

## Memorandum of Agreement

This Memorandum of Agreement (MOA) is entered into between the City of Grants Pass (CITY) and the Grants Pass Police Association (GPPA).

This MOA replaces the language of Article 7.5 to include placement of the Public Safety Sergeant assigned to Patrol in the bid process and to add and define "seniority vacation" for employees with 10 or more years of service. The parties agree to update Article 7.5 as follows, which will become effective on October 9, 2020 (tentative agreement date).

7.5 Scheduling. Vacation times shall be scheduled by the City based on the Director of the Department's judgment as to the needs of efficient operations and the availability of vacation relief. Subject to the foregoing, employees shall have the right to determine vacation times. Employees shall be permitted to request vacation on either a split or an entire basis.

A blank primary vacation schedule shall typically be posted September 1 for the year's vacation period beginning January 1. Each employee, by seniority, shall fill in their vacation schedule preference. Sergeants assigned to Patrol shall bid during this process based on their department hire date.

A. Primary Vacation: The primary vacation request shall not exceed 80 total hours if taken in a two-week block of time. If an employee splits their primary vacation, it shall be in two (2) one-week blocks of time. Primary vacation selection will be completed before secondary vacation bids begin. Vacation times shall be selected on the basis of seniority within each shift. In order to accomplish the sign-up in a timely manner, each employee will have no more than 48 hours to make a selection in coordination with their shift bid as detailed in Article 5.4.

B. Secondary Vacation: Employees with at least two (2) years of service will have the opportunity to select up to one (1) week of secondary vacation. Secondary vacation may not begin or end within two (2) weeks of the primary vacation and may not be split. A blank secondary vacation shall be posted upon the completion of the primary vacation schedule. Each employee, by seniority, shall fill in their vacation schedule preference. The secondary vacation request shall not exceed 40 total hours. Each employee will have no more than 24 hours to make a selection and shall follow the procedures detailed in Article 5.4.

C. Seniority Vacation: Employees with at least ten (10) years of service will have the opportunity to select up to one (1) additional week, 40-hours, of vacation after the secondary vacation bid is complete. The additional week may be added to the primary or secondary vacation when a consecutive week is available, for a maximum period of (3) three consecutive weeks.

In the event a consecutive week is not available for the secondary vacation, the employee may cancel the original secondary vacation week and select an open (2) two week, 80-hour, period.


The list shall be closed as of December 15<sup>th</sup> and subsequent changes or selection of primary and/or secondary vacation must be submitted via memorandum to the Chief for approval. If an employee's primary or secondary vacation request is found to conflict with another employee's vacation during the supervisor vetting process, the employee shall have an opportunity to choose from any eligible vacation time openings.


For the purposes of this Article, the following classifications shall be considered to be one classification:

1. Police officers and corporals
2. Police officers assigned to Detectives
3. Dispatchers and lead dispatchers
4. Community service officers
5. Public safety clerks assigned to Records

Newly hired employees shall be able to take vacation twelve (12) months after they are hired subject to the reasonable operating needs of the department.

This Memorandum of Agreement shall be considered an addendum to the January 1, 2019 – December 31, 2021 collective bargaining agreement, subject to modification through future collective bargaining.

  
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Aaron K. Cubic, City Manager  
City of Grants Pass

  
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Heather Yerrick, President  
Grants Pass Police Association

Dated: 12/01/20

Dated: 11-30-20