

SIDE LETTER AGREEMENT TO THE  
MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF WEST COVINA  
AND  
WEST COVINA POLICE OFFICERS' ASSOCIATION  
JULY 1, 2014 THROUGH JUNE 30, 2015

The City of West Covina and the West Covina Police Officers' Association have met and conferred and reached an agreement on a one-year contract extension, for the period of July 1, 2014 through June 30, 2015, on the West Covina Police Officers' Association Memorandum of Understanding (MOU). The agreement included an increase in the accrual of holiday hours from 8 hours per-month to 12 hours per-month.

On February 2, 2016, the parties executed an agreement which increased the accrual of holiday hours for Shift Employees only. However, the parties negotiated and agreed to increase the accrual of holiday hours for Non-Shift and Shift employees.

This Side Letter Agreement is intended to memorialize the agreement and Section 22 of the MOU below:

SECTION 22. HOLIDAYS

A. Non-Shift Employees

New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day. Non-shift employees in the unit who work the 4/10 schedule shall be paid 10 hours for each holiday.

Non-Shift employees shall accrue sixty four (64) hours of compensatory time each calendar year in lieu of designating additional specified holidays.

For designated holidays that are observed on days off for non-shift employees they will have the option of selecting holiday in lieu pay or comp time for that day.

B. Shift Employees

For Shift employees, holidays shall be granted on the basis of twelve (12) hours per month with no specific date designated. On an annual basis, employees can elect to take said time as follows:

A. Holiday Pay = 5.54 hours per pay period

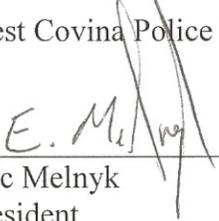
B. Holiday Leave Time (Comp) = 12 hours per month

Elections must be made by December 1<sup>st</sup> of the previous calendar year. See attached Appendix B Holiday Leave Time/Holiday Pay Request Form.

Holiday Pay/Holiday Time Team are provided on a pro rata basis. An employee who terminates employment will only be paid or receive Holiday Leave Time for holiday hours earned through the date of separation.

PARTIES TO THE AGREEMENT

West Covina Police Officers' Association

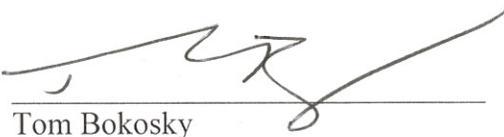
  
Eric Melnyk  
President

  
Scott Mohler (TEDDE STEPHAN)  
Vice President (TREASURER)  
PROXY

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Mike McGill  
Association Attorney

City of West Covina

  
Chris Freeland  
City Manager

  
Tom Bokosky  
Director of Human Resources