

LETTER OF UNDERSTANDING  
between the  
ANAHEIM MUNICIPAL EMPLOYEES ASSOCIATION  
CLERICAL EMPLOYEES  
and the  
CITY OF ANAHEIM

The Anaheim Municipal Employees Association (AMEA), Clerical Employees, and the City of Anaheim (ANAHEIM), after meeting and conferring, have reached an understanding on the wages, hours, and other terms and conditions of employment for employees designated by management to participate in the Police Department Pilot Compensatory Time Program, as follows:

1. The Pilot Program will be limited to AMEA bargaining unit classifications that are unique to the Police Department, and who are assigned to Forensics, Traffic, Community Services, Property and Evidence, and the Records sections of the Police Department. The Pilot Program will commence the beginning of the first pay period after approval of this Letter of Understanding by the Anaheim City Council, for all areas except for Police Communications. The Pilot Program in Police Communications will commence the first pay period after the Police Communications Manager provides written notice to the Human Resources Director that staffing levels are sufficient so that employees in that section will have a reasonable expectation of being able to take compensatory time off.
2. The Pilot Program may be revoked at any time by either party upon written notice to the other party. In the event ANAHEIM notices the AMEA of its intent to revoke the program ANAHEIM will, at the request of the AMEA, meet to discuss its decision and to consider any comments the AMEA may bring forward. A final decision by ANAHEIM to revoke the Pilot Program shall not be subject to review or appeal.
3. The Chief of Police shall have authority to suspend participation in the Police Department Pilot Compensatory Time Program by any work section identified under section 1 (above) in the event that temporary or short-term staffing levels or other work anomalies result in employees not having a reasonable expectation of taking compensatory time off. The Chief's decision shall be communicated to the AMEA in writing and shall not be subject to review or appeal.
4. Classifications permitted to participate in the pilot program are:

CLETS/NCIC Specialist  
Police Communications Operator  
Police Communications Supervisor  
Police Dispatcher I and II  
Police Records Specialist I and II  
Police Records Specialist/Matron

Police Records Supervisor  
Property & Evidence Clerk  
Property & Evidence Supervisor  
Senior Police Dispatcher  
Senior Police Records Specialist  
Senior Property & Evidence Clerk

5. Compensatory time at the overtime rate for employees may be authorized by the appropriate supervisor in lieu of pay on the basis of the best interests of the Anaheim Police Department and ANAHEIM. The employee shall have the option of being paid in cash for any overtime work performed, or accepting the half-time portion in pay and accumulating the straight time.
6. Employees shall have the option of accruing up to a maximum of twenty-four (24) hours compensatory time per year. Such compensatory time shall be paid off to a balance of twelve (12) hours on the last payday in June of each year. A terminating employee shall be compensated at his or her current rate of pay for accrued compensatory time.
7. All employees who earn overtime may elect to take overtime as compensatory time under the following provisions:
  - Compensatory time must be designated as compensatory time when earned.
  - Once designated as compensatory, it cannot be converted to another type of overtime.
  - Requests for Compensatory time off shall be reviewed and approved in accordance with Article 40.2 (Vacation).

STAFF OFFICIALS of the CITY of ANAHEIM, a Municipal Corporation

By: *Sandra Gatto, chief.*

By: CAPT. *Stacy H. Seis*

By: *[Signature]*

By: *Cheryl Winfrey*

Dated: *10/16/98*

CONCUR: *David Hill*

ANAHEIM MUNICIPAL EMPLOYEES ASSOCIATION, Clerical Employees

By: *[Signature]*

By: *[Signature]*

By: *[Signature]*

Dated: *10/6/98*