



MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

THE CITY OF CHINO, CALIFORNIA

AND

THE CHINO POLICE
MANAGERS ASSOCIATION

July 1, 2025 to June 30, 2027

**MEMORANDUM OF UNDERSTANDING
BETWEEN REPRESENTATIVES OF THE CITY OF CHINO AND
THE CHINO POLICE MANAGERS ASSOCIATION (CPMA)
(A RECOGNIZED EMPLOYEE ASSOCIATION)**

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**MEMORANDUM OF UNDERSTANDING
BETWEEN REPRESENTATIVES OF THE CITY OF CHINO AND
THE CHINO POLICE MANAGERS ASSOCIATION
(A RECOGNIZED EMPLOYEE ASSOCIATION)**

This Memorandum of Understanding (MOU) is entered into with references to the following facts:

- A. The Chino Police Managers Association, hereinafter referred to as the “CPMA”, is the recognized employee organization for all regular, full-time sworn management Police Department employees in the City of Chino, hereinafter referred to as the “City”. These employees are collectively referred to as “employees”. The CPMA consists of the following position classifications:

**Lieutenant
Sergeant**

- B. In the interest of maintaining harmonious relations between the City and the employees, authorized representatives of the City and the CPMA have met and conferred in good faith, exchanging various proposals concerning wages, hours, and other terms and conditions of employment of the employees which are within the scope of law for represented employees in the CPMA.
- C. The authorized representatives of the City and CPMA have reached a mutual agreement on wages, hours, and other terms and conditions of employment of the employees.

THEREFORE, the City and the CPMA agree that wages, hours, and terms and conditions of employment will be applied as follows for the period of July 1, 2025, through and including June 30, 2027.

1. ACTING PAY

Acting Pay may be provided to employees who are formally assigned the duties of a higher-level class for an extended period, anticipated to be in excess of at least two (2) weeks. Such assignment will be confirmed by the processing of a Personnel Action Form by the Chief of Police or designee. Acting Pay will be granted as a percentage increase to the employees existing base salary only. The percentage increase will be five percent (5%) or equal to the entry level salary of the higher level class for which the employee is performing duties. At no time will the percentage increase exceed the maximum salary at the top of the range of said class.

2. ASSOCIATION BOARD HOURS

Association members are provided forty (40) paid hours per fiscal year to attend training or other related workshops for CPMA business, as authorized by the City. These hours will not be accumulated or carried from one fiscal year to the next.

3. BENEFIT BANK

Employees are provided with a Benefit Bank for the purchase of medical, dental and/or vision insurance for themselves and their eligible dependents. The Benefit Bank total will be equal to the premium cost of HMO medical (at the rate equal to Kaiser), dental and vision coverage from family coverage. The Benefit Bank amount will be adjusted annually when new rates become effective on December 1st. Unused portions of the Benefit Bank will be paid out in the employee's regular paychecks as earned.

Any employee opting out of health coverage will be required to submit an affidavit attesting that they have other qualifying group health coverage and provide supporting documentation. For example, a letter from the employer of a spouse, domestic partner or parent.

New Hires:

Failure to provide the required documentation within sixty (60) days of hire may result in the City enrolling the employee in the lowest cost medical plan. Such enrollment will remain in effect until the employee provides valid opt-out documentation during the next Open Enrollment period.

Recertification:

Failure to provide the required documentation during the annual Open Enrollment period may result in the City enrolling the employee in the lowest cost medical plan. Such enrollment will remain in effect until the employee provides valid opt-out documentation during the next Open Enrollment period.

4. BEREAVEMENT LEAVE

A non-accruing bank of five (5) days (50 hours) for the bereavement of a qualified immediate family member. A "qualified family member" is defined as a spouse, domestic partner, parent, brother, sister, child, step-child, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, grandchild or any other relative residing within the employee's home.

The five (5) days of bereavement leave do not need to be taken consecutively; they can be used intermittently. If the leave is used intermittently, it must be used within three (3) months of the qualified family member's date of death.

The employee within thirty (30) days of the first day of the leave shall provide documentation of the death of the qualified family member, if requested by the Chief of Police or their designee. Documentation may include, but is not limited to a death certificate, a published obituary, a written verification of a death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

An additional three (3) days (30 hours) may be utilized in conjunction with bereavement, charged against accrued Sick Leave. Employees will not be required to submit a physician's note excusing the absence when Sick Leave usage is requested.

5. BILINGUAL PAY

Employees who use on-the-job bilingual skills of any language deemed necessary by the Chief of Police, including sign language, and who have demonstrated fluency by passing a competency examination will receive two hundred and forty dollars (\$240) per month allowance (paid over 24 pay periods) for use of this skill.

The Human Resources Department will administer the competency examination, and the Chief of Police must approve an employee's eligibility to take the exam and receive the bilingual pay allowance.

Employees who have the ability to read and/or write in the designated language, may be asked to perform those tasks on the job; however, they are not required to do so in order to receive this benefit. No additional compensation will be provided for those employees who possess reading and/or writing skills beyond verbal fluency.

The City reserves the right to modify or discontinue the bilingual pay allowance at anytime should it be determined the skill is no longer necessary.

6. CALL BACK PAY

Employees who are not on stand-by and who are called back to work during their off-duty hours will receive two (2) hours minimum pay at one and one-half (1 ½) times their regular rate.

7. CANINE HANDLERS

Canine Handlers will work a 4-10 schedule. The assigned working hours will be based on the needs of the Department and are subject to change, as determined by the Operations Division Commander.

Handlers will not be required to be on call. In the event a Handler is contacted and requested for an emergency call out (as determined by the on-duty Watch Commander), normal call out compensation will apply. If, however, a Handler is placed on call, the Handler will be compensated according to the existing MOU.

Canine training will occur on duty as follows:

- a. The Canine Handler will participate in weekly Canine training with allied agencies. Absences may be allowed for emergencies, e.g., Handler or Dog illness; scheduled vacations; or, to accommodate the needs of the Department as determined by the Canine Coordinator or the Watch Commander.
- b. The Canine Handlers will report for their weekly training at the designated location and time. The senior Handler will be responsible for notifying Dispatch and the Watch Commander each week of their training location and attendance prior to the commencement of training. The weekly training block is six (6) hours. The remaining four (4) hours of the Handler's scheduled ten (10) hour shift will be considered as "Canine Maintenance Compensation" to provide for the care, grooming, exercise and maintenance of the Police Service Dogs and their equipment.

- c. Once a month, Adlerhorst International (or the designated training facility) will schedule the required eight (8) hour requalification day. Handlers will attend as scheduled by the Canine Coordinator. The training day will be considered a normal ten (10) hour workday for all Handlers. The remaining two (2) hours of that day will also be considered "Canine Maintenance Compensation" for the Handlers. The Handlers will receive a total of fourteen (14) hours of straight time compensation in a twenty nine (29) day pay cycle (30 minutes a day, 7 days a week). This is to compensate the Handlers for time spent on care and maintenance of the Police Service Dog and equipment. The time off will be arranged with the Canine Coordinator. Attendance is mandatory. However, excused absences may be allowed for emergencies or Handler/Dog illness at the discretion of the Canine Coordinator.
- d. A yearly P.O.S.T. certification is required for "Patrol and Detection" and attendance is mandatory. The Canine Coordinator will schedule the certification days.

The Operations Division Commander will assign the days off for each Handler. The choice of days off will be made by seniority and with each normal shift rotation. Seniority will be established by time assigned in the Canine Unit.

Day-to-day supervision of the Canine Unit personnel will be the responsibility of the patrol team Sergeant to ensure that both the needs of the Department and the Canine Unit are being met.

Canine Handlers will be issued patrol cars with proper canine kennel/safety equipment and marked with proper Police canine warnings. The patrol cars will be utilized to transport the canine to and from the Handler's residence to Department approved training, as well as to normal patrol shifts as determined by the Canine Coordinator. Each Canine Handler must provide necessary maintenance of the Police Service Dog and all related equipment. Equipment deficiencies must be reported to the Canine Coordinator who will oversee replacement or repair.

Any injuries to or illness affecting the Police Service Dog must be immediately reported to the Canine Coordinator who will authorize all veterinary care deemed necessary. Veterinary services will be paid for by the Department. An exception will be made for emergency veterinary care, in which case preauthorization for treatment is not needed.

When it becomes necessary to retire a Police Service Dog from active service, the Department will transfer ownership of the dog to the last Handler, provided the Handler wants to keep the dog. Should the Handler decline to accept the retired Police Service Dog and upon approval of the Canine Coordinator, the offer of transfer of ownership will then be presented to the dog's previous Handler(s). Should no Handler elect to accept the dog, the Canine Coordinator will make other appropriate plans for the dog with the approval of the Chief of Police.

Note: The City of Chino Police Department will sell the retired Police Service Dog to the Handler for one dollar (\$1.00) and in return the Handler agrees to provide a comfortable, humane and caring environment for the remainder of the retired Police Service Dog's Life. The Handler also agrees

that the retired dog will not perform any searches or activity related to patrol or narcotic related duties.

8. COMPENSATION TIME OFF

Employees may accrue a maximum of one hundred and eighty (180) hours of Compensatory Time which may be requested as time off. Upon separation from employment, accumulated compensatory time off will be converted to cash at the then existing base hourly rate.

Upon promotion from this Association, any hours in Compensation Banks will be cashed out to employee at current base rate of pay.

9. COMPUTER LOAN PROGRAM

All regular employees who have completed their probationary period are eligible to participate in the Computer Loan Program managed by the Finance Department. Participants must agree to comply with the requirements of the program as listed below:

- ❖ Maximum amount financed is two thousand, five hundred dollars (\$2,500).
- ❖ Any new computer system may be purchased under the plan as long as it complies with Administrative Policy Employee PC Lottery Loan Program.
- ❖ Minimum of one (1) business software package must be purchased (i.e. spreadsheet, data base manager, word processor, etc.).
- ❖ System components must be manufactured by an established, brand name company and be compatible with City data processing equipment. For example, Dell, HP, etc.
- ❖ No game or entertainment software will qualify under this program.
- ❖ Loans to participants will be for a term not to exceed thirty-six months (36) and no interest will be charged during that time.
- ❖ Payments on the loan will be made through payroll deduction on a bi-weekly basis.
- ❖ Loans are due and payable in full upon termination of employment for any reason. (i.e. resignation, retirement, etc.).
- ❖ The City must approve in advance all purchases for equipment under this program.
- ❖ A written agreement between the City and participant is required to participate in this program.
- ❖ Upon notification of winning the PC Lottery Program, participant will have thirty (30) days to submit necessary documentation to Finance Department for pre-approval of system purchase.

The City intends to offer this program on an annual basis, but the Plan's continued availability will be dependent upon its effectiveness and availability of funds.

10. COST OF LIVING ADJUSTMENT (COLA)

A Total Compensation Survey will be conducted in August 2025 using the same criteria and survey cities used in the 2022 Total Compensation Survey. The City agrees to maintain sworn classifications at no lower than the number three (3) ranking in total compensation among the survey cities, excluding the Benefit Bank. Any adjustments necessary to meet that benchmark will be retroactive to the pay period that includes July 1, 2025.

The same process will apply every August, with any necessary adjustments to retain sworn classifications in the top 3 ranking being retroactive to the pay period that includes July 1. Benefit Bank updates for the next year will be implemented in December of the year they are released.

Definition of Total Compensation

For the purposes of this Article, total compensation shall consist of the following elements:

- ❖ Base salary
- ❖ Uniform allowance
- ❖ Shift differential (graveyard shift)
- ❖ Advanced POST pay
- ❖ City-paid Deferred Compensation contribution
- ❖ City-paid Retiree Health Savings (RHS) contribution
- ❖ Employer-paid healthcare contribution
- ❖ Longevity pay (\$500 at 5 years = \$8.33 monthly value)

Minus the employee-paid PERS PEPRRA contribution rate

11. COURT APPEARANCE AND STAND-BY COMPENSATION

Employees asked to appear or stand-by for civil, criminal, or administrative proceedings will be compensated in accordance with the established court appearance and court stand-by policies that read as follows:

Court Appearance Compensation: Employees who are subpoenaed to appear in court during their off-duty hours are compensated at one and one-half (1-1/2) times their hourly rate of pay with a two (2) hour minimum guarantee. Employees who receive two (2) separate subpoenas to appear for the morning and afternoon sessions on the same day will receive two (2), 2-hour minimum guarantees. Time spent during all courtroom recesses, including court lunch recesses, will be considered time worked for purposes of computing compensation. Hours spent in court beyond the three (3), 2-hour guarantees will be compensated on an hour-per-hour basis with the exception of travel time. Employees who do not exercise the option to verify that a case is scheduled and who report to the court will be compensated for their appearance.

Court Stand by Compensation: Employees who are placed on stand-by for a possible court appearance during their off-duty hours will be paid or receive compensatory time at their straight time rate for hours spent on stand-by. The time will be calculated to the nearest fifteen (15) minute increment. In addition to this compensation, employees instructed to remain available for a court case are compensated with four (4) hours at straight time, paid at the employee's base rate of pay, after the employee has been in stand-by mode for two (2) consecutive days and has not been relieved of such stand-by.

12. COURT TRAVEL TIME

Employees who are subpoenaed to and appear in a court outside the local area (the local area being defined as Pomona and Rancho Cucamonga) during off duty hours will be paid at a straight time

rate for travel time. The travel time is to be calculated from the Chino Police Department to the court and return.

13. DEATH BENEFIT

Employees are provided with one hundred thousand dollars (\$100,000) in life insurance coverage, payable to their beneficiary on file in Human Resources at time of death. Death benefits under the City's self-insured life insurance program are intended to be treated for all federal income tax purposes as being paid under a life insurance contract within the meaning of Section 7702 of the Internal Revenue Code and to result in no recognition of income under Code Section 101.

In the event of an employee's death, his/her beneficiary will receive payment of all unused vacation and compensation time at 100%. Sick leave time will be paid out at the rate established by years of service.

In the event of an employee's death where such death is defined by the Workers' Compensation system as an industrial death, the employee's beneficiary(ies) will receive 100% cash-out of the employee's accrued sick leave on record.

14. DEFERRED COMPENSATION

A deferred compensation plan is available to all employees, providing tax-deferred savings to serve as a retirement supplement. An employee may contribute to the City's designated deferred compensation plan up to the maximum annual amount allowed by federal and state law through a payroll deduction program.

City Contribution

Employees will receive a four hundred and ten dollar (\$410) per month City contribution to their City Deferred Compensation account, 401(a).

"Catch-up" Provision

Pursuant to federal and state law, employees attaining the minimum age of 47, who are within 3 years of their planned retirement date, may take advantage of the 457 Deferred Compensation Plan "catch-up" provisions and allowances as defined in federal and state law. To the extent allowed by federal and state law and the City's deferred compensation plan administrator, the City will allow, during the three (3) years prior to an employee's planned retirement date, the conversion of accrued sick/vacation leave hours to cash contribution at the employee's base rate of pay in effect at the time of conversion. Sick/vacation leave conversion contributions for the "457 catch-up" shall normally be distributed over an employee's last three (3) years prior to his/her planned retirement date. However, based on the total amount of "457 catch-up" contributions available to the employee, accumulated sick leave hours, and the employee's designated retirement date, "457 catch-up" contributions may occur over a shorter period prior to retirement. To be eligible to participate, the employee must be within three (3) years of his/her planned retirement date, have "457 catch-up" privileges available to him/her, and be enrolled in the City-sponsored 457 Deferred Compensation Plan.

“Catch-up” – Sick Leave

Employees are not entitled to 100% cash-out of Sick Leave until completion of five (5) years of service with the City as the final employer and either a qualified service or disability retirement. The City will advance employees 47 years of age or older a cash-out of their accrued Sick Leave up to the indexed amount if they choose to utilize the “Catch Up” provision provided through the City’s 457 plan.

In the event an employee separates for any reason other than service or disability retirement from the City prior to being eligible to receive 100% Sick Leave pay, said employee will be required to reimburse the excess amount of Sick Leave previously paid out. The reimbursement will be deducted by the City from any or all earned funds available to the employee on separation, without it being necessary for the City to seek a civil judgment for the monies.

To participate, the employee will select the amount of sick leave they want to transfer into deferred compensation at the beginning of each of the three (3) years. The amount can be a selected number of hours or a percentage of Sick Leave remaining at the end of the year. The employee’s Sick Leave balance would then decrease commensurately with the amount of funds withdrawn.

The employee will continue to accrue Sick Leave hours at the normal rate while participating in this program.

“Catch-up” hours advanced will be added back to the employee’s Sick Leave bank for the sick leave program calculation.

“Catch-up”– Vacation Leave

To participate, the employee will select the amount of Vacation Leave they want to transfer into deferred compensation at the beginning of each of the three (3) years. The amount can be a selected number of hours or a percentage of Vacation Leave remaining at the end of the year. The employee’s Vacation Leave balance would then decrease commensurately with the amount of funds withdrawn.

The employee maintaining their Vacation Leave maximum would still be eligible for Vacation Leave incentives, such as Vacation Leave Conversion. The employee will continue to accrue Vacation Leave hours at the normal rate while participating in this program.

“Age 50+ Catch-up”

In the calendar year the employee attains age 50 (or older), the employee may contribute an additional amount over the normal maximum contribution limit per IRS guidelines. The “Age 50 Catch-up” and “Pre-Retirement Catch-up” provisions may not both be used in the same calendar year. Employees may use accrued Sick Leave hours and/or accrued Vacation Leave hours to contribute this additional amount. This provision may be used regardless of the amount of deferrals the employee currently contributes.

Defined Contribution Plan 401(a):

This plan, offered in addition to the existing 457 Deferred Compensation Plan, allows employees to defer additional income (beyond what is allowed in the 457 Plan) as a means of accumulating greater savings for retirement. The plan is open to management employees only and although participation is voluntary, election must be done at time of appointment or within thirty (30) days of promotion into management. Employees who elect to enroll in the 401(a) Plan contribute pre-tax contributions in one of the established amounts: 1% - 20% inclusive, 25% or 100%. If enrolled, the City contributes one dollar (\$1) per pay period. An employee's election to enroll in the 401(a) Plan is irrevocable.

Source: Resolution Nos. 2003-001, 2004-074

Contributions to deferred compensation will be discontinued while an employee is receiving Workers' Compensation payments.

15. DIRECT DEPOSIT

Employees electing to use the direct deposit of payroll checks service will not receive separate checks as noted under the sections titled Clothing Allowance, Holiday Pay, and Management Leave, but will have funds directly deposited in the account established for deposit of their regular payroll check.

Employees hired after September 3, 2019, will be required to have funds directly deposited into an account established for deposit of any payroll check.

16. DISABILITY

Effective July 1, 2019, the City will pay all premiums for the City-funded Short/Long Term Disability Program and provide it to all full-time, non-probationary employees, with a buy-down program to be effective on the 41st calendar day of disability, with a provision to continue regular benefits and benefit accruals during the "buy-down" and Term Disability coverage periods. Salary continuation effective on the 41st consecutive calendar day of disability will be at a rate of 100% of the employee's base salary. Effective on the 61st consecutive calendar day of disability, salary continuation will be made at a rate of 66-2/3% of the employee's base salary. The entire benefit period will not exceed two (2) years.

17. DISCIPLINARY APPEAL PROCEDURE

City Resolution No. 98-39, which governs the appeal of disciplinary action, is rescinded in its entirety and Sections 3 through 5 of Rule XIV of City Resolution No. 85-52 (Personnel Rules) is amended as reflected in City Resolution No. 2003-11, attached hereto as *Exhibit A*.

18. DISCIPLINARY APPEAL PROCEDURE ACTION CONSISTING OF A WRITTEN REPRIMAND OR LESS

The following Appeal procedure will be utilized by employees for the purpose of appealing disciplinary action consisting of a Written Reprimand or less. This will be the sole and exclusive procedure afforded to employees for appealing disciplinary action consisting of a Written Reprimand or less.

Any employee having received a disciplinary action consisting of a Written Reprimand or less will be entitled to the following appeal procedure pursuant to the Public Safety Officers Procedural Bill of Rights Act at California Government Code § 3304(b) and 3304.5.

Within five (5) work days of the time the written or verbal reprimand is issued, the employee will be entitled to a non-evidentiary meeting with the supervisor who issued the disciplinary action. The purpose of this administrative appeal is to afford the employee an opportunity to be heard by the supervisor as to why the employee believes the discipline should be revoked or modified. The employee's appeal may be made verbally or in writing. The supervisor will have ten (10) work days from the date of the administrative appeal to respond to the employee. If the supervisor does not respond within ten (10) work days of the administrative appeal, the original disciplinary action will remain unchanged.

If the matter is not resolved to the aggrieved employee's satisfaction, within ten (10) work days of the supervisor's response to the employee's appeal, or ten (10) work days after the time for the supervisor to respond has passed, the employee will then be entitled to a non-evidentiary meeting with the Chief of Police. The purpose of this administrative appeal is to afford the employee an opportunity to be heard by the Chief of Police as to why the employee believes the discipline should be revoked or modified. The employee's appeal may be made verbally or in writing. The Chief of Police will have ten (10) work days to respond to the employee. If the Chief of Police does not respond within ten (10) work days of the administrative appeal, the original disciplinary action will remain unchanged.

The determination of the Chief of Police will be final, binding and conclusive. There will be no other administrative method to appeal the determination of the Chief of Police.

19. DISCIPLINARY APPEAL PROCEDURE CHANGE

Resolution No. 2003-11 will be amended to reflect that the City Manager will no longer serve as the Hearing Officer.

20. EDUCATIONAL INCENTIVE PROGRAM

Employees with two (2) or more years of consecutive full-time service as a sworn Police employee with the City of Chino will be paid a lump sum at the time of receipt of a qualifying degree. The sum will be a percentage of the employee's total annual base salary computed as follows:

Degree	Percentage of Salary
Associate of Arts/Science	2-1/2%
Bachelor of Arts/Science	5%
Master of Arts/Science	7%

For purposes of the above computation, annual base salary will be computed by reference to the monthly salary being received by the employee at the time that he/she qualifies for the degree.

For purposes of the Educational Incentive Program, Qualifying degrees must be in Police Science, Public Administration, Business Administration, Behavioral Science, or other course of study approved by the Chief of Police.

Employees are eligible to receive concurrently the one-time Educational Incentive Pay while continuing to receive P.O.S.T. Certificate Pay for all degrees received.

21. FLEXIBLE BENEFITS SPENDING PLAN

A Section 125 - Flexible Benefits Spending Plan is available for employee contributions in accordance with IRS regulations.

22. FLOATING HOLIDAY TIME

Employees are provided with thirty five (35) hours of Floating Holiday Time in July of each year (prorated for new hires following completion of six (6) months of full-time/continuous service). This time off is used by the employee with the approval of their supervisor.

Employees may cash-out up to thirty five (35) hours of Floating Holiday Time, one (1) time per fiscal year, in one set number of hours, payable at the employee's existing base rate of pay at the time of request. Payment will be made with the regular payroll check run nearest the request of the cash-out (requires minimum of 10 working days prior to request). Any remaining Floating Holiday Time will be paid out in the final payroll check of each fiscal year.

Except for employees retiring from the City, employees resigning/separating from employment will have Floating Holiday Time credited on a prorated basis (2.916 hours per month), and amounts used/cashed out in excess of those they qualify for are owed back to the City upon separation. The difference will be deducted from the employee's final check(s), or in the event that sufficient funds are not available, the employee will be responsible to pay back the City within fourteen (14) calendar days from the date of separation.

23. HOLIDAYS

The City has designated twelve (12) ten-hour holidays as follows:

New Year's Day	Martin Luther King
Presidents Day	Memorial Day
Independence Day	Labor Day
Veterans Day	Thanksgiving Day
Day following Thanksgiving	Christmas Eve
Christmas Day	New Year's Eve

24. HOLIDAY PAY

Employees are credited, in July of each year, with one hundred and twenty (120) hours of holiday time and thirty five (35) hours of floating holidays. Any employee, regardless of assignment, has the option of converting holiday time to cash or to accumulated time off. Any holidays converted to accumulated time off must be utilized during the fiscal year, and there will be no option to carry

unused accumulated holiday time from one fiscal year to another. Any unused accumulated holiday time will be paid out in the second paycheck in June of each fiscal year.

Holiday time converted to cash pursuant to exercise of the above option will be compensated at straight time. Employees can receive payment for holidays in one lump sum, in a payroll check deposit separate from their regular payroll check, upon written request to the City's Finance Department/Payroll, at any time throughout the year. Requests submitted with timesheets will be paid with the next regular payroll check distributions. Holiday pay will be calculated at the pay rate at the time of cash out. To comply with PERS regulations, this special compensation will be reported to PERS as it is earned.

Except for retiring from the City, Holiday leave time used or received in cash in excess of those which would have normally accrued during that period of time in the fiscal year for observed City holidays, will reimburse the City upon termination of their employment.

25. JURY DUTY

Employees will be compensated for jury duty service up to a total of ten (10) workdays during any fiscal year. A "workday" will be defined as a regularly scheduled day of work for the employee.

For all jury service, employees will be required to deliver a jury duty certification form at the end of the required jury duty to verify such service. Employees required to serve on a jury must report to work before and after jury duty provided there is an opportunity for a least one (1) hour of actual work time.

26. LAYOFF REOPENER

The parties agree that upon written demand by either party, the meet and confer process will be convened and lawfully participated in.

27. LIFE INSURANCE

The City will provide, at City expense, one hundred thousand dollars (\$100,000) life insurance coverage to all employees. See also Death Benefit Section of this MOU.

28. LONGEVITY

Employees are eligible for longevity pay as a one-time lump sum payout as follows:

- ❖ 10 years of service - \$500 paid in a lump sum at the time of anniversary.
- ❖ 15 years of service - \$1,000 paid in a lump sum at the time of anniversary.
- ❖ 20 years of service - \$1,500 paid in a lump sum at the time of anniversary.
- ❖ 25 years of service - \$2,000 paid in a lump sum at the time of anniversary.
- ❖ 30 years of service - \$2,500 paid in a lump sum at the time of anniversary.
- ❖ 35 years of service - \$3,000 paid in a lump sum at the time of anniversary.
- ❖ 40 years of service - \$3,500 paid in a lump sum at the time of anniversary.
- ❖ 45 years of service - \$4,000 paid in a lump sum at the time of anniversary.

29. MANAGEMENT LEAVE

Employees are provided with sixty (60) hours of Management Leave on the first pay period of July each fiscal year. Management Leave is non-accruing and cannot be carried from one fiscal year to the next. Newly hired management employees or current employees promoted into management will receive a prorated Management Leave benefit.

Up to an additional sixty (60) hours of Management Leave may be granted by the City manager with a corresponding ability to cash-out these hours for any employee who demonstrates they are committing an extraordinary amount of time beyond their normal work schedule to the job.

Employees wishing to use Management Leave prior to the end of the fiscal year must use such time no later than the ending date of the second payroll in June (this payroll period does not extend into July).

Employees may cash-out up to thirty (30) hours of Management Leave per fiscal year at their current base rate pay at any time throughout the fiscal year by making notification of request to cash-out to the Finance Department/Payroll. Requests submitted with timesheets will be paid with the next regular payroll check-distribution. Any unused Management Leave on record at the ending date of the second payroll in June will be cashed out, up to the thirty (30) hours maximum.

Except for employees retiring from the City, employees resigning/separating from employment will have Management Leave credited on a prorated basis (5 hours per month), and amounts used/cashed out in excess of those they qualify for are owed back to the City upon separation. The difference will be deducted from the employee's final check(s), or in the event that sufficient funds are not available, the employee will be responsible to pay back the City within fourteen (14) calendar days from the date of separation.

30. MANAGEMENT RIGHTS

The City retains all rights, powers, and authority to manage, direct, and control its operations, except as specifically limited by this Memorandum of Understanding (MOU) or applicable law. These rights include, but are not limited to:

- ❖ Determining the organization, mission, and objectives of the agency or department.
- ❖ Establishing the mission of its constituent departments, commissions, and boards.
- ❖ Setting and modifying standards of service.
- ❖ Planning, directing, and controlling the workforce.
- ❖ Establishing policies, procedures, and standards for employee conduct and performance.
- ❖ Conducting performance evaluations and implementing performance improvement plans as necessary.
- ❖ Determining the number, location, and types of employees required.
- ❖ Hiring, promoting, transferring, assigning, and retaining employees.
- ❖ Establishing job classifications, qualifications, and standards for hiring, training, and performance evaluation.

- ❖ Exercising full control and discretion over the organization's structure and the technology used to perform work.
- ❖ Implementing corrective actions, including suspension, demotion, or termination, for just cause.
- ❖ Taking all necessary actions to carry out its mission in emergencies, including reassigning personnel and modifying work assignments as needed.

There are no provisions in this MOU that shall be deemed to limit or curtail the City's rights, unless and only to the extent that the provision of this MOU specifically curtail or limit such rights.

Meet and Confer Obligation

Where required by law, the City agrees, prior to implementation, to meet and confer with CPMA concerning the impact of the exercise of City rights on wages, hours, and terms and conditions of employment.

31. MEAL PERIOD (CODE 7)

Employees will receive a 45-minute paid lunch period included in their ten (10) hour work day.

32. MILEAGE REIMBURSEMENT

The City uses the standard rate established by the Internal Revenue Service to calculate reimbursements for mileage up to a limit of forty (40) miles each way (80 miles round trip) for employees who respond to a call to return to duty.

Vehicle insurance coverage must be provided annually and kept on file with the Human Resources/Risk Management Department to remain eligible for mileage reimbursement. If an employee does not maintain current vehicle insurance coverage, the Human Resources/Risk Management will notify the Chief of Police and Finance Department that the mileage reimbursement for the employee may not be paid until current vehicle coverage has been provided.

33. MOTOR DUTY

Employees on assignment to a motorcycle unit will be provided with an additional monthly compensation of two and a half percent (2.5%) of the employee's regular base rate of pay.

Employees will receive ten (10) hours of straight time pay or compensatory time off each month. This is to compensate employees for time spent cleaning and maintaining the motorcycle. This time off will be coordinated with the Traffic Supervisor.

34. NEPOTISM POLICY

Regarding the hiring of relatives, the City has determined that a business purpose exists to dictate that the employment of relatives within City departments for certain positions is prohibited in order to promote supervision, safety, security, morale and efficiency. As a result, the City adopted Resolution 2006-044, attached hereto as *Exhibit B*. The provisions of this Nepotism Policy shall be applicable to any individual hired by the City on or after June 20, 2006. This policy also applies

to individuals who become related (as defined within exhibit) after commencement of employment by one or both individuals.

Source: Resolution Nos. 85-52, 98-83, 2006-44

35. ON-CALL COMPENSATION

Employees who are required to be on-call during off-duty hours will be compensated at the rate of two (2) hours of straight time pay for each full day (24 hours) while on call.

36. OVERTIME COMPENSATION

Employees are eligible for overtime compensation in conformance with the overtime compensation extended to the Chino Police Officer's Association, except as otherwise stated in the MOU, overtime will be compensated in either pay or compensation time off. Overtime worked at events where an outside vendor is contracting with the City for Police services will be compensated in pay.

Overtime earned shall be calculated based on the following:

- ❖ 1.5 times the employee's base hourly rate,
- ❖ Plus any applicable specialty pay (e.g., FTO, bilingual, SWAT, K9, Motors, Detective, or other assignment-specific pays),
- ❖ Plus P.O.S.T. Certificate Pay.

37. PHYSICAL FITNESS PROGRAM (VOLUNTARY)

The Voluntary Physical Fitness Program is available to sworn, non-probationary Association members only. Attached hereto as *Exhibit C* is the "VOLUNTARY PHYSICAL FITNESS PROGRAM." Compensated time off or pay will be awarded between 1 and 30 hours during each fiscal year for demonstration of physical fitness.

It is expressly agreed and acknowledged by the parties that the decision to implement the Voluntary Physical Fitness Program was made with due consideration given to the City's concern that implementation of such a program will not generate Workers' Compensation liability. Therefore, the parties to this agreement expressly agree and acknowledge that participation in the Voluntary Physical Fitness Program is not an implied or express requirement of employment. It is further agreed that the CPMA will clearly inform all of its members that participation in the Voluntary Physical Fitness Program is not an implied or express requirement of employment, that no City employee is expected to participate in said activities, and that the City will not be liable for the payment of Workers' Compensation benefits for any injuries arising from participation in the program or from training/preparation which any employee undertakes for participation in the program. Each employee participating in the program will be required to sign the following acknowledgment at the inception of his/her participation, training, or preparation for the program:

"Participation by employees of the City of Chino in the Voluntary Physical Fitness Program and in training/preparation for participation in the program is strictly voluntary. No City employee is expected to participate in the program, all participation is not a part of any City employee's work-related duties. The City will not be liable for the payment of Workers' Compensation benefits for

any injury which arises from participation in the Voluntary Physical Fitness Program, or from training/preparation for participation in the program.

I acknowledge receipt of this notice, agree to be bound by its admonitions, and will file no Workers' Compensation claim which is related in any way to my participation, training, or preparation for the program."

Dated:

Signature of Employee"

The program will consist of a number of testing dates, to be determined together by the Association Board members of the CPOA and CPMA. From the date of announcement of the testing schedule, testing will take place over a period of time not to exceed three (3) months from the date of the first test to the date of the final test.

Employees unable to participate in the testing process due to work-related illness or injury will be credited the following year in which they participated in the program with benefits equal to two (2) years of credit.

38. P.O.S.T. CERTIFICATE PAY

Employees are eligible to receive monthly compensation as follows for possession of the following:

INTERMEDIATE CERTIFICATE	6% of monthly base salary; or
ADVANCED CERTIFICATE	12% of monthly base salary; and
	either
SUPERVISORY CERTIFICATE	6% of monthly base salary/Sergeant; or
MANAGEMENT CERTIFICATE	9% of monthly base salary/Lieutenant

Increases in the benefit afforded to qualified sworn personnel for Intermediate and Advanced Certificates does not have any impact whatsoever on the benefit provided for qualified sworn personnel receiving Supervisory, Management or other concurrently authorized P.O.S.T. Certificate Pay.

Any Sergeant promoted to the rank of Lieutenant, who at the time of promotion is receiving compensation for a Supervisory P.O.S.T. Certificate, will continue to receive compensation for a Supervisory P.O.S.T. Certificate until such time as he/she qualifies for a Management P.O.S.T. Certificate.

Employees will be eligible to receive concurrently the one-time Educational Incentive Pay while continuing to receive P.O.S.T. Certificate Pay for all degrees received.

39. RECRUITMENT INCENTIVE FOR RECOMMENDATION RESULTING IN SWORN HIRE AS FOLLOWS

- \$2,000 @ hire + \$500 @ completion of probation for Police Recruits (entry level).
- \$4,000 @ hire + \$1,000 @ completion of probation for Lateral Police Officers.

To qualify for this incentive, an employee's name must be listed as the referral source on the new hire's original employment application and be verified by Human Resources. If more than one employee's name is listed on the application as a referral source, the incentive will be split accordingly.

Note: Any Police Department Personnel who are assigned to the Training/Backgrounds Unit or who are given any work/responsibilities related to the recruitment and hiring of employees, are not eligible for this benefit unless contact has been made solely and entirely outside of work hours.

40. REHIRE POLICY

An employee who resigns from City employment and at the time of resignation is eligible for rehire and who is, in fact, rehired not later than six (6) months after the effective date of resignation and then employed in his/her former classification, or in a position within the classification series held at the time of resignation and in a comparable or lower rank, will serve the same probationary period that any new hire would otherwise serve and will be otherwise subject to all terms and conditions of employment applicable to any newly hired employee. The only exception will be that any employee rehired will have his/her seniority level and leave accrual rates determined based upon the number of years of service with the City of Chino prior to the resignation.

Employees rehired by the City under the City's Rehire Policy will be allowed to buy back any time cashed out at time of separation. Said buy back will be at the hourly rate existing upon rehire. Sick leave on record at the time of separation that was not compensated for will be reinstated. Further, rehired employees will be allowed to participate in the Voluntary Physical Fitness Program.

41. RETENTION OF DOCUMENTS

All written disciplinary records, internal affairs investigations, and citizen complaints will be removed from an employee's personnel and other City files after five (5) years from the date complaint was received/discovered. Job Performance Evaluations will be removed from the same files five (5) years after the evaluation period ends.

This policy applies only to active employees; records for separated or inactive employees will not be tracked or purged.

42. RETIREMENT

Retirement Plans – The City has a three-tier retirement benefit as follows:

- A. 3% at age 50, if hired before October 16, 2011, with the single highest year final compensation
- B. 3% at age 55, if hired on or after October 16, 2011, with a 3-year average final compensation

- C. 2.7% at age 57 (PEPRA), if entering PERS membership on or after January 1, 2013, with final compensation for the purposes of calculating a new member's retirement allowance equal to the new member's highest average PERS compensation for 36 consecutive months of employment

Member Contribution to PERS

Members will contribute the employee rate of contributions each payroll. All employee paid contributions to PERS will be made on a pre-tax basis, in accordance with IRS Section 414 (h) (2) and PERS guidelines.

- A. 3% at age 50, if hired before October 16, 2011:
 - 1) Employee contribution rate – 9% of reportable compensation
- B. 3% at age 55, if hired on or after October 16, 2011:
 - 1) Employee contribution rate – 9% of reportable compensation
- C. 2.7% at age 57 (PEPRA), if entering PERS membership on or after January 1, 2013:
 - 1) Employee contribution rate – 13% of reportable compensation (subject to change)

1959 Survivor's Benefit (Level IV) – The City will pay all costs for this benefit.

43. RETIREMENT HEALTH SAVINGS (RHS) PLAN

Employees covered under this bargaining group have elected to establish and contribute to a Retirement Health Savings Plan in accordance with IRS regulations. Contributions are as follows:

- All employees covered by this agreement will contribute 1% of base earnings each pay period.
- City will contribute three hundred dollars (\$300) per month beginning January 1, 2023, deposited on a 24-pay period cycle.

Upon separation from the City, a 90% cash out of all qualifying, verified accrued leave at time of retirement, or a proportion of accrued leave at time of non-retirement, will be placed in the employees' Retirement Health Savings Plan. Refer to Sick Leave Buy Back Policy for eligible sick leave.

44. SALARY ADJUSTMENTS

All adjustments to an employee's salary will be made at the start of the pay period in which the salary adjustment becomes effective.

A. Overpayments

In situations involving overpayment to an employee by the City, the employee shall be obliged to repay by payroll deduction the amount of the overpayment. The repayment shall occur within the same time frame the overpayment was received by the employee or sooner. For example, if the overpayment was made over the course of six (6) months, the employee shall be given six (6) months to repay the overpayment.

Written documentation showing the calculations of the overpayment will be provided to the employee. A meeting may be requested by the employee with the Human

Resources/Risk Management and Finance Departments to review the documentation and to discuss the recovery schedule. The repayment schedule, biweekly repayment amount or alternative repayment method will be documented in writing.

Extensions to the period for repayment of the overage or an alternative repayment method may be requested by the employee and are subject to the approval of the Director of Human Resources/Risk Management or their designee. Extensions will be approved only in the case of extreme hardship, and the extended period for repayment will not be longer than one and one-half (1 ½) times as long as the overpayment period.

B. Recovery

If the employee leaves employment prior to the repayment of the overage, the City shall recover the amount owed from the employee's final pay. If the amount owed is greater than the employee's final pay, the City may initiate collections process against the employee.

C. Underpayments

In situations involving underpayments to an employee by the City, the employee shall receive the balance due within the next pay period for which the adjustment can be made, following timely submission of appropriate documentation and necessary approval of the compensation change.

45. SEPARATION FROM CITY

At the discretion and approval of the Chief of Police, employees may be allowed to extend their last day of employment through the use of qualifying leave time for up to one (1) pay period beyond the last day on which the employee actually reports to work.

The approval of such an extension shall be subject to operational needs, departmental policies, and compliance with all applicable rules governing leave usage. The Chief of Police or designee shall be responsible for reviewing and granting requests on a case-by-case basis to ensure consistency and fairness in application.

For this article, qualifying leave is defined as vacation, holiday, or comp time. Sick leave usage will be allowed under the terms of Article 46 Sick Leave and those provisions must be followed for any sick leave usage to be allowed under this article.

46. SICK LEAVE

Upon hire, employees will be credited with thirty (30) hours or three (3) days of sick leave, whichever is greater, which can be used following the completion of ninety (90) days of continuous full-time employment. Following the 90th day of employment, for each calendar month in which the employee is paid for more than two-thirds (2/3) of the working days in such month, employees accrue ten (10) hours of sick leave per month to a maximum accrual of one thousand and eighty (1,080) hours.

If an employee changes status (e.g., changes from full-time to part-time employment), or separates from this bargaining group, the employee will be subject to the new bargaining group's MOU terms or Summary of Benefits.

Upon notice of resignation or retirement from the City, any sick leave usage requested will require a doctor's note or certification. If documentation is not received, the employee will not receive payment for any sick leave hours used.

47. SICK LEAVE BUY BACK

At separation of employment the City will buy back a percentage of the employee's accrued sick leave hours, at the hourly base rate of pay at the time of separation. This benefit is contingent upon non-retirement, non-disciplinary separation, and completion of five (5) years of full-time City service. The percentage of Sick Leave Buy Back is:

Completed Years of Service	% of Sick Leave
5 years	30%
10 years	35%
15 years	40%
20 or more years	45%

The City will buy back 100% of the employee's accrued sick leave hours for a disability or service retirement, following completion of five (5) years of service with the City of Chino as the final employer.

Effective July 1, 2016, employees are required to deposit 90% of all eligible accrued sick leave, in accordance with IRS regulations, in the employees' respective RHS plan.

For non-retirement separations, the employee will be subject to Sick Leave Buy-Back eligibility requirements as indicated above and the associated percentage of accrued sick leave will be deposited into the employee's RHS plan, per IRS regulations, at time of separation.

48. SICK LEAVE CONVERSION TO PERSONAL LEAVE

For employees who have earned sick leave accrual benefits for one (1) full fiscal year, Sick Leave may be converted to Personal Leave in accordance with the following schedule:

A Sick Leave Days (10 hours) Earned	B Annual Sick Leave Days (10 hours) Used	C Personal Leave Days (8) hours) Conversion	D Up to 56 hours of Sick Leave in excess of 960 hours limit Converted to Pay
12 days (120 hrs)	0	8 days (64 hrs)	0+64+56 120 hrs
11 days (110 hrs)	1 day (10 hrs)	7 days (56 hrs)	10+56+54 120 hrs
10 days (100 hrs)	2 days (20 hrs)	6 days (48 hrs)	20+48+52 120 hrs

9 days (90 hrs)	3 days (30 hrs)	5 days (40 hrs)	30+40+50	120 hrs
8 days (80 hrs)	4 days (40 hrs)	4 days (32 hrs)	40+32+48	120 hrs
7 days (70 hrs)	5 days (50 hrs)	3 days (24 hrs)	50+24+46	120 hrs
6 days (60 hrs)	6 days (60 hrs)	2 days (16 hrs)	60+16+44	120 hrs

Personal Leave must be taken as time off with Department Director or designated representative approval and may not be carried from one fiscal year to the next. Personal leave that is not used will be credited to Sick Leave at the end of a fiscal year if said credited hours do not exceed the 1,080 hours Sick Leave limit.

49. SICK LEAVE PROGRAM

Employees who have accumulated sick leave in excess of nine hundred and sixty (960) hours on the last pay period in June, may convert up to fifty six (56) hours of sick leave to cash. Payment shall be calculated at the employee's hourly base rate and paid in the final payroll check of each fiscal year.

50. SPECIAL COMPENSATION PAYMENT SCHEDULE

Employees eligible to receive special compensation benefits, which are a percentage of base pay, such as P.O.S.T. Certificate Pay, will receive compensation paid over twenty six (26) pay periods each fiscal year. All other special compensation, such as Bilingual Pay, will receive compensation paid over twenty four (24) pay periods each fiscal year. Special compensation will be reported in accordance with applicable sections of the California Government Code, California Code of Regulations, and the City's contract with the California Public Employee's Retirement System.

51. SUPPLEMENTAL CONTRIBUTION FOR RETIREES

Employees separating from City of Chino employment as a result of non-disputed disability or service retirement, after completion in either case of fifteen (15) years of continuous, uninterrupted, full-time sworn City of Chino service will receive a total monthly supplemental contribution equal to fifteen dollars (\$15) each month multiplied by the number of years of service from time of retirement and will cease upon the death of the member. However, if the retiree dies after receipt of his benefit for less than fifteen (15) years, then the benefit will continue to be paid to the eligible spouse, if any, until the duration of benefit payments totals a complete fifteen (15) years from the date the payment commenced. For example, if the eligible retiree dies after receiving ten (10) years of the supplemental contribution as described herein, and the now deceased eligible retiree has a legal spouse, said spouse will continue to receive the benefit for a remaining five (5) years. No benefit will be provided to any other beneficiary with the exception of what is noted here after the employee's death. A disputed disability retirement is defined as one in which the City has not certified the retirement as being valid for disability status. This benefit in its entirety applies only to those employed as of June 30, 1998. Therefore, no future members of the CPMA will qualify for this benefit at any level whatsoever. Future hires will be provided with no supplemental contribution for retirees.

52. TUITION ADVANCE PROGRAM

Full-time, non-probationary employees who desire to enroll in an accredited college/university degree program or professional development course, are eligible for tuition advancement up to a maximum of three thousand, five hundred dollars (\$3,500) per fiscal year. A Tuition Advancement Form must be received by the Human Resources/Risk Management Department for review and approval before and advance will be provided. Budgeted funds must be available to cover tuition advance and no expenditure beyond the approved budget allocation will be authorized to cover any amount of any employee's educational expenses.

The non-probationary status requirement does not pertain to those employees who are considered to hold probationary status due to a promotion into a new position in the City. Affected employees are required to complete one (1) year of service with the City from the date of completion of course work to be eligible for this benefit. Individuals voluntarily separating from the City prior to completion of one (1) year of service with the City from date of completion of course work will be required to reimburse the City for funds advanced to them under this program. Said reimbursement shall be deducted from any separation check to be distributed to the employee what the nature of the funds, without the necessity of a judgment being mandated on behalf of the City.

A college or university shall be defined as an institution accredited by the Western Association of Schools and Colleges Senior College and University Commission (WASC), the Accrediting Commission of Community and Junior Colleges (ACCJC), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Middle State Commission on Higher Education (MSCHE), New England Association of Colleges and Schools (NEASC) or an institution listed on the Higher Learning Commission (HLC). Other accreditations may be eligible upon review by the Human Resources Department.

Advanceable expenses will include books, tuition, parking and registration/enrollment fees. All required fees such as health-related fees, "gym" fees and other miscellaneous fees, whether billed as "tuition" or otherwise required of the institution are eligible. Items such as paper, pens, notebooks, and printing fees will not be eligible.

Employees agree that upon accepting a tuition advance from the City, the employee is responsible to provide the City with verification of completion of class(es), grade(s) and receipts for expenses within sixty (60) calendar days from the date of final course work (as indicated on the request for tuition advance form submitted by the employee). In the event that the educational institution attended does not provide the employee with verification of completion or grades or receipts within this sixty (60) calendar days timeframe, the employee is responsible to notify the Director of Human Resources/Risk Management, in writing, of such and an additional sixty (60) calendar days extension will be granted. In the event that an employee does not provide verification of completion of class(es), grade(s) and receipts for expenses at the end of either the initial sixty (60) calendar days or at the end of the extension of an additional sixty (60) calendar days (to 120 calendar days total), the City will have the right to automatically make a payroll deduction from

the employee's next regular payroll check in an amount equal to the amount of tuition funds advanced.

53. TUITION REIMBURSEMENT – ENHANCED PROGRAM

Employees who have incurred otherwise reimbursable tuition cost in an amount greater than the maximum amount available shall be eligible to receive additional reimbursement to the extent that tuition reimbursement funds are available at the end of each fiscal year. No such distribution will be made until the conclusion of the fiscal year in order to verify the number of employees making an application for the enhanced benefit. Employees must submit a tuition reimbursement invoice to the Human Resources Department/Risk Management no later than May 1st of each year in order to participate in this Enhanced Program.

It shall remain the individual employee's responsibility to apply for and receive written authorization to participate in a tuition reimbursable course prior to any such enrollment.

54. UNIFORMED AND NON-UNIFORMED - CLOTHING ALLOWANCE

Effective January 1, 2005, employees will receive payment for their Clothing Allowance one (1) time per year. This payment will be in a payroll check deposit separate from the employee's regular paycheck and will be provided at the time of distribution of the second payroll check in August of each year. Clothing Allowance amounts are as follows:

- Sergeants in uniformed assignments receive seven hundred and seventy dollars (\$770) per fiscal year
- Sergeants in non-uniformed assignments receive nine hundred and sixty dollars (\$960) per fiscal year
- Lieutenants required to maintain both uniformed and non-uniformed clothing receive one thousand, two hundred dollars (\$1,200) per fiscal year

The amount of reportable compensation for uniforms shall not exceed seven hundred and seventy dollars (\$770) per fiscal year. Non-uniformed clothing will not be included with reportable compensation in accordance with PERS guidelines. At the employee's option, the annual allowance may be used toward the purchase of new Police Department uniforms in an amount to be determined individually by each employee.

55. VACATION LEAVE

Maximum accrual of vacation is four hundred (400) hours. Upon termination of employment, accrued vacation will be paid at the employee's then existing hourly rate of pay. New employees with less than six (6) months of City service are ineligible to receive Vacation Leave buy back. It is the responsibility of employees to schedule vacation time off for rest and recuperation in order that earned vacation time in excess of 400 hours will not be removed from the records.

Months of Completed Service	Annual Vacation Accrual
6 – 24	12 days p/year (10.0000 hours p/month)
25 – 48	15 days p/year (12.5000 hours p/month)
49 – 108	18 days p/year (15.0000 hours p/month)

109 – 120	19 days p/year (15.8333 hours p/month)
121+	20 days p/year (16.6666 hours p/month)

In accordance with the employees' Retirement Health Savings (RHS) Plan group election and plan provisions, 90% of all accrued leave deposited, in accordance with IRS regulations, in the employee's respective RHS Plan Section of this MOU. Therefore, 10% of accrued Vacation Leave, up to a maximum of four hundred (400) hours, will be paid at the employee's existing base rate of pay at time of separation or retirement. New employees with less than six (6) months of City service are ineligible to receive Vacation Leave buy back.

Employees will be permitted to use and/or receive compensation for Vacation time in accordance with the provisions set forth in this MOU and established City policies.

56. VACATION LEAVE CONVERSION

Employees who have accrued a minimum of one hundred and twenty (120) Vacation hours may convert a maximum of eighty (80) hours of Vacation Leave to pay per fiscal year. Employees may convert leave to pay in April and/or November of each year, calculated at the employee's hourly base rate of pay at the time of conversion. Six (6) months prior to conversion, half the number of accrued leave hours requested, excluding sick leave, must have been taken as time off. Note: The usage requirement is waived for "activated" military personnel.

57. VEHICLE – CITY

Certain personnel, at the discretion of the Chief of Police and City Manager, will be provided with a City vehicle while maintaining on-call status. In addition, qualifying Sergeants assigned to the Detective Bureau may also be provided with an assigned take-home vehicle as available.

58. WORK SCHEDULE

Employees will be assigned to work various schedules based on the operational needs of the Police Department. Work schedules may include, but are not limited to: 4/10, 5/8, or other alternative work schedules as determined by the Chief of Police or designee.

Shift assignments and work schedules will be established in accordance with departmental needs, ensuring adequate coverage and operational efficiency. Any modifications to an employee's schedule will be communicated in advance, following department policies.

59. WORKERS' COMPENSATION PROGRAM

Whenever an employee of the City is disabled, whether temporarily or permanently by injury or illness arising out of, and in the course of his/her duties, the employee will be compensated pursuant to Labor Code Section 4850.

60. WORKERS' COMPENSATION PREMIUM PAYMENT

In the event that a work-related illness or injury results in a permanent disability settlement, the City will provide a 10% premium benefit payment provided the following occurs:

- That the Worker's Compensation Appeals Board approves the total settlement, including the 10% premium benefit.
- That neither a "Notice of Claim" nor "Application for Adjudication of Claim" will have been filed or served against the City of Chino.
- That the injured employee has diligently sought medical attention as prescribed by the treating physician(s) approved by the City.
- That the injured employee and the City have employed the guidance of the State Department of Industrial Relations Office of Information and Assistance to resolve all outstanding issues of misunderstanding.

Representation is a legal right recognized by statutory law. Nothing precludes an employee from retaining legal counsel or representation; however, the premium benefit offered is only available in case handled without the involvement of legal counsel. This is done in recognition of the cost savings that result in non-litigated cases that can be passed on to the ill or injured worker.

61. SAVINGS CLAUSE

Should any clause in this Memorandum of Understanding be held invalid by a court of competent jurisdiction, then only that clause will be stricken and the remainder of the Memorandum of Understanding will be in full force and effect. The City and the CPMA will immediately commence to negotiate for the purpose of replacing any invalid or illegal provision. However, no such replacement is mandated.

62. MAINTENANCE OF EXISTING BENEFITS

All wages, hours, and other terms and conditions of employment not specifically altered by this Agreement and presently enjoyed by employees will remain in full force and effect during the term of this Agreement unless mutually agreed to the contrary by both City and the CPMA.

63. IMPLEMENTATION

The terms of this Memorandum of Understanding have been codified in this document and agreed upon by the President of the CPMA and City Manager of the City of Chino and will only be implemented upon approval by the City Council.

64. NO STRIKE PROVISION

During the term of this Agreement, the Association, its officers, agents, representatives and/or members agree they will not cause, condone or participate in any strike, walk-out, work stoppage, job action, slow down, speed up, sick-out, refusal or failure to faithfully perform assigned duties and responsibilities, withholding of services or other interference with City operations.

The City retains the right that it may take lawful remedies for the disciplinary action available under its Employer-Employee Relations Section of the Personnel Rules and Regulations and/or any other Department policies.

65. TERM

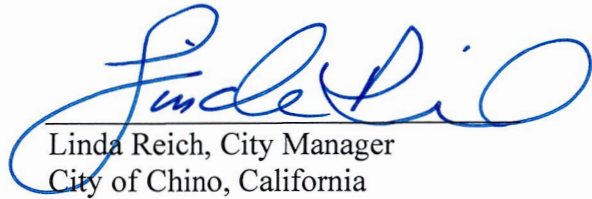
Except where expressly stated otherwise herein, the City and Association agree that the provisions of this Memorandum of Understanding shall be effective on July 1, 2025, and shall expire on June 30, 2027.

Chino Police Managers Association
Memorandum of Understanding
July 1, 2025 to June 30, 2027



Theodore Sutton, President
Chino Police Managers Association

7/29/25
Date



Linda Reich, City Manager
City of Chino, California

7-31-25
Date



Theresa Doyle, Director of Human
Resources/Risk Management

7-29-2025
Date

RESOLUTION NO. 2003-11**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF CHINO, CALIFORNIA, RESCINDING
AND REPLACING RESOLUTION NO. 98-39
PERTAINING TO THE PROCEDURE FOR
DISCIPLINARY ACTION AND DISCIPLINARY
APPEAL**

WHEREAS, the City Council has established a procedure for Disciplinary Action and Disciplinary Appeal through the adoption of Resolution No. 98-39; and

WHEREAS, recent case law has further defined the methods for selection of Hearing Officers; and

WHEREAS, the City Council wishes to amend the current Disciplinary Appeal process in keeping with case law as it relates to the selection of Hearing Officers.

NOW, THEREFORE, the City Council of the City of Chino, California, does hereby resolve as follows:

Resolution No. 98-39 is rescinded in its entirety and Sections 3 through 5 of Rule XIV of Resolution No. 85-52 are amended as follows:

SECTION 3. Notification of Proposed Disciplinary Action:

- A. No Disciplinary Action (other than a Written Reprimand for a non-sworn employee) may be imposed on an employee without compliance with the procedures set forth in this Rule.
- B. When Disciplinary Action (other than a Written Reprimand for a non-sworn employee) is proposed, Written Notice will be provided to the employee which must contain the following information:
 - a) The identity of the supervisor or Department Director proposing the discipline;
 - b) What the proposed Disciplinary Action is, and the date and time it is proposed to become effective;
 - c) The specific grounds for the proposed Disciplinary Action including a description of the employee's acts and/or failures to act which are the basis for the proposed Disciplinary Action;
 - d) A copy of all materials and documents on which the proposed Disciplinary Action is based; and

e) Notice that the employee has the right to present to the Department Director argument and/or documents against the proposed discipline prior to its imposition by:

- a) Filing a Written Response to the Written Notice; or
- b) Scheduling a meeting with the Department Director

within 5 work days following receipt of the Written Notice.

C. After considering the employee's evidence and/or arguments against the proposed Disciplinary Action (if any is offered) the Department Director may:

1. Overrule; or
2. Modify; or
3. Impose

the proposed Disciplinary Action and then notify the employee in writing of the determination within 5 work days, following receipt of the employee's Written Response or date of meeting with the employee. If no evidence and/or arguments are offered by the employee, the Department Director will make a decision based on the available information.

4. If the Department Director imposes discipline, the date and time when it will become effective will be noted in a Written Determination which the Department Director will provide to the employee.

SECTION 4. Public Safety Officers' Procedural Bill of Rights Act:

Nothing in this Rule shall be construed to waive any rights of an employee held pursuant to the Public Safety Officers' Procedural Bill of Rights Act (Government Code Section 3300, et. Seq.).

In the event that a sworn Officer receives disciplinary action consisting of a Written Reprimand, or Oral Reprimand, the sole and exclusive procedure for appealing said discipline is as follows:

Within 5 work days of the time a Written Reprimand or Oral Reprimand is issued, the employee is entitled to a non-evidentiary meeting with the supervisor who issued the disciplinary action.

The purpose of this administrative appeal is to afford the employee an opportunity to be heard by the supervisor as to why the employee believes the discipline should be revoked or modified. The employee may be heard orally or in writing. The supervisor will have 10 work days to respond to the employee. If the supervisor does not respond within 10 work days of the administrative appeal meeting, the original disciplinary action shall be deemed unchanged.

If the matter is not resolved to the aggrieved employee's satisfaction, within 10 work days of the supervisor's response to the employee's appeal, or 10 work days after the time for the supervisor to respond has passed, the employee will then be entitled to a non-evidentiary meeting with the Chief of Police. The purpose of this administrative appeal will be to afford the employee an opportunity to be heard by the Chief of Police as to why the employee believes the discipline should be revoked or modified. The employee may be heard orally or in writing. The Chief of Police shall have 10 work days to respond to the employee. If the Chief of Police does not respond within 10 work days of the administrative appeal meeting, the original disciplinary action will be deemed unchanged.

The determination of the Chief of Police will be final, binding and conclusive. There will be no other administrative method to appeal the determination of the Chief of Police.

SECTION 5. Relieving from Duty:

An employee may be relieved from duty pending an investigation of his/her acts and/or failures to act which may be grounds for Disciplinary Action. The relieving of an employee from duty is not a disciplinary act. The employee will be considered on a leave of absence with pay for purposes of salary, benefits, and service time.

SECTION 6. Disciplinary Appeal:

A. Appeal

An employee against whom Disciplinary Action has been taken may appeal such action to the City Manager by filing a written Notice of Appeal with the City Manager within 10 work days from the effective date of the Disciplinary Action.

The Notice of Appeal shall be signed by the employee or his/her representative and shall contain:

1. A statement describing the specific basis of the employee's appeal;
2. The corrective action requested; and
3. The address to which further correspondence should be sent.

Failure of the employee to file a timely appeal will constitute a waiver of the employee's right to a Hearing.

The City Manager, or a Hearing Officer appointed by the City Manager from the American Arbitration Association, shall schedule a Hearing on the employee's appeal within 30 calendar days of receipt of the employee's written Notice of Appeal.

B. Appeal Hearing

The employee may be represented by an attorney, an employee relations professional, or representative of the recognized employee association of which the employee is a member.

Each party shall be given a reasonable opportunity to be heard on relevant issues and will have the right to cross-examine witnesses.

The City shall have the burden of going forward and the burden of proof. The burden of proof shall be a preponderance of the evidence.

Compliance with the technical rules of evidence applied in a court of law will not be required. Oral evidence will be taken under oath. Hearsay evidence will be admissible, but will not be sufficient alone to support a finding unless it would be admissible over objection in civil actions. Immaterial, irrelevant or unduly repetitious evidence may be excluded. The rules of privilege shall apply.

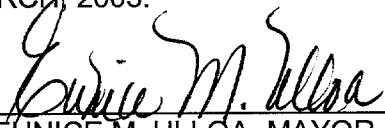
If the employee does not testify in his/her own behalf, he/she may be called and examined as if under cross-examination.

C. Findings

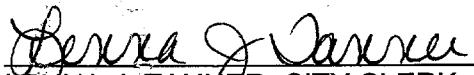
1. If the Hearing is conducted by the City Manager, the City Manager will prepare Written Notice as to whether the Disciplinary Action is:
 - a. Affirmed, or
 - b. Modified, or
 - c. Reversed, or
 - d. Increased
2. The Written Notice will also contain a Notice of Decision and Findings of Fact. Copies shall be sent to the employee, his/her representative, if any, the Department Director, and the Director of Human Resources/Risk Management.
3. If the Hearing is conducted by a Hearing Officer, he/she shall prepare a Written Recommendation to the City Manager as to whether the Disciplinary Action shall be Affirmed, Modified, Reversed or Increased and will contain a Notice of Decision and Findings of Fact. Copies shall be sent to the employee, his/her representative, if any, the Department Director, and the Director of Human Resources/Risk Management.
4. The decision of the City Manager will be sent to the employee, his/her representative, if any, the Department Director, and the Director of Human Resources/Risk Management, no later than 30 calendar days from the conclusion of the Hearing. If the Hearing is conducted by a Hearing Officer, the conclusion of the Hearing will be the date that the Written Recommendation is received by the City Manager from the Hearing Officer. In all cases the decision of the City Manager will be final and conclusive.
5. If the City Manager does not adopt the recommended decision of the Hearing Officer, the City Manager will review the transcript of the Hearing and give both sides an opportunity to present oral argument, not to exceed 30 minutes, to him/her before making a final decision.

6. If a Hearing Officer is selected to conduct the Hearing, that Hearing Officer will be ineligible to hear any other case for the City for a minimum of 18 months after the Hearing Officer renders a Written Recommendation to the City Manager.

APPROVED AND ADOPTED THIS 4th DAY OF MARCH, 2003.


EUNICE M. ULLOA, MAYOR
CITY OF CHINO, CALIFORNIA

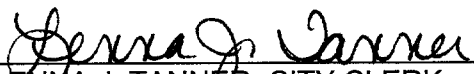
ATTEST:


LENNA J. TANNER, CITY CLERK
CITY OF CHINO, CALIFORNIA

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO))
CITY OF CHINO)

I, Lenna J. Tanner, City Clerk of the City of Chino, California, do hereby certify that the foregoing Resolution No. 2003-11 was duly and regularly introduced, passed and adopted by the City Council of the City of Chino, California, at a regular meeting of said City Council held on the 4th day of March, 2003.

AYES:	COUNCIL MEMBERS:	ULLOA, DUNCAN, ELROD, HAUGHEY, YATES
NOES:	COUNCIL MEMBERS:	NONE
ABSENT:	COUNCIL MEMBERS:	NONE


LENNA J. TANNER, CITY CLERK
CITY OF CHINO

orig: Valut
xc: M. Sakamoto (HR)

RESOLUTION NO. 2006-044

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, AMENDING PORTIONS OF RESOLUTION NO. 85-52, PERSONNEL RULES, AND RESCINDING RESOLUTION NO. 98-38 IN ITS ENTIRETY

WHEREAS, the City Council of the City of Chino established Personnel Rules for City employees with the adoption of Resolution No. 85-52; and

WHEREAS, a revision to the existing Personnel Rules is required to bring current City policy and procedures with reference to the hiring of relatives, which requires modifying Resolution No. 85-52 and rescinding Resolution No. 98-83 in its entirety.

NOW, THEREFORE, the City Council of the City of Chino does hereby resolve as follows:

SECTION 8 of RULE IX is amended as follows:

SECTION 8. Nepotism Policy:

1. "Relative" refers to spouse, child, stepchild, parent, stepparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, cousin, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, or any other individual related by blood or marriage.
2. "Employment" refers to the relationship between the City and an individual where services are rendered by the individual and compensation for such services are either paid from City funds or from third party grants or monetary sources which are paid to the individual because of his/her rendering of services at the request and direction of the City. This includes those individuals who are paid through contract services.
3. "Marital status" is defined as an individual's state of marriage, non-marriage, divorce or dissolution, separation, widowhood, annulment, or other marital state for purposes of this policy. Further, a "spouse" is defined as a partner in marriage.
4. Relatives of the following City employees or officials cannot be employed by the City:
 - a) City Council members
 - b) Board and Commission members (in the same department for which the Board or Commissioner serves)
 - c) City Manager
 - d) Assistant City Manager
 - e) Any employee of the Human Resources Department
 - f) All Other Department Directors (in the same department as "Relative")

- g) Confidential employees (in the same department as "Relative")
 - h) Employees assigned to Payroll
5. The City has determined that a business purpose exists to dictate that the employment of relatives within City departments is prohibited in order to promote supervision, safety, security, morale and efficiency when such employment would result in any of the following:
 - a) a negative impact upon the ability of a supervisor to effectively and efficiently perform his/her duties with a related individual;
 - b) both employees having job duties which results in the performance of shared duties on the same or related work assignments;
 - c) both employees are under jurisdiction of the same immediate supervisor;
 - d) the work involves potential conflicts of interest or other hazards greater for married couples or relatives than for unrelated persons.
 6. The City retains the right to refuse to place one spouse or other relative under the direct supervision of the other spouse or relative where there is a potential for creating adverse impact on supervision, safety, security or morale.
 7. The City retains the right to refuse to place both spouses or other relatives in the same department, division or facility where such has the potential for creating adverse impact on supervision, safety, security, or morale or involves potential conflicts of interest.
 8. In order to implement such policies and where the above circumstances exist and mandate that two spouses or other relatives shall not work in a prohibited relationship, the City will attempt to transfer one spouse or other relative to a similar classified position in another City department. Although the wishes of the involved parties as to which spouse or other relative is to be transferred will be given consideration by the City, the controlling factor in determining who is to be transferred shall be made by the City in order to obtain the best operation and efficiency of the City. If any such transfer results in a reduction in salary or compensation, the same shall not be considered disciplinary in nature and shall not be the subject of any form of administrative or civil appeal.
 9. In lieu of a transfer from one department to another, or in situations where no classification exists to which a spouse or other relative can be transferred, married or other related employees may continue to be employed within the same City department subject to approval by the Department Director and the City Manager. However, any such reporting to the same supervisor, being supervised by each other, working the same shift at the same work site or otherwise becoming involved in a work environment having the potential for adverse impact on supervision, safety, security or morale will be avoided.
 10. If continuing employment of the two spouses or other relatives cannot be accommodated consistent with the City's interest in promotion of safety, security, morale and efficiency, then the City retains the sole discretion to separate one

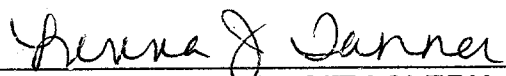
spouse or other relative from City employment. Absent resignation by one affected spouse or other relative, the less senior of the involved spouses or other relative will be subject to termination and it will not constitute discipline or punitive action and will not be subject to any administrative or civil appeal.

11. The provisions of this Nepotism Policy shall be applicable to any individual hired by the City on or after the date of its adoption. This Nepotism Policy will also apply to individuals who become related as defined herein after commencement of employment by one or both individuals.

APPROVED AND ADOPTED THIS 20th day of June, 2006.


DENNIS R. YATES, MAYOR

ATTEST:


LENNA J. TANNER, CITY CLERK
CITY OF CHINO

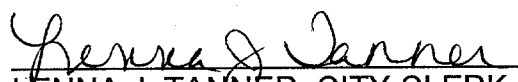
STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss.
CITY OF CHINO)

I, Lenna J. Tanner, City Clerk of the City of Chino, do hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Chino at a regular meeting held on the 20th day of June 2006, by the following vote to wit:

AYES: COUNCIL MEMBERS: YATES, DUNCAN, ELROD, HAUGHEY, ULLOA

NOES: COUNCIL MEMBERS: NONE

ABSENT: COUNCIL MEMBERS: NONE


LENNA J. TANNER, CITY CLERK

CHINO POLICE ASSOCIATION

MEMORANDUM

DATE: November 02, 1996

TO: Geriann Kingslan, Personnel Director

FROM: Jeff Allison, C.P.A. President

SUBJECT: Physical Fitness Program

As stated in our previous conversation, representatives from the Chino Police Association and the Chino Police Management Association met to discuss adjustments to the Voluntary Physical Fitness Program. The current program which allows for a participant to accrue either 10, 20 or 30 hours of compensatory time off does nothing to encourage participation or performance. Additionally, the current program is outdated with its inclusion of bent knee sit-ups which have not been recommended by health professionals for a number of years.

The Associations' proposal allows a participant to accrue anywhere from 1 to 30 hours of compensatory time off based on an individual's performance. The proposed program encourages performance and participation.

The Associations agree with the City in that flexibility is an important part of fitness. Keeping this in mind, we offer the following as pre-qualifiers for taking part in the physical fitness testing. If a participant is unable to perform any of the flexibility tests, he/she will not be permitted to continue with testing.

The following musculo-skeletal flexibility and strength tests were taken from the pre-hire physical required by the City of Chino.

- 1.) FORWARD BENDING- From standing position, a participant can touch his/her toes (gap of up to 6" is acceptable).
- 2.) BACK BENDING- From standing position, a participant can bend at least 20 degrees backwards.
- 3.) SIDE BENDING- From standing position, a participant can touch lateral knee with fingertips on both sides.
- 4.) TRUNK ROTATION- From standing position with hands on waist, a participant can twist to each side. The shoulders will line up as the participants twist.

CHINO POLICE ASSOCIATION

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- 5.) SITTING REACH- From a sitting position with knees straight, the participant can touch his/her toes.
- 6.) HAMSTRING- From either a sitting or supine position with legs fully extended, the participant can lift each leg straight up at least 70 degrees. (foot bottom should be toward ceiling.)

If a participant successfully completes the pre qualifying flexibility tests, he/she may move on to the physical fitness qualification portion of the test.

1.5 MILE RUN(Females)

	AGE	20-29	30-39	40-49	50-59	60+
CTO						
10		14:00-under	15:00-under	16:00-under	17:00-under	18:00-under
09		14:01-14:15	15:01-15:15	16:01-16:15	17:01-17:15	18:01-18:15
08		14:16-14:30	15:16-15:30	16:16-16:30	17:16-17:30	18:16-18:30
07		14:31-14:45	15:31-15:45	16:31-16:45	17:31-17:45	18:31-18:45
06		14:46-15:00	15:46-16:00	16:46-17:00	17:46-18:00	18:46-19:00
05		15:01-15:15	16:01-16:15	17:01-17:15	18:01-18:15	19:01-19:15
04		15:16-15:30	16:16-16:30	17:16-17:30	18:16-18:30	19:16-19:30
03		15:31-15:45	16:31-16:45	17:31-17:45	18:31-18:45	19:31-19:45
02		15:46-16:00	16:46-17:00	17:46-18:00	18:46-19:00	19:46-20:00
01		16:01-16:15	17:01-17:15	18:01-18:15	19:01-19:15	20:01-20:15

1.5 MILE RUN(Males)

	AGE	20-29	30-39	40-49	50-59	60+
CTO						
10		12:00-under	13:00-under	14:00-under	15:00-under	16:00-under
09		12:01-12:15	13:01-13:15	14:01-14:15	15:01-15:15	16:01-16:15
08		12:16-12:30	13:16-13:30	14:16-14:30	15:16-15:30	16:16-16:30
07		12:31-12:45	13:31-13:45	14:31-14:45	15:31-15:45	16:31-16:45
06		12:46-13:00	13:46-14:00	14:46-15:00	15:46-16:00	16:46-17:00
05		13:01-13:15	14:01-14:15	15:01-15:15	16:01-16:15	17:01-17:15
04		13:16-13:30	14:16-14:30	15:16-15:30	16:16-16:30	17:16-17:30
03		13:31-13:45	14:31-14:45	15:31-15:45	16:31-16:45	17:31-17:45
02		13:46-14:00	14:46-15:00	15:46-16:00	16:46-17:00	17:46-18:00
01		14:01-14:15	15:01-15:15	16:01-16:15	17:01-17:15	18:01-18:15

3.0 MILE WALK(Females)

	AGE 20-29	30-39	40-49	50-59	60+
CTO					
10	38:00-under	40:00-under	42:00-under	44:00-under	46:00-under
09	38:01-39:00	40:01-41:00	42:01-43:00	44:01-45:00	46:01-47:00
08	39:01-40:00	41:01-42:00	43:01-44:00	45:01-46:00	47:01-48:00
07	40:01-41:00	42:01-43:00	44:01-45:00	46:01-47:00	48:01-49:00
06	41:01-42:00	43:01-44:00	45:01-46:00	47:01-48:00	49:01-50:00
05	42:01-43:00	44:01-45:00	46:01-47:00	48:01-49:00	50:01-51:00
04	43:01-44:00	45:01-46:00	47:01-48:00	49:01-50:00	51:01-52:00
03	44:01-45:00	46:01-47:00	48:01-49:00	50:01-51:00	52:01-53:00
02	45:01-46:00	47:01-48:00	49:01-50:00	51:01-52:00	53:01-54:00
01	46:01-47:00	48:01-49:00	50:01-51:00	52:01-53:00	54:01-55:00

3.0 MILE WALK(Males)

	AGE 20-29	30-39	40-49	50-59	60+
CTO					
10	36:00-under	39:00-under	41:00-under	43:00-under	45:00-under
09	36:01-37:00	39:01-40:00	41:01-42:00	43:01-44:00	45:01-46:00
08	37:01-38:00	40:01-41:00	42:01-43:00	44:01-45:00	46:01-47:00
07	38:01-39:00	41:01-42:00	43:01-44:00	45:01-46:00	47:01-48:00
06	39:01-40:00	42:01-43:00	44:01-45:00	46:01-47:00	48:01-49:00
05	40:01-41:00	43:01-44:00	45:01-46:00	47:01-48:00	49:01-50:00
04	41:01-42:00	44:01-45:00	46:01-47:00	48:01-49:00	50:01-51:00
03	42:01-43:00	45:01-46:00	47:01-48:00	49:01-50:00	51:01-52:00
02	43:01-44:00	46:01-47:00	48:01-49:00	50:01-51:00	52:01-53:00
01	44:01-45:00	47:01-48:00	49:01-50:00	51:01-52:00	53:01-54:00

PUSH-UPS(Females)

	AGE 20-29	30-39	40-49	50-59	60+
CTO					
10	26	24	22	17	15
09	25	23	21	16	14
08	24	22	20	15	13
07	23	21	19	14	12
06	22	20	18	13	11
05	21	19	17	12	10
04	20	18	16	11	09
03	19	17	15	10	08
02	18	16	14	09	07
01	17	15	13	08	06

PUSH-UPS(Males)

	AGE	20-29	30-39	40-49	50-59	60+
CTO						
10		34	27	21	17	16
09		33	26	20	16	15
08		32	25	19	15	14
07		31	24	18	14	13
06		30	23	17	13	12
05		29	22	16	12	11
04		28	21	15	11	10
03		27	20	14	10	09
02		26	19	13	09	08
01		25	18	12	08	07

BENT KNEE CRUNCHES(Females)

	AGE	20-29	30-39	40-49	50-59	60+
CTO						
10		39	32	28	22	20
09		38	31	27	21	19
08		37	30	26	20	18
07		36	29	25	19	17
06		35	28	24	18	16
05		34	27	23	17	15
04		33	26	22	16	14
03		32	25	21	15	13
02		31	24	20	14	12
01		30	23	19	13	11

BENT KNEE CRUNCHES(Males)

	AGE	20-29	30-39	40-49	50-59	60+
CTO						
10		46	39	35	30	26
09		45	38	34	29	25
08		44	37	33	28	24
07		43	36	32	27	23
06		42	35	31	26	22
05		41	34	30	25	21
04		40	33	29	24	20

03	39	32	28	23	19
02	38	31	27	22	18
01	37	30	26	21	17