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**PROPOSAL FROM THE
PASADENA CITY COLLEGE POLICE OFFICERS ASSOCIATION TO THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT**

January 31, 2023

The collective bargaining proposal presented herein by the Pasadena City College Police Officers Association to the Pasadena Area Community College District is expressly made pursuant to the Educational Employment Relations Act and the Collective Bargaining Contract between the parties.

NEW ARTICLE
RECLASSIFICATION

Classification

All positions are classified on the basis of the actual duties performed rather than the person performing the duties. This process of job analysis results in a written "class description" for each position which lists typical duties and the minimum qualifications. The class description provides an objective means of assignment of title and range and furnishes a tangible basis for comparison with similar positions found in other organizations.

Definition. Reclassification means the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in such position.

Classification Review

If there are permanent significant changes in the assigned duties and/or responsibilities within the prior calendar year, the employee may request a review in order to determine whether the position should be reclassified. To do this, a "duties statement" must be completed. This form should be obtained by the supervisor from the Human Resources Office. The employee may be visited at the work site, and the total assignment will be reviewed by the Reclassification Committee, including a meeting with the employee and the supervisor.

The Reclassification Committee shall be chaired by the Vice President of Human Resources, who shall be a non-voting member, and shall consist of two (2) appointees from Human Resources and two (2) appointees from POA.

Reclassification procedures commence in February of each year and approved changes are effective July 1, for the succeeding fiscal year. Reclassification will be reviewed by the administration in consultation with the employee (and POA). The decisions of the Executive Committee are final. The employee may request a written rationale for denials.

52 NEW ARTICLE
53 APPOINTMENTS

54 _____
55 Special Assignment Positions: The following positions are considered special
56 assignments:

- 57 _____
58 _____ (a) Field Training Officer/Dispatcher
59 _____ (b) Detective

60 _____
61 General Requirements

- 62 _____
63 _____ (a) Expressed an interest in the assignment
64 _____ (b) Minimum of four (4) years of patrol/dispatcher experience as a sworn
65 _____ police officer/dispatcher with the Pasadena City College Police
66 _____ Department or prior California law enforcement agency
67 _____ (c) Off probation
68 _____ (d) Demonstrated ability as a positive role model
69 _____ (e) Possess a POST Basic certificate

70 _____
71 Selection Process: The selection process for special assignments shall include the
72 following:

- 73 _____
74 _____ (a) Notification to all eligible unit members
75 _____ (b) Oral interview
76 _____ (c) Supervisor evaluation
77 _____ (d) Assignment by the Chief of Police

78 _____
79 Duration of Special Assignment:

80 _____
81 Unit members shall not serve more than one (1) year as a Field Training
82 Officer/Dispatcher or two (2) years as Detective. Upon completion of a special
83 assignment, unit members will rotate into a regular schedule as outlined in article
84 6.18.

85 _____
86 _____
87 NEW ARTICLE
88 RETIREMENT FOR POLICE OFFICERS

89 _____
90 **A. Retirement**

- 91 _____
92 **1. The District will provide all employees covered under this agreement with that**
93 **certain retirement program commonly known as "2.7% at age 57 Formula,"**
94 **which is based upon the retirement formula as set forth in the California Public**
95 **Employees' Retirement System (PERS). The POA and District shall split the cost**
96 **of the actuarial. (cost quoted \$500-\$1,000)**
97 _____
98 _____
99 _____

103
104 **NEW ARTICLE**
105 **DEFINITIONS**
106

107 **For the purpose of this agreement, a “day,” “work day,” and/or “one day” is equal**
108 **to the number of hours a unit member regularly works.**

109 **[Note: APPROVED]**
110

111 **NEW ARTICLE**
112 **TIME OFF REQUESTS AND PROCEDURE**
113

114 **Time Off Requests for Any Time Less than 1 Week:**
115

116 **A valid time off submission shall consist of an e-mail to the unit member’s**
117 **immediate supervisor. All unit members must adhere to the established timelines as set**
118 **forth in**
119 **the current MOU (modified 16.3). At the time of the request, the following procedure shall**
120 **be**
121 **adhered to:**
122

123 **A. A notification will be sent to those employees (based on schedule) who may volunteer**
124 **to**
125 **cover the vacant shift.**

126 **B. Notification of the coverage shall be sent to their immediate supervisor to include all**
127 **parties involved.**

128 **C. This notification must be verified by their immediate supervisor before the time off is**
129 **approved.**

130 **D. The employee volunteering to cover the time off request(s) will be automatically**
131 **placed**

132 **at the bottom of the mandatory overtime rotational lists.**

133 **E. If no employee volunteers to cover the time-off request(s), the immediate supervisor**
134 **shall utilize one of three options to manage time off requests:**
135

136 **1. Leave the shift uncovered.**

137 **2. Shift Adjustment, where it does not interfere with the totality of any**
138 **employees’ scheduled work week.**

139 **3. Mandatory Overtime (rotational):**
140

141 **a. Two lists will be created 1-For Sun-Tues and 1-For Thurs-Sat. The lists will**
142 **be posted on the briefing board within the report writing room and will be**
143 **updated weekly.**

144 **b. The lists will be on a rotating basis by inverse seniority.**

145 **c. Employees shall only be assigned an involuntary slot once until the entire list**
146 **has been depleted.**

147 **d. Special assignment positions (Detective/Field Training Officer) shall be placed on the**
148 **mandatory overtime rotational.**

149 **e. Once the employee receives notification of the mandatory coverage, they will**
150 **be responsible for that work shift(s) and moved to the bottom of the list.**

151 **f. It is understood that once assigned to mandatory overtime, the employee will**
152 **work the scheduled day and perform all duties as assigned.**

153 **g. While on vacation, pre-approved absence, on a full workday absence due to**

154 sick leave, union leave, release time, or any authorized absence, unit
155 members will not be considered for mandatory overtime. Unit members will
156 return to the involuntary rotation list upon return to work.

157 h. Department managers shall forward a written memorandum (e-mail) or
158 verbally notify each unit member who has been ordered to work a mandatory
159 overtime shift.

160 i. If an employee is required to extend their shift due to an unplanned vacancy
161 in the work schedule, and if the coverage cannot be found, that employee
162 who has worked a minimum of four (4) hours will be moved down to the
163 bottom of the mandatory overtime list.

164 j. When needed, the mandatory overtime list shall be used for extra duty
165 assignments (such as Civic Center events, campus club activities, Flea
166 Market, PCC football games, etc.).

167		
168	FOR THE COLLEGE DISTRICT	FOR THE ASSOCIATION
169		
170	_____	_____
171		
172	_____	_____
173		
174	_____	_____
175		
176	_____	_____