will pay \$250 per month for fluency and \$175 per month for “conversational” fluency.

SECTION XIII. UNIFORM ALLOWANCE:

- A. The City will provide uniforms for all non-sworn employees except Senior Police Secretary, and Community Service Officers assigned to youth services. These uniforms will be replaced, as needed, as determined by the Chief of Police or his designee. A uniform-maintenance allowance will be provided at the rate of Four (\$4.00) Dollars per week for all those employees wearing uniforms, except that the Animal Control Officers will receive Eight (\$8.00) Dollars per week. Uniform-maintenance allowances shall be paid on an annual basis, with the first paycheck in December. Should an employee leave the service prior to the December date, a prorated share earned will be paid.
- B. The value of uniform allowance shall be reported to CalPERS as pensionable compensation on behalf of all eligible employees in accordance with applicable PERS requirements and pursuant to the Public Employees’ Pension Reform Act (PEPRA).
- C. The City will provide uniform allowance in the amount of \$950 per year for Animal Control Officers and Community Services Officers and all other members will receive \$850 per year.

SECTION XIV. POST CERTIFICATION:

- A. Employees in the Communications Operator series shall be eligible for additional compensation paid bi-weekly as follows:

Effective first full pay period in July 2025

<u>POST LEVEL</u>	<u>AMOUNT</u>
Intermediate	\$200/mo. (\$92.31/pay period)
Advanced Post	\$500/mo. (\$230.77/ pay period)

Effective first full pay period in July 2027

<u>POST LEVEL</u>	<u>AMOUNT</u>
Intermediate	\$400/mo. (\$184.61/pay period)
Advanced Post	\$700/mo. (\$323.07/ pay period)

ARTICLE THREE – FRINGE BENEFITS

SECTION I. CAFETERIA INSURANCE CONTRIBUTION:

The City contracts with the California Public Employees’ Retirement System (CalPERS) for the provision of medical insurance.

- A. City Contribution: The following monthly cafeteria contribution will be made on behalf of each member. Any unused City contributions will not be received by the employee in the form of cash or other benefit:

Effective Date	Single	Two-party	Family
Dec. 1, 2025	\$1450	\$1850	\$2150
Dec. 1, 2026	\$1450	\$1950	\$2250
Dec. 1, 2027	\$1500	\$2050	\$2350
Dec. 1, 2028	\$1550	\$2150	\$2450

- B. Dental Insurance:

Employees and their qualified dependents may enroll in any dental insurance plans offered by the City, to include Police Delta Dental PPO, Miscellaneous Delta Dental PPO or Delta HMO.

Any required premiums for dental insurance plan must be deducted from the monthly cafeteria insurance contribution. The employee will pay premium costs in excess of the City’s insurance contribution.

- C. Vision Insurance:

The City will provide a vision insurance plan. Employees and their qualified family members may enroll in a City sponsored vision plan.

Any required premiums for vision insurance must be deducted from the monthly cafeteria insurance contribution. The employee will pay premium costs in excess of the City's insurance contribution.

D. Life Insurance:

All employees will be covered by a \$2,000 life insurance policy. Premiums will be paid from either the City's cafeteria insurance contribution (up to the maximum), or by the employee if the employee is using the maximum City contribution for insurances.

E. Long Term Disability:

The City and Association agree that LTD premiums will be entirely employee-paid (from taxed income) and will no longer be paid through City's insurance contribution.

F. Opt-Out Provision:

Employees who provide the City with satisfactory proof of alternate group health coverage comparable to the City's offered health insurance plans can decline, in writing each open enrollment period, coverage on the City's medical insurance plans. The alternative health coverage must meet all requirements of the Affordable Care Act (ACA) and related regulations for an eligible Opt-Out Arrangement.

The City shall contribute \$290 per month to employees that opt-out.

SECTION II. PUBLIC EMPLOYEES RETIREMENT SYSTEM:

The City contracts with the Public Employees' Retirement System for administration of the retirement program.

A. Retirement Formula for Miscellaneous Employees

Tier 1 – (Classic) Employees hired on or before January 13, 2012 Unit members (and not "new members" as defined by the Public Employees' Pension Reform Act of 2013 - PEPRA):

- 2% @ 55 formula
- Calculations based upon single highest year.

Tier 2 – "Classic" Employees hired on or after January 14, 2012 Unit members (and not "new members" as defined by the Public Employees' Pension Reform Act of 2013 - PEPRA)

- 2% @ 60 formula
- Calculations based on highest three continuous years average

Tier 3 – (PEPRA) Employees hired on or after January 1, 2013 who are defined as "new members" under the PEPRA at Government Code section 7522.20(a).

- 2% @ 62 formula
- Calculations based on highest three continuous years average

B. Contributions

- 1) "Classic" PERS membership employees subject to the 2% @ 55 and 2% @60 formulas pay the seven percent (7%) member contribution.

- 2) PEPPRA membership employees subject to the 2% @62 formula pay the statutorily mandated employee contribution rate of one half of the total normal cost.
- 3) Effective July 7, 2018, all Tier 1, Tier 2 and Tier 3 employees shall pay an additional one percent (1%) of compensation earnable of the required employer contribution as cost sharing in accordance with Government Code Section 20516(f) for a total of eight percent (8%) for "Classic" Tier 1 and Tier 2 members and the statutorily mandated 50% of the normal cost plus an additional one percent (1%) for Tier 3 PEPPRA members.

SECTION III. RETIREMENT HEALTH SAVINGS PLAN:

The City and LHPA have mutually agreed to establish a Retirement Health Savings Plan to be funded by both City and employee contributions.

The City agrees to allow the Association to designate a retiree medical trust plan as long as it complies with IRS guidelines and does not conflict with the ICMA-RC service agreement for Health Reimbursement Arrangements.

- A. The City agrees to contribute \$60 per month for each unit member into a Retirement Health Savings Plan.
- B. All employees will contribute \$20.00 a month to the plan.
- C. In addition, all sub-groups will have the following money allocated to the plan upon separation from the City as follows:

1. Property Technicians, Records Specialists, Records Supervisor, and Police Chief Secretary:

<u>Years of Service</u>	<u>Leave Allocation</u>		
	<u>Sick Time*</u>	<u>Comp Time</u>	<u>Vac/Holiday</u>
25+ years	100%	100%	0%
20-25 years	50%	0%	0%
15-20 years	50%	0%	50%
10-15 years	50%	0%	50%
5-10 years	100%	100%	100%
0-5 years	50%	0%	50%

2. Community Service Officer, Community Service Officer II, Animal Control Officer, Sr. Animal Control Officer, Youth Service Officer, and Police Officer Trainee:

<u>Years of Service</u>	<u>Leave Allocation</u>		
	<u>Sick Time*</u>	<u>Comp. Time</u>	<u>Vac/Holiday</u>
25+ years	0%	0%	0%
20-25 years	50%	0%	0%
15-20 years	50%	0%	50%
10-15 years	50%	0%	50%
5-10 years	0%	0%	0%
0-5 years	50%	0%	50%

3. Dispatcher, Dispatch Supervisor, Support Services Manager:

<u>Years of Service</u>	<u>Leave Allocation</u>		
	<u>Sick Time*</u>	<u>Comp. Time</u>	<u>Vac/Holiday</u>
30+ years	0%	0%	0%
25-30 years	50%	0%	0%
20-25 years	50%	0%	50%
15-20 years	50%	0%	50%
10-15 years	50%	0%	50%
5-10 years	50%	0%	50%
0-5 years	50%	0%	50%

* (Note: eligible sick leave payoff is currently 25% after 5 years of service and 50% after 10 years of service up to the maximum cap of either 1280 hours or 800 hours depending on hire date; vacation is paid off at 100%).

SECTION IV. WELLNESS EXAMINATION:

The City agrees to reimburse employees up to \$200 per fiscal year for wellness examinations, fitness equipment, fitness or self-defense classes, fitness application, or annual membership to a gym, dojo, or yoga studio as part of maintaining wellness. All requests for reimbursements will be made on an annual basis only (monthly receipts will not be accepted).

ARTICLE FOUR – LEAVES

SECTION I. VACATION LEAVE:

Vacation Accrual System:

- A. 1 through 4 years = 80 hours
- B. 5 through 9 years = 120 hours
- C. 10 through 14 years = 160 hours
- D. 15 years and over = add 8 hours per year to 200 hour maximum.

Employees are not permitted to use leave prior to its accrual (i.e., no negative vacation hours).

Pursuant to Personnel Rules and Regulations, Section 502.2(12), the maximum allowable accumulation of vacation leave shall be two (2) years of annual accrual. Employees will not accrue vacation hours in excess of this amount.

SECTION II. VACATION BUY BACK:

- A. Employees may buy back up to a maximum of 120 hours of vacation or compensatory time in a fiscal year, provided the employee uses an equivalent number of hours of vacation as time off (i.e., one hour of vacation time off for one hour of vacation buy back) for the first 80 hours during the fiscal year. Employees who do not use the required number of vacation hours as time off by the end of the fiscal year will not be permitted to buy back any additional hours until they have used the required number of hours as time off. On a case-by-case basis, with a showing of demonstrable evidence of a financial hardship, the Chief of Police, with the concurrence of the City Manager, may allow an

employee to exercise the buyback option for more than 120 hours during the fiscal year. Examples of financial hardship could include foreclosure of or eviction from a primary residence or a major illness.

SECTION III. VACATION FUNDING OF RELEASE TIME:

- A. Every Unit Member may contribute 0.25 hours of vacation time each payroll period to a “bank” that shall be available for use by members of the Association Board of Directors for purposes of attending employment relations-related conferences, training/educational programs and for the conducting of Association-related business.

The “Association Board of Directors” shall be defined as including only the Association President, Vice President, Secretary, Treasurer, and any three (3) additional Association members who have been elected as members of the Board.

La Habra Police Association (LHPA) Committees shall be appointed by the President or Executives from time to time as deemed necessary to carry on the business of the Association.

Use of any such hours shall be subject to all rules and regulations governing use of other types of leave time. In no case shall the “bank” have in excess of 750 hours in its account. Hours shall be distributed at the hourly rate of the particular Board Member utilizing the time off. Banked time utilized by any Board Member shall not be considered hours worked for purposes of computing overtime or for any other purposes. Effective July 1, 2014, the City agrees to work with the association to establish a method and procedures to fund the previously agreed upon “Association Leave Bank.”

- B. The City agrees that Police Association members may change their voluntary deduction of 0.25 hours of vacation time per pay period to one hour of vacation time every four pay periods (excluding type 3 payrolls). Members who have less than 80 hours of accrued vacation are exempt from considering the deduction.

SECTION IV. HOLIDAYS/COMPENSATORY TIME/PERSONAL LEAVE:

A. Holiday Leave:

1. Of necessity, holidays may not be taken on the actual day of the holiday. Holidays may be taken off in one hour increments at the rate of one day per month until all time is exhausted. Should employees desire to add holidays to their annual vacation, or take time at more than one day per month, they may do so by requesting such days at the same time as they request their annual vacation. The maximum holiday time to be taken in any month shall be forty (40) hours, including the month of annual vacation, and shall be approved by the Chief of Police insofar as the availability of additional time. Other holidays will be scheduled with the shift commander, will require a minimum of forty-eight (48) hours’ notice and may be subject to denial on the basis of the overtime related cost of granting such use and/or any other basis where it is determined by the shift commander that use of CTO would negatively impact the efficient operation of the Department.
2. Effective July 1, 2000, holidays will be compensated at the same number of hours an employee works in a workday.

3. Employees may convert unused holidays to compensatory time at the end of each calendar year, provided they have not reached the maximum allowable compensatory time cap.
4. Effective July 3, 2021, the City will provide one additional holiday as Martin Luther King Jr. Day (the third Monday in January) for a total of 11 holidays.
5. **Employees that work without regard to holidays:** Sworn unit employees and all civilian unit employees assigned to communications work without regard to holidays. These employees must work on the date of recognized holidays, unless granted specific permission to take the day off, in which case they must use holiday hours accrued, or some other form of accrued paid leave if holiday hours have been exhausted. Any of the 110 hours of holiday time that has not been used for time off shall be paid to the employee at their base rate of pay, in the last pay period of June and December each year. The amount of the annual holiday cashout shall be reportable to CalPERS as special compensation for classic CalPERS members to the extent allowed by law. The amount of the annual holiday cash is not pensionable compensation for employees who are new members as defined by PEPRRA.

Employees that work with regard to holidays: Employees in the civilian unit, except those in communications that work without regard to holidays, will be provided holidays as paid time off at the rate of 10 hours per holiday. Holidays that fall on the employee's day off or a weekend will be observed on the employee's last scheduled work day prior to the holiday, or employee's first scheduled work day after the holiday.

B. Compensatory Time Off:

1. Compensatory time off will be scheduled with shift commander, will require a minimum of forty-eight (48) hours' notice and may be subject to denial on the basis of the overtime related cost of granting such use and/or any other basis where it is determined by the shift commander that use of CTO would negatively impact the efficient operation of the Department.
2. Effective July 1, 2013, the maximum compensatory time accrual cap will 440 hours for Communications Operators and 210 hours for all other employees.

C. Personal Day: All members of this unit are granted a personal day, each calendar year, of paid time off for personal business which may be used in one-hour increments and may be used to supplement 8 hour holidays. The number of hours paid for this personal day only will be based on the number of hours the employee normally works per day (i.e., employees working 3/12 = 12 hour personal day; employees working 4/10 = 10 hour personal day; employees working 9/80 = 9 hour personal day; employees working 5/40 = 8 hour personal day). Any portion of personal benefit remaining at the end of each calendar year shall be lost and shall not be carried over to the next year. Personal days are not counted as time worked in the calculation of overtime.

D. Employees requesting time off will not be permitted to be Absent Without Pay (AWOP) if they have eligible vacation, holiday, personal day, and/or compensatory leave available, unless there are extenuating circumstances which are presented in writing and approved, in advance, by the Department Director.

SECTION V. SICK LEAVE:

- A. Employees hired on or after October 1, 1984 will receive the same sick-leave benefits except that maximum accumulation shall be one hundred (100) days.
- B. Employees with five or more years of continuous service will be paid 25% of accumulated unused sick leave on termination of employment. Employees leaving the service after ten years of continuous service for reasons of retirement or voluntary termination will be paid for 50% of accumulated unused sick leave.
- C. The City agrees to increase the sick time accrual to 10 hours per month (120 hours/year).
- D. Employees may use their accrued sick leave if they are a victim of domestic violence, sexual assault, or stalking to obtain any relief or services related to being such a victim, including but not limited to:
 - A temporary restraining order or restraining order.
 - Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.
 - To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
 - To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
 - To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
 - To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

SECTION VI. FAMILY SICK LEAVE:

- A. Employees may use up to one-half (1/2) of their accrued sick leave (60 hours) per year for care of immediate family member. Family sick leave will include the following family members:
 - A child who, for the purposes of this policy, includes a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
 - 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.
 - A spouse.
 - A registered domestic partner.

- A grandparent.
- A grandchild.
- A sibling.
- A “designated person” (an employee may designate one person per 12-month period at the time the employee requests sick leave).

All other provisions regarding the accrual and use of family sick leave remain unchanged.

SECTION VII. BEREAVEMENT LEAVE:

Bereavement leave shall be granted to an employee who is absent from work by reason of death in the immediate family.

- A. City paid bereavement leave shall not exceed three (3) calendar days with pay.
- B. Immediate family shall mean father, mother, sister, brother, spouse, registered domestic partner, child, mother-in-law, father-in-law, grandparents, and grandchildren.
- C. Employees are entitled to up to a total of five (5) days off for bereavement leave; the City will pay for three (3) days and the employee may use existing accruals or take unpaid time off for the remaining two (2) days. Bereavement leave shall be completed with three (3) months of the death of the family member.

ARTICLE FIVE – GENERAL/MISCELLANEOUS PROVISIONS

SECTION II. CONFLICT OF INTEREST:

The State of California has passed a Conflict of Interest Law which may affect all or part of City's employees. Should an employee be required to file a financial statement, or other statement, as a result of the Conflict of Interest Law, the employee shall do so.

SECTION III. NO STRIKES, SLOWDOWNS OR SICK OUTS:

Association's non-sworn employees agree that Association will not sponsor, or sanction a strike, work stoppage or slowdown; and they further agree they will not use sick leave as a method of not reporting as assigned for their regular work schedule.

SECTION IV. USE OF CITY BUILDINGS:

When Association is using City Buildings for the purpose of meet-and-confer or other Association business, it first shall receive permission from the Chief of Police three days prior to such use. In the event of an emergency meeting, the Chief of Police may approve the use of City Buildings based on availability and other conditions existing at the time of the request.

SECTION V. SENIORITY:

Seniority will be used in the following processes; and, for these purposes, will be defined as time-in-grade:

- A. Seniority will be the determining factor in scheduling vacations, except for voluntary shift transfer by employees.
- B. Seniority will be the primary criteria in determining holiday and compensatory time off but will be subject to the needs of the Department. Bumping of previously-scheduled time off will not be permitted. Denial can informally be appealed to the Chief of Police.
- C. Seniority will be considered in assignments and work schedules but will not be the determining factor. A request for the reason that seniority is not followed, in any of these instances, may be made; and, if requested, must be answered in writing.

SECTION VI. DISCIPLINE AND GRIEVANCES:

Discipline and grievance procedures are outlined in the Police Department Rules and Regulations and City Personnel Rules.

SECTION VII. TRANSFERS:

City agrees it will not effect a permanent transfer without twenty-four hours' notice to the employee, however, this does not preclude temporary assignments on an emergency basis.

SECTION VIII. OTHER AGREEMENTS:

The City and the Association agree to continue to meet and confer to revise and modify the personnel rules such bargaining will be attempted jointly but LHPA reserves the right to negotiate separately at its discretion.

SECTION IX. SCOPE OF MEMORANDUM OF UNDERSTANDING:

It is understood and agreed that this MOU affects and applies only to the La Habra Police Association non-sworn personnel, and the employees within the scope of their representation, and the City of La Habra.

Except as modified herein, or by subsequent written agreement of the parties, all existing wages, hours and other terms and conditions of employment shall remain in full force and effect during the term of this agreement.

EXECUTED this _____ day of June, 2025 in the City of La Habra, California.

CITY OF LA HABRA

LA HABRA POLICE ASSOCIATION

By: _____

By: _____

By: _____

By: _____

By: _____

By: _____

**POLICE - CIVILIAN
EXHIBIT "D" CONTINUED
HOURLY BASE RATE**

EFFECTIVE July 12, 2025	RANGE	START	AFTER	MERIT + ONE YEAR			STEP 6	STEP 7	STEP 8	STEP 9
		RATE	6 MOS	-----IN PRIOR STEP-----						
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5				
ANIMAL CONTROL OFFICER	P23A	29.669	31.153	32.710	34.346	36.063	37.156	37.899	38.657	39.623
BUREAU MANAGER	P37	41.513	43.588	45.768	48.056	50.459	51.988	53.028	54.088	55.440
COMM SERVICE OFFICER II	P30A	30.842	32.384	34.004	35.704	37.489	38.625	39.397	40.185	41.190
COMMUN OPER SUPERVISOR	P32	39.131	41.088	43.142	45.299	47.564	49.005	49.985	50.985	52.260
COMMUNICATIONS OPERATOR	P25	32.733	34.370	36.088	37.892	39.787	40.993	41.813	42.649	43.715
COMMUNITY SERVICE OFFICER	P19	26.577	27.906	29.301	30.766	32.305	33.284	33.949	34.628	35.494
CRIME ANALYST/INF SPEC	P35	37.065	38.918	40.864	42.907	45.052	46.417	47.346	48.293	49.500
CRIME PREV SPECIALIST	P23B	29.669	31.153	32.710	34.346	36.063	37.156	37.899	38.657	39.623
COURT LIAISON	P19A	26.577	27.906	29.301	30.766	32.305	33.284	33.949	34.628	35.494
POLICE ADMIN SPECIALIST	P22A	29.552	31.029	32.581	34.210	35.920	37.009	37.749	38.504	39.466
POLICE OFFICER TRAINEE	P21	29.105	- SIX MONTH POSITION -							
POLICE RECORDS SPECIALIST	P09B	23.999	25.199	26.459	27.782	29.171	30.055	30.656	31.269	32.051
POLICE SECRETARY	P20	26.863	28.206	29.617	31.098	32.652	33.642	34.315	35.001	35.876
PROPERTY/EVIDENCE TECH	P09A	23.541	24.719	25.954	27.252	28.615	29.482	30.071	30.673	31.440
RECORDS SPEC SUPERVISOR	P15	32.808	34.448	36.171	37.979	39.878	41.086	41.908	42.746	43.815
SENIOR POLICE SECRETARY	P22A	29.552	31.029	32.581	34.210	35.920	37.009	37.749	38.504	39.466
SR ANIMAL CONTROL OFFICER	P30	32.879	34.522	36.249	38.061	39.964	41.175	41.999	42.838	43.909
SR PROPERTY EVIDENCE TECH	P30B	30.842	32.384	34.004	35.704	37.489	38.625	39.397	40.185	41.190
YOUTH SERVICE OFFICER	P31	28.434	29.855	31.348	32.915	34.561	35.608	36.321	37.047	37.973

**POLICE - CIVILIAN
EXHIBIT "D" CONTINUED
HOURLY BASE RATE**

EFFECTIVE July 11, 2026	START	AFTER	MERIT + ONE YEAR			STEP 6	STEP 7	STEP 8	STEP 9	
			RATE	6 MOS	-----IN PRIOR STEP-----					
	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5				
ANIMAL CONTROL OFFICER	P23A	30.856	32.399	34.018	35.719	37.505	38.642	39.415	40.203	41.208
BUREAU MANAGER	P37	43.174	45.332	47.599	49.979	52.478	54.068	55.149	56.252	57.658
COMM SERVICE OFFICER II	P30A	32.076	33.679	35.363	37.132	38.988	40.170	40.973	41.792	42.837
COMMUN OPER SUPERVISOR	P32	40.696	42.731	44.868	47.111	49.467	50.965	51.985	53.024	54.350
COMMUNICATIONS OPERATOR	P25	34.042	35.744	37.532	39.408	41.379	42.632	43.485	44.355	45.464
COMMUNITY SERVICE OFFICER	P19	27.640	29.022	30.473	31.997	33.597	34.615	35.307	36.013	36.913
CRIME ANALYST/INF SPEC	P35	38.548	40.475	42.499	44.624	46.855	48.275	49.240	50.225	51.480
CRIME PREV SPECIALIST	P23B	30.856	32.399	34.018	35.719	37.505	38.642	39.415	40.203	41.208
COURT LIAISON	P19A	27.640	29.022	30.473	31.997	33.597	34.615	35.307	36.013	36.913
POLICE ADMIN SPECIALIST	P22A	30.734	32.271	33.884	35.579	37.357	38.489	39.259	40.044	41.045
POLICE OFFICER TRAINEE	P21	30.269	- SIX MONTH POSITION -							
POLICE RECORDS SPECIALIST	P09B	24.959	26.207	27.517	28.893	30.338	31.257	31.882	32.520	33.333
POLICE SECRETARY	P20	27.938	29.334	30.801	32.341	33.958	34.987	35.687	36.401	37.311
PROPERTY/EVIDENCE TECH	P09A	24.483	25.707	26.992	28.342	29.759	30.660	31.274	31.899	32.697
RECORDS SPEC SUPERVISOR	P15	34.120	35.826	37.618	39.499	41.473	42.730	43.585	44.456	45.568
SENIOR POLICE SECRETARY	P22A	30.734	32.271	33.884	35.579	37.357	38.489	39.259	40.044	41.045
SR ANIMAL CONTROL OFFICER	P30	34.194	35.904	37.699	39.584	41.563	42.823	43.679	44.553	45.666
SR PROPERTY EVIDENCE TECH	P30B	32.076	33.679	35.363	37.132	38.988	40.170	40.973	41.792	42.837
YOUTH SERVICE OFFICER	P31	29.571	31.050	32.602	34.233	35.944	37.033	37.774	38.529	39.493

**POLICE - CIVILIAN
EXHIBIT "D" CONTINUED
HOURLY BASE RATE**

EFFECTIVE July 10, 2027	START	AFTER	MERIT + ONE YEAR			STEP 6	STEP 7	STEP 8	STEP 9	
			RATE	6 MOS	----IN PRIOR STEP-----					
RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5					
ANIMAL CONTROL OFFICER	P23A	31.473	33.047	34.699	36.434	38.256	39.415	40.203	41.007	42.032
BUREAU MANAGER	P37	44.037	46.239	48.551	50.979	53.528	55.150	56.253	57.378	58.812
COMM SERVICE OFFICER II	P30A	32.718	34.353	36.071	37.875	39.768	40.973	41.793	42.629	43.694
COMMUN OPER SUPERVISOR	P32	41.510	43.585	45.765	48.053	50.456	51.984	53.024	54.085	55.437
COMMUNICATIONS OPERATOR	P25	34.723	36.459	38.282	40.196	42.206	43.485	44.354	45.241	46.372
COMMUNITY SERVICE OFFICER	P19	28.193	29.602	31.083	32.637	34.269	35.307	36.013	36.733	37.652
CRIME ANALYST/INF SPEC	P35	39.319	41.285	43.349	45.517	47.792	49.241	50.225	51.230	52.511
CRIME PREV SPECIALIST	P23B	31.473	33.047	34.699	36.434	38.256	39.415	40.203	41.007	42.032
COURT LIAISON	P19A	28.193	29.602	31.083	32.637	34.269	35.307	36.013	36.733	37.652
POLICE ADMIN SPECIALIST	P22A	31.349	32.916	34.562	36.290	38.105	39.259	40.044	40.845	41.866
POLICE OFFICER TRAINEE	P21	30.874	- SIX MONTH POSITION -							
POLICE RECORDS SPECIALIST	P09B	25.458	26.731	28.068	29.471	30.945	31.882	32.520	33.170	33.999
POLICE SECRETARY	P20	28.497	29.922	31.418	32.989	34.638	35.688	36.401	37.129	38.058
PROPERTY/EVIDENCE TECH	P09A	24.973	26.221	27.532	28.909	30.354	31.274	31.900	32.538	33.351
RECORDS SPEC SUPERVISOR	P15	34.802	36.543	38.370	40.288	42.303	43.584	44.456	45.345	46.479
SENIOR POLICE SECRETARY	P22A	31.349	32.916	34.562	36.290	38.105	39.259	40.044	40.845	41.866
SR ANIMAL CONTROL OFFICER	P30	34.878	36.622	38.453	40.376	42.394	43.679	44.552	45.443	46.580
SR PROPERTY EVIDENCE TECH	P30B	32.718	34.353	36.071	37.875	39.768	40.973	41.793	42.629	43.694
YOUTH SERVICE OFFICER	P31	30.162	31.671	33.254	34.917	36.663	37.773	38.529	39.300	40.282

**POLICE - CIVILIAN
EXHIBIT "D" CONTINUED
HOURLY BASE RATE**

EFFECTIVE January 8, 2028	RANGE	START	AFTER	MERIT + ONE YEAR						
		RATE	6 MOS	-----IN PRIOR STEP-----			-----	-----	-----	-----
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
ANIMAL CONTROL OFFICER	P23A	32.102	33.708	35.393	37.163	39.021	40.203	41.007	41.827	42.873
BUREAU MANAGER	P37	44.918	47.164	49.522	51.998	54.598	56.252	57.377	58.525	59.988
COMM SERVICE OFFICER II	P30A	33.372	35.041	36.793	38.633	40.564	41.793	42.629	43.482	44.569
COMMUN OPER SUPERVISOR	P32	42.340	44.457	46.680	49.014	51.465	53.024	54.085	55.166	56.545
COMMUNICATIONS OPERATOR	P25	35.417	37.188	39.048	41.000	43.050	44.355	45.242	46.146	47.300
COMMUNITY SERVICE OFFICER	P19	28.757	30.195	31.704	33.290	34.954	36.013	36.734	37.468	38.405
CRIME ANALYST/INF SPEC	P35	40.105	42.111	44.216	46.427	48.748	50.225	51.230	52.255	53.561
CRIME PREV SPECIALIST	P23B	32.102	33.708	35.393	37.163	39.021	40.203	41.007	41.827	42.873
COURT LIAISON	P19A	28.757	30.195	31.704	33.290	34.954	36.013	36.734	37.468	38.405
POLICE ADMIN SPECIALIST	P22A	31.976	33.575	35.254	37.016	38.867	40.045	40.846	41.662	42.704
POLICE OFFICER TRAINEE	P21	31.491	- SIX MONTH POSITION -							
POLICE RECORDS SPECIALIST	P09B	25.967	27.266	28.629	30.060	31.563	32.520	33.170	33.833	34.679
POLICE SECRETARY	P20	29.067	30.520	32.046	33.649	35.331	36.402	37.130	37.872	38.819
PROPERTY/EVIDENCE TECH	P09A	25.472	26.746	28.083	29.488	30.962	31.900	32.538	33.189	34.019
RECORDS SPEC SUPERVISOR	P15	35.498	37.273	39.137	41.093	43.148	44.455	45.345	46.251	47.408
SENIOR POLICE SECRETARY	P22A	31.976	33.575	35.254	37.016	38.867	40.045	40.846	41.662	42.704
SR ANIMAL CONTROL OFFICER	P30	35.576	37.354	39.222	41.183	43.242	44.553	45.444	46.352	47.511
SR PROPERTY EVIDENCE TECH	P30B	33.372	35.041	36.793	38.633	40.564	41.793	42.629	43.482	44.569
YOUTH SERVICE OFFICER	P31	30.765	32.304	33.919	35.615	37.395	38.528	39.299	40.085	41.087

**POLICE - CIVILIAN
EXHIBIT "D" CONTINUED
HOURLY BASE RATE**

EFFECTIVE July 8, 2028	RANGE	START	AFTER	MERIT + ONE YEAR			STEP 6	STEP 7	STEP 8	STEP 9
		RATE	6 MOS	-----IN PRIOR STEP-----						
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5				
ANIMAL CONTROL OFFICER	P23A	32.744	34.381	36.100	37.905	39.801	41.007	41.827	42.663	43.730
BUREAU MANAGER	P37	45.816	48.107	50.513	53.038	55.690	57.377	58.525	59.696	61.188
COMM SERVICE OFFICER II	P30A	34.039	35.741	37.528	39.405	41.375	42.629	43.481	44.351	45.460
COMMUN OPER SUPERVISOR	P32	43.187	45.346	47.613	49.994	52.494	54.084	55.166	56.269	57.676
COMMUNICATIONS OPERATOR	P25	36.125	37.932	39.828	41.820	43.911	45.241	46.146	47.069	48.246
COMMUNITY SERVICE OFFICER	P19	29.332	30.799	32.339	33.956	35.653	36.734	37.468	38.218	39.173
CRIME ANALYST/INF SPEC	P35	40.907	42.952	45.100	47.355	49.723	51.229	52.254	53.299	54.632
CRIME PREV SPECIALIST	P23B	32.744	34.381	36.100	37.905	39.801	41.007	41.827	42.663	43.730
COURT LIAISON	P19A	29.332	30.799	32.339	33.956	35.653	36.734	37.468	38.218	39.173
POLICE ADMIN SPECIALIST	P22A	32.616	34.246	35.959	37.757	39.644	40.846	41.663	42.496	43.558
POLICE OFFICER TRAINEE	P21	32.121	- SIX MONTH POSITION -							
POLICE RECORDS SPECIALIST	P09B	26.486	27.811	29.201	30.661	32.194	33.170	33.833	34.510	35.373
POLICE SECRETARY	P20	29.648	31.131	32.687	34.322	36.038	37.130	37.872	38.630	39.595
PROPERTY/EVIDENCE TECH	P09A	25.981	27.281	28.645	30.077	31.581	32.537	33.188	33.852	34.698
RECORDS SPEC SUPERVISOR	P15	36.208	38.018	39.919	41.915	44.011	45.345	46.251	47.176	48.356
SENIOR POLICE SECRETARY	P22A	32.616	34.246	35.959	37.757	39.644	40.846	41.663	42.496	43.558
SR ANIMAL CONTROL OFFICER	P30	36.288	38.102	40.007	42.007	44.108	45.444	46.353	47.280	48.462
SR PROPERTY EVIDENCE TECH	P30B	34.039	35.741	37.528	39.405	41.375	42.629	43.481	44.351	45.460
YOUTH SERVICE OFFICER	P31	31.380	32.949	34.597	36.327	38.143	39.299	40.085	40.886	41.909

**POLICE - CIVILIAN
EXHIBIT "D" CONTINUED
HOURLY BASE RATE**

EFFECTIVE January 6, 2029	RANGE	START	AFTER	MERIT + ONE YEAR			STEP 6	STEP 7	STEP 8	STEP 9
		RATE	6 MOS	-----IN PRIOR STEP-----						
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5				
ANIMAL CONTROL OFFICER	P23A	33.399	35.069	36.822	38.663	40.597	41.827	42.663	43.516	44.604
BUREAU MANAGER	P37	46.732	49.069	51.522	54.099	56.803	58.525	59.695	60.889	62.411
COMM SERVICE OFFICER II	P30A	34.720	36.456	38.279	40.192	42.202	43.481	44.350	45.237	46.368
COMMUN OPER SUPERVISOR	P32	44.051	46.253	48.566	50.994	53.544	55.166	56.270	57.395	58.830
COMMUNICATIONS OPERATOR	P25	36.848	38.690	40.624	42.656	44.788	46.145	47.068	48.010	49.210
COMMUNITY SERVICE OFFICER	P19	29.919	31.415	32.985	34.635	36.366	37.468	38.218	38.982	39.956
CRIME ANALYST/INF SPEC	P35	41.725	43.811	46.002	48.302	50.717	52.254	53.299	54.365	55.724
CRIME PREV SPECIALIST	P23B	33.399	35.069	36.822	38.663	40.597	41.827	42.663	43.516	44.604
COURT LIAISON	P19A	29.919	31.415	32.985	34.635	36.366	37.468	38.218	38.982	39.956
POLICE ADMIN SPECIALIST	P22A	33.268	34.932	36.678	38.512	40.438	41.663	42.496	43.346	44.430
POLICE OFFICER TRAINEE	P21	32.763	- SIX MONTH POSITION -							
POLICE RECORDS SPECIALIST	P09B	27.016	28.367	29.785	31.274	32.838	33.833	34.509	35.200	36.080
POLICE SECRETARY	P20	30.241	31.753	33.341	35.008	36.758	37.872	38.629	39.402	40.387
PROPERTY/EVIDENCE TECH	P09A	26.501	27.826	29.217	30.678	32.212	33.188	33.851	34.528	35.392
RECORDS SPEC SUPERVISOR	P15	36.932	38.779	40.718	42.754	44.891	46.251	47.177	48.120	49.323
SENIOR POLICE SECRETARY	P22A	33.268	34.932	36.678	38.512	40.438	41.663	42.496	43.346	44.430
SR ANIMAL CONTROL OFFICER	P30	37.014	38.864	40.808	42.848	44.990	46.354	47.281	48.226	49.432
SR PROPERTY EVIDENCE TECH	P30B	34.720	36.456	38.279	40.192	42.202	43.481	44.350	45.237	46.368
YOUTH SERVICE OFFICER	P31	32.008	33.608	35.288	37.053	38.905	40.084	40.886	41.704	42.746