

**SIDE LETTER AGREEMENT
TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF MENIFEE
AND
THE MENIFEE POLICE OFFICERS ASSOCIATION**

The parties agree to modification to the Fiscal Year 2021 through 2024 Memorandum of Understanding (MOU) as amended and extended, as indicated below.

The parties understand and agree that this side letter is being entered into following the meet and confer process. The parties agree to the terms and conditions indicated below.

The language under Section 23, Holiday Leave, Sub-section D – Holiday Pay Options, is amended by updating and replacing the sub-section with the new language as presented herein:

SECTION 23 – HOLIDAY LEAVE

Current Language

D. Holiday Pay Options.

- i. Employees required to work holidays will receive a bank of 112.5 hours of holiday hours during the first full pay period following July 1. The employee will be required to schedule a period of 40 holiday hours, with option for 80 holiday hours of consecutive leave during a period between July 1 and June 30 of the fiscal year (sabbatical).
- ii. Effective fiscal year July 1, 2021 to June 30, 2022, a maximum of 40 holiday hours may be cashed out on the last pay period of the fiscal year. Effective fiscal year July 1, 2022 to June 30, 2023 and each fiscal year thereafter, a maximum of 80 holiday hours may be cashed out on the last pay period of the fiscal year. Any hours remaining in employee's holiday bank exceeding 80 hours shall be lost with no compensation.
- iii. If an employee separates from employment or is reassigned to a position which no longer requires the employee to work holidays, they will only be compensated for actual earned holidays and the remaining hours will be eliminated from employee's holiday bank.
- iv. Members who don't receive the holiday bank of time and who are required to work on a holiday, or when the holiday falls on a members regular day off, shall have an amount of time commensurate to their regular shift placed into their holiday bank.

New Language

D. Holiday Pay Options.

- i. Employees will receive a bank of 112.5 hours of holiday hours during the first full pay period following July 1. The employee will be required to schedule a period of 40 holiday leave hours during the fiscal year between July 1 and June 30.
- ii. Effective fiscal year July 1, 2021 to June 30, 2022, a maximum of 40 holiday hours may be cashed out on the last pay period of the fiscal year. Effective fiscal year July 1, 2022 to June 30, 2023 and each fiscal year thereafter, a maximum of 80 holiday hours may be cashed out

on the last pay period of the fiscal year. Any hours remaining in employee's holiday bank exceeding 80 hours shall be lost with no compensation.

- iii. If an employee separates from employment they will only be compensated for actual earned and unused holidays. The remaining hours will be eliminated from the employee's holiday bank.
- iv. All full-time employees listed in subsection (a) shall be entitled to leave on the above holidays at full pay when such holidays occur within their regular assigned work week, provided the employee is in a paid status. Nothing in this section shall be interpreted to prohibit an employee in the listed assignments from working on a scheduled holiday in lieu of utilizing their holiday bank.
 - (a) Assignments referenced in section iv include:
 - 1. Traffic Division
 - 2. Detective Bureau
 - 3. Problem Oriented Policing (POP)
 - 4. Special Enforcement Team (SET)
 - 5. School Resource Officer (SRO)
 - 6. Homeless Liaison
 - 7. Task Force Members
 - 8. Community Behavioral Assessment Team (CBAT)
- v. Employees who did not receive a holiday bank on July 1, 2023 will start with a prorated holiday bank. City authorized holidays listed within this MOU which have already occurred will be deducted from the holiday bank allotment.

All other Sections and Sub-sections of the MOU remain in full force and effect.

The undersigned agree to the terms as stated in this side letter agreement and support its implementation.

City of Menifee

**Menifee Police Management
Association**

Jonathan Nicks, Deputy City Manager

Tiffany Moran, Managing Labor
Representative

Natalie Jacobs, Human Resources
Supervisor

Anthony Clay, Menifee Police Officers
Association President