

**Side Letter of Agreement to the 2014-2018
Memorandum of Understanding between the City of Ontario
and the Ontario Police Management Group**

The City of Ontario (City) and Ontario Police Management Group (OPMG) agree to modify the Memorandum of Understanding covering the period from July 1, 2014 through June 30, 2018, for the Police Captain Classification as provided below. The City and OPMG agree that the existing language in the section referenced below of the MOU will remain in effect for the classifications of Police Sergeant and Police Lieutenants. The provisions in this Side Letter shall be effective the pay period beginning October 16, 2016.

Article X. Compensation, Section 10.07 On-call Duty

Police Sergeants and Police Lieutenants who are assigned to be on-call by their supervisor for any period of time during a seven consecutive calendar day period shall receive twenty (20) hours of compensation at straight time rates or twenty (20) hours of compensatory time, at the employee's option. For example, an employee who is on-call from Friday at 5:00 p.m. until the following Friday at 4:59 p.m. shall be paid 20 hours. Also, an employee who is on call for less than a full week (i.e. from Friday at 5:00 p.m. until Saturday at noon) shall similarly be entitled to 20 hours of compensation.

Article X. Compensation, Section 10.09, Management Incentive Pay

Police Captains shall receive Police Management Incentive credit at the rate of (8.08) hours per pay period, for a total of two hundred and ten hours (210) each calendar year, in recognition for their on-call availability as needed by the department. Such credit shall not be available for use as time off and shall be paid as salary compensation at the employee's regular rate of pay.

Article XV. Holidays, Section 15.03 Holiday Work Compensation for Police Captains

- A. Employees in the classification of Police Captain shall be paid as salary compensation for working holidays in accordance with the holiday schedule regardless of whether the employee is on or off duty when the holiday occurs.
- B. Regardless of work schedule, an employee shall receive credit for each holiday at a rate of 1½ times the standard 10 hour holiday, for a maximum of 210 hours of holiday credit each calendar year.
- C. Employees shall be compensated for this holiday credit at the rate of (8.08) hours per pay period, for a total of two hundred and ten hours (210) hours holiday pay per annum. (8.08 is calculated at 26 pay periods)

Article XVI. Vacation

Section 16.01(a) Annual Leave Accruals

The purpose of this leave is to provide the Police Captain classification the ability to accrue time for vacation, sick and personal leave situations. Effective the second full pay period in October 2016, annual leave accrual rates will be based on the employee's years of serve as follows:

Years Completed	Annual Leave Earned
1-3	208 hours
4	216 hours
5-9	224 hours
10	240 hours
11	248 hours
12	256 hours
13	264 hours
14	272 hours
15	280 hours
16	288 hours
17	296 hours
18	304 hours
19	312 hours
20	320 hours
21+	336 hours

The maximum annual leave balance shall be 800 hours. Employees shall not accrue annual leave above 800 hours.

A. Leave Conversions

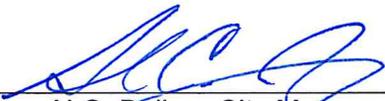
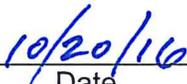
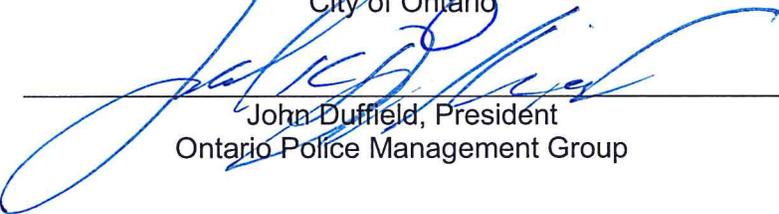
1. Employees may convert up to 200 hours of accrued Annual Leave to salary compensation per calendar year as follows:

Request Due Date	Payment Date
2 nd Friday in May	1 st Payday in June
2 nd Friday in November	1 st Payday in December

2. Employees may convert a minimum of 8 hours and a maximum of 200 hours at each opportunity, but the total number of hours converted per calendar year shall not exceed 200 total hours.

3. Employees who are promoted to a Police Captain position must convert all accumulated Vacation Leave and Sick Leave to Annual Leave at the time of promotion. Vacation Leave and Sick Leave accrual balances will be converted at the following rates:
- a. Each accumulated hour of Sick Leave will be converted to .6 hours of Annual Leave. After the conversion, there will be no Sick Leave balance.
 - b. Each accumulated hour of Vacation Leave will be converted to 1 hour of Annual Leave.
 - c. Upon promotion to Police Captain and implementation of this agreement and after conversion of Vacation and Sick to Annual Leave, any leave balance over 800 hours will be converted to salary compensation at the employee's hourly rate prior to their promotion to the classification of Captain.

Approved:

 _____ Al C. Boling, City Manager City of Ontario	 _____ Date
 _____ John Duffield, President Ontario Police Management Group	 _____ Date