



March 3, 2015

To: Mayor Bemrich and City Council

**From: David Fierke, City Manager
Jamie Anderson, Human Resource Director
Kevin Doty, Police Chief**

Subject: Police Union Memorandum of Understanding

ACTION: For vote Monday, March 9th, 2015

Brief History

Scheduling vacation and holiday time off is outlined in Article X of the current contract, which expires June 30, 2017. There is no language in the current contract specifying the minimum number of hours that may be taken off in any one block of time and no language on the number of officers that may be off at one time. In addition, there's no language on the number of holiday hours that may be used in one month, but in the past officers were allowed no more than twenty-four (24) hours off in one month. Time off is granted with authorization from the Police Chief only.

Analysis of Issue

Current contract language on scheduling vacation and holiday time is vague and has caused scheduling difficulties in the past. Identifying the minimum and maximum number of hours that police may have off in one block of time, the number of officers that may be off at once, and allowing any number of holiday hours to be off in any given month *with management approval*, not *only* the Chief's approval, provides for more effective scheduling and management of operations within the department.

Therefore, with this MOU police officers are able to schedule between twelve (12) and eighty-four (84) hours of vacation time off in any one block of time off with approval by management (supervisory shift captain). No more than two officers from the same shift may be off at one time and they may use any type of paid time off (vacation, holiday, etc.) they have available.

Management and the Union are satisfied with the changes set forth in the MOU.

Budget Impact

This will have no budget impact.

Strategic Plan Impact

N/A

Comprehensive Plan Impact

N/A

Subcommittee or Commission Review / Recommendation

N/A

Staff Conclusions / Recommendations

The Police Chief and Human Resource Director recommend approval of this MOU.

Alternatives

Do not pass this MOU and maintain current scheduling system.

Implementation and Accountability

The Police Chief will implement the MOU and see that all provisions of the MOU are carried out.

Signed

Approved



Jamie N. Anderson
Human Resource Director

David R. Fierke
City Manager

Memorandum of Understanding

Between the
City of Fort Dodge
and the
PPME Local 2003, District Council 81, IUPAT.

This Memorandum of Understanding (hereinafter the "Agreement") is entered into by and between the City of Fort Dodge, Iowa (hereinafter the "City") and PPME Local 2003 (hereinafter the "Union"). The collective bargaining agreement between the City of Fort Dodge and PPME Local 2003 effective July 1, 2014 and ending June 30, 2017 is amended as follows for the purpose of scheduling vacation, Article X, Section 2, and holiday hours, Article XI.

The parties agree to the changes as follows:

ARTICLE X

VACATION

Section 2. Each employee shall select their vacation blocks for the year by the end of January, in order of seniority within each shift. Employees shall schedule between twelve (12) and eighty-four (84) hours in one block of vacation time. When each employee has made one choice, the selection process shall begin again in the same order. The selection process shall continue until each employee has selected enough to exhaust his/her vacation eligibility or until they are at or below forty (40) hours of vacation time remaining. Employees may reserve from the vacation selection process up to 40 hours of vacation time. In making their final selections, employees may use scheduled holiday time or accrued comp time to round out the number of vacation eligibility days.

Upon completion of the vacation selection process, on a first come – first serve basis, vacation time may be selected with management approval. Vacation may be taken in a minimum of four (4) hour increments, unless the employee has less than the four (4) hours left. Carryover of vacation is not allowed without written authorization of the Chief of Police. Any vacation carry over amounts authorized by the Chief of Police must be utilized no later than March 31 of the year in which the carryover occurs or be forfeited.

No more than two employees from the same shift shall be granted scheduled time off simultaneously using any type of paid time off they have available. Time off will be with the approval of the shift supervisor and at the discretion of the supervisor.

ARTICLE XI

HOLIDAYS

Members of the Fort Dodge Police Department shall receive ninety-six (96) hours off per year in lieu of the recognized holidays and these shall be taken within the calendar

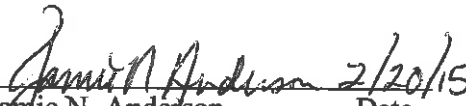
year in which they accrue. The actual dates taken are to be with the approval of the Supervisory Shift Captain.

Employees are allowed to schedule any number of holiday hours in any given month with management approval. Holiday time not used in the calendar year will be lost.


All other language remains the same.

This Agreement shall be effective as of the date of signing and shall be in full force and effect through June 30, 2017.

Date


Jamie N. Anderson 2/20/15
Human Resource Director
City of Fort Dodge

IUPAT, Local 2003 _____
Date


Mark Hubbard 2/20/15
Union Business Representative