

**RESOLUTION NO. 2025-039**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA, ADOPTING THE MEMORANDA OF UNDERSTANDING AND AMENDING PORTIONS OF RESOLUTION NOS. 85-52, 85-53, AND 85-54 AND SUBSEQUENT RESOLUTIONS PERTAINING TO COMPENSATION FOR EMPLOYEE POSITION CLASSIFICATIONS REPRESENTED BY THE CHINO POLICE OFFICERS' ASSOCIATION, CHINO POLICE MANAGERS' ASSOCIATION; CHINO POLICE PROFESSIONAL EMPLOYEES' ASSOCIATION; CHINO CITY HALL CONFIDENTIAL EMPLOYEE ASSOCIATION; EXECUTIVE MANAGEMENT; DEPUTY DIRECTORS; UNREPRESENTED SWORN MANAGEMENT; UNREPRESENTED MANAGEMENT; ELECTED OFFICIALS; AND PART-TIME EMPLOYEES.**

**WHEREAS**, the City Council of the City of Chino adopted Resolution Nos. 85-52, 85-53, and 85-54 and subsequent resolutions to establish changes to salaries, benefits, and terms and conditions of employment for City employees; and

**WHEREAS**, compensation and benefits have been revised for classifications represented by the Chino Police Officers' Association (CPOA), Chino Police Managers' Association (CPMA), Chino Police Professional Employees' Association (CPPEA), Chino City Hall Confidential Employee Association (CCHCEA), Executive Management, Deputy Directors, Unrepresented Sworn Management, Unrepresented Management, and Part-Time Employees; and

**WHEREAS**, the wages, hours, and terms and conditions of employment of affected employees are codified in a variety of City Resolutions, Memoranda of Understanding, Summaries of Benefits, and Agreements; and

**WHEREAS**, one or more of the following agreed upon changes to wages, hours, and terms and conditions of employment may regard subject matter previously set forth in City Resolutions, Memoranda of Understanding, Summaries of Benefits, Agreements, and/or have become prevailing practices which have developed over time; and

**WHEREAS**, to the extent that any of the following changes address subject matters already codified in City Resolutions, Memoranda of Understanding, Summaries of Benefits, Agreements, or defined by prevailing practices, it is the intent of the City that said codified wages, hours, and terms and conditions of employment and those matters defined by prevailing practices, continue in full force and effect subject to modifications described herein; and

**NOW, THEREFORE, BE IT RESOLVED** the City Council of the City of Chino does hereby adopt the attached Memoranda of Understanding and Summaries of Benefits that have been updated to reflect changes as approved effective the first pay period after ratification of the Agreements and approval by the City Council. All provisions apply only to those individuals who are employed by the City of Chino on the day following adoption of this Resolution.

**SECTION 1. PROVISIONS APPLICABLE TO CLASSIFICATIONS REPRESENTED BY**

## **THE CHINO POLICE OFFICERS' ASSOCIATION.**

- A) TERM – July 1, 2025 through June 30, 2027.
- B) 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 to meet that benchmark will be retroactive to the pay period that includes July 1, 2025.
- C) ASSOCIATION HOURS – Forty (40) paid hours are available to attend training sessions, workshops, or other related activities for CPOA business. The use of these hours must be approved by the Chief of Police.
- D) BENEFIT BANK – The total amount will be equal to the premium cost of HMO medical (at the rate equal to Kaiser), dental and vision coverage for family coverage. The amount will be adjusted annually when new rates become effective on December 1<sup>st</sup>. An employee opting out of health coverage will be required to submit an affidavit attesting they have other qualifying group health coverage and provide supporting documentation.
- E) BEREAVEMENT LEAVE – 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 leave shall provide documentation of the death of the qualified family member, if requested by the Chief of Police or their designee.
- F) BILINGUAL PAY – 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. The City reserves the right to modify or discontinue the bilingual pay allowance at any time should it determine the skill is no longer necessary.
- G) CALL BACK PAY – Employees who are not on stand-by and are called back to work during their off-duty hours will receive a minimum of two (2) hours of pay per the Overtime Article. Compensation will be provided regardless of the actual time worked if the total duration of the call back assigned is less than two (2) hours. If the employee's call back assignment extends beyond the two (2) hours, they will be compensated for the actual time worked at the applicable overtime rate.
- H) COMPUTER LOAN PROGRAM – All regular employees who have completed their probationary period are eligible to participate in a Computer Loan Program managed by the Finance Department. Participants must agree to comply with the requirements of the program listed in the CPOA MOU.
- I) EMERGENCY SCHEDULE – The City reserves the right to waive seniority criteria and determine work shift scheduling and vacation assignments as necessary to meet operational needs. This authority may be exercised in cases of emergency and/or temporary situations to ensure adequate staffing and continuity of services.
- J) EQUIPMENT – Upon separation from employment, employees are required to return all City-issued property immediately. Failure to return issued equipment may result in

appropriate action as permitted by law or other applicable measures.

- K) EXAMINATION OF PROMOTIONAL SCORES – Employees having completed a written and interview promotional testing process will be eligible to receive a verbal summary of feedback provided by raters. The verbal summary will be provided by a designated representative from the Executive Management team within the Police Department, who will ensure the feedback is delivered in a constructive and confidential manner.
- L) HAZARD COMPENSATION – One (1) full-time employee will be assigned to Tactical Flight Officer as their primary assignment and 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.
- M) MANAGEMENT RIGHTS – The City retains all rights, powers, and authority to manage, direct, and control its operations, except as specifically limited by the MOU or applicable law. Where required by law, the City agrees, prior to implementation, to meet and confer with the CPOA concerning the impact of the exercise of City rights on wages, hours, and terms and conditions of employment.
- N) MILEAGE REIMBURSEMENT – The City agrees to reimburse employees authorized by the Chief of Police for use of personal automobiles for City business. Vehicle insurance coverage must be provided annually and kept on file with the Human Resources/Risk Management Department to remain eligible for mileage reimbursement.
- O) NO STRIKE PROVISION – During the term of this Agreement, 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 or services or other interference with City operations.
- P) OVERTIME – Overtime earned shall be calculated based on the following: 1.5 times the employee's base hourly rate, plus any applicable Special Pay, plus Hazard Pay, where applicable, plus P.O.S.T. Certificate Pay.
- Q) PROBATIONARY PERIOD – Newly hired or rehired Officers shall serve a minimum probationary period of eighteen (18) months from the official date of hire. Lateral hires shall serve a probationary period of twelve (12) months from their official date of hire. The probationary period may be extended at the discretion of the Chief of Police or designee based on performance evaluations, training requirements, or other relevant factors. The extension may not exceed six (6) months, must be accompanied by a performance evaluation completed within thirty (30) days preceding when the employee's probationary period is due to end.
- R) SALARY ADJUSTMENTS (OVERPAYMENTS, RECOVERY, AND UNDERPAYMENTS) – CPOA agrees to the terms outlined in the MOU regarding adjustments to an employee's salary for overpayments, recovery, and underpayments.
- S) SEPARATION FROM CITY – At the discretion and approval of the Chief of Police, employees may be allowed to extend their last day through use of leave time for up to one (1) pay period beyond that day 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. Qualifying leave time is

defined as vacation, holiday, or comp time. Sick leave usage will be allowed under the terms of Article 59 Sick Leave, and those provisions must be followed for any sick leave usage to be allowed.

- T) 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: A 4/10, 5/8 or other alternative work schedule as determined by the Chief of Police or designee.

## **SECTION 2. PROVISIONS APPLICABLE TO CLASSIFICATIONS REPRESENTED BY THE CHINO POLICE MANAGERS' ASSOCIATION.**

- A) TERM – July 1, 2025 through June 30, 2027.
- B) 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 to meet that benchmark will be retroactive to the pay period that includes July 1, 2025.
- C) ACTING PAY – Acting Duty Pay will be granted as a percentage increase to the employees existing base salary only. The percentage increase will be five percent (5%) and will not be less than the amount equal to the entry level salary of the higher level class for which the employee is performing duties.
- D) BENEFIT BANK – The total amount will be equal to the premium cost of HMO medical (at the rate equal to Kaiser), dental and vision coverage for family coverage. The amount will be adjusted annually when new rates become effective on December 1<sup>st</sup>. An employee opting out of health coverage will be required to submit an affidavit attesting they have other qualifying group health coverage and provide supporting documentation.
- E) BEREAVEMENT LEAVE – 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 leave shall provide documentation of the death of the qualified family member, if requested by the Chief of Police or their designee.
- F) COMPUTER LOAN PROGRAM – All regular employees who have completed their probationary period are eligible to participate in a Computer Loan Program managed by the Finance Department. Participants must agree to comply with the requirements of the program listed in the CPMA MOU.
- G) MANAGEMENT RIGHTS – The City retains all rights, powers, and authority to manage, direct, and control its operations, except as specifically limited by the MOU or applicable law. Where required by law, the City agrees, prior to implementation, to meet and confer with the CPMA concerning the impact of the exercise of City rights on wages, hours, and terms and conditions of employment.
- H) MILEAGE REIMBURSEMENT – Vehicle insurance coverage must be provided annually and kept on file with the Human Resources/Risk Management Department to

remain eligible for mileage reimbursement.

- I) NO STRIKE PROVISION – During the term of this Agreement, 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 or services or other interference with City operations.
- J) RETENTION OF DOCUMENTS – All disciplinary records, internal affairs investigations, and citizen complains 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.
- K) OVERTIME – Overtime earned shall be calculated based on the following: 1.5 times the employee's base hourly rate, plus any applicable Special Pay, plus P.O.S.T. Certificate Pay.
- L) SALARY ADJUSTMENTS (OVERPAYMENTS, RECOVERY, AND UNDERPAYMENTS) – CPMA agrees to the terms outlined in the MOU regarding adjustments to an employee's salary for overpayments, recovery, and underpayments.
- M) SEPARATION FROM CITY – At the discretion and approval of the Chief of Police, employees may be allowed to extend their last day through use of leave time for up to one (1) pay period beyond that day 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. Qualifying leave time 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.
- N) 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: A 4/10, 5/8 or other alternative work schedule as determined by the Chief of Police or designee.

### **SECTION 3. PROVISIONS APPLICABLE TO CLASSIFICATIONS REPRESENTED BY THE CHINO POLICE PROFESSIONAL EMPLOYEES' ASSOCIATION.**

- A) TERM – July 1, 2025 through June 30, 2027.
- B) COST OF LIVING ADJUSTMENT (COLA) – A 2% COLA will be applied to base wages/salary ranges for all represented classifications, effective the first pay period upon ratification of the CPPEA Unit and approval by the City Council; and a 4% COLA will be applied to base wages/salary ranges effective the beginning of the pay period including July 1, 2026.
- C) ADDITIONAL DUTY PAY – An employee who takes on a significant number of extra assignments in an area different than their regularly assigned responsibilities for a period of time greater than two (2) weeks will receive pay in the amount of a five percent (5%) increase in salary to compensate for performing dual functions at the discretion of the Chief of Police. The additional duty pay will be restricted to no more than a twelve (12) month limit. In extenuating circumstances, the Chief of Police may request an

extension of the additional duty pay past the twelve (12) month limit.

- D) **BENEFIT BANK** – The total amount will be equal to the premium cost of HMO medical (at the rate equal to Kaiser), dental and vision coverage for family coverage. The amount will be adjusted annually when new rates become effective on December 1<sup>st</sup>. An employee opting out of health coverage will be required to submit an affidavit attesting they have other qualifying group health coverage and provide supporting documentation.
- E) **BEREAVEMENT LEAVE** – 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 leave shall provide documentation of the death of the qualified family member, if requested by the Chief of Police or their designee.
- F) **BREAKS AND LUNCH** – Public Safety Dispatchers I/II, Crime Analysts, and Police Service Officers I/II working overtime between five (5) and seven (7) consecutive hours shall receive a 20-minute paid break time.
- G) **COMPUTER LOAN PROGRAM** – All regular employees who have completed their probationary period are eligible to participate in a Computer Loan Program managed by the Finance Department. Participants must agree to comply with the requirements of the program listed in the CPPEA MOU.
- H) **DEFERRED COMPENSATION** – Employees will receive a one hundred dollar (\$100) per month City match to their Deferred Compensation Plan provided the employee contributes one hundred dollars (\$100) per month to their City Deferred Compensation account.
- I) **EMOTIONAL SUPPORT CANINE HANDLER** – Whenever a canine is retired from active duty, the canine handler last having the canine shall have the option to purchase the canine pursuant to the applicable canine policy and purchasing agreement.
- J) **HOLIDAYS** – Pertaining to Administrative Assistant, Management Assistant, and Police Training Coordinator: When a City-designated holiday is observed on an employee's scheduled day off, holiday hours will be credited to the employee. The employee is required to initiate contact with their supervisor in writing to request authorization to utilize these banked hours. Any remaining time will be paid out in the final payroll check of each fiscal year.
- K) **MANAGEMENT RIGHTS** – The City retains all rights, powers, and authority to manage, direct, and control its operations, except as specifically limited by the MOU or applicable law. Where required by law, the City agrees, prior to implementation, to meet and confer with the CPPEA Unit concerning the impact of the exercise of City rights on wages, hours, and terms and conditions of employment.
- L) **MILEAGE REIMBURSEMENT** – The City agrees to reimburse employees authorized by the Chief of Police for use of personal automobiles for City business. Vehicle insurance coverage must be provided annually and kept on file with the Human Resources/Risk Management Department to remain eligible for mileage reimbursement.
- M) **ON-CALL PAY** – Employees placed on-call will be guaranteed two (2) hours of straight

time pay for each day of the week, including weekends and holidays. The employee may elect to have this in pay or Compensatory Time Off.

- N) SALARY ADJUSTMENTS (OVERPAYMENTS, RECOVERY, AND UNDERPAYMENTS) – CPPEA Unit agrees to the terms outlined in the MOU regarding adjustments to an employee’s salary for overpayments, recovery, and underpayments.
- O) WORK SCHEDULES – The Chief of Police shall establish work schedules and hours as may be necessary for the efficient and operational needs of the Department or the service needs of the community.
- P) SEPARATION FROM CITY – At the discretion and approval of the Chief of Police, employees may be allowed to extend their last day of employment using qualifying leave for up to one (1) pay period beyond the last day the employee physically reports to work. Qualifying leave is defined as vacation, holiday, floating holiday, personal or comp time. Sick leave will be allowed under the terms of Article 46 of the CPPEA MOU.
- Q) SICK LEAVE HIRING INCENTIVE – New employees will be required to provide proof that the sick leave hours were not cashed out by presenting their last pay stub or written verification from their prior employer’s Payroll Division.
- R) UNIFORM CLEANING ALLOWANCE – Effective August 1, 2025, the City agrees to pay the uniform cleaning allowance of thirty-two dollars and eight cents (\$32.08) per 24 pay periods. For PERS Classic employees, the City shall report to CalPERS the monetary value of uniforms in the amount of thirty-two dollars and eight cents (\$32.08) per 24 pay periods.

**SECTION 4. PROVISIONS APPLICABLE TO CLASSIFICATIONS REPRESENTED BY THE CHINO CITY HALL CONFIDENTIAL EMPLOYEE ASSOCIATION.**

- A) TERM – July 1, 2025 through June 30, 2027.
- B) COST OF LIVING ADJUSTMENT (COLA) – A 2% COLA will be applied to base wages/salary ranges for all represented classifications, effective the first pay period after ratification of the Confidential Unit and approval by the City Council; and a 4% COLA will be applied to base wages/salary ranges effective the beginning of the pay period including July 1, 2026.
- C) ADDITIONAL DUTY PAY – An employee who takes on a significant number of extra assignments in an area different than their regularly assigned responsibilities for a period of time greater than two (2) weeks will receive pay in the amount of a five percent (5%) increase in salary to compensate for performing dual functions at the discretion of the Department Director. The additional duty pay will be restricted to no more than a twelve (12) month limit. In extenuating circumstances, the Department Head may request an extension of the additional duty pay past the twelve (12) month limit.
- D) BENEFIT BANK – The total amount will be equal to the premium cost of HMO medical (at the rate equal to Kaiser), dental and vision coverage for family coverage. The amount will be adjusted annually when new rates become effective on December 1<sup>st</sup>. An employee opting out of health coverage will be required to submit an affidavit attesting they have other qualifying group health coverage and provide supporting documentation.
- E) BEREAVEMENT LEAVE – 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 leave shall provide documentation of the death of the qualified family member, if requested by the Department Head or their designee.

- F) BILINGUAL PAY – Employees are eligible to receive a one hundred and sixty dollar (\$160) bilingual allowance per month (paid over 24 pay periods) for verbal fluency in any language that the Department Director deems necessary other than English, including sign language.
- G) COMPUTER LOAN PROGRAM – All regular employees who have completed their probationary period are eligible to participate in a Computer Loan Program managed by the Finance Department. Participants must agree to comply with the requirements of the program listed in the Confidential MOU.
- H) DEFERRED COMPENSATION – Employees will receive a one hundred dollar (\$100) per month City match to their Deferred Compensation Plan provided the employee contributes one hundred dollars (\$100) per month to their City Deferred Compensation account.
- I) HOLIDAYS – When a City-designated holiday is observed on an employee's scheduled day off, holiday hours will be credited to the employee. The employee is required to initiate contact with their supervisor in writing to request authorization to utilize these banked hours. Any remaining time will be paid out in the final payroll check of each fiscal year.
- J) JOINT LABOR MANAGEMENT COMMITTEE – The City and Confidential Unit may convene a Joint Labor-Management (JLM) Committee from time to time for the purpose of discussing matters of mutual concern that do not involve modifications to the MOU.
- K) MANAGEMENT RIGHTS – The City retains all rights, powers, and authority to manage, direct, and control its operations, except as specifically limited by the MOU or applicable law. Where required by law, the City agrees, prior to implementation, to meet and confer with the Confidential Unit concerning the impact of the exercise of City rights on wages, hours, and terms and conditions of employment.
- L) MILEAGE REIMBURSEMENT – The City agrees to reimburse employees authorized by the Department Director for use of personal automobiles for City business. Vehicle insurance coverage must be provided annually and kept on file with the Human Resources/Risk Management Department to remain eligible for mileage reimbursement.
- M) NOTARY PAY – The City will provide compensation in the amount of one hundred dollars (\$100) per month to up to two (2) employees in the unit designated by the City Manager to perform notary duties. The payment for notary duties will be made biweekly in the amount of forty-six dollars and fifteen cents (\$46.15) for twenty-six (26) pay periods.
- N) RESPONSE TO DOCUMENTS PLACED IN PERSONNEL FILE – Employees, during City Hall business hours, with advance notice to Human Resources and with release time granted by their supervisor, have the right to have access to and copies of any document in their official personnel file.

- O) SALARY ADJUSTMENTS (OVERPAYMENTS, RECOVERY, AND UNDERPAYMENTS) – Confidential Unit agrees to the terms outlined in the MOU regarding adjustments to an employee’s salary for overpayments, recovery, and underpayments.
- P) SEPARATION FROM CITY – At the discretion and approval of the Department Director, employees may be allowed to extend their last day of employment using leave time (vacation, holiday comp, or comp) one (1) pay period beyond that day on which the employee actually reports to work. Sick leave may not be used for extension unless accompanied by a physician’s orders.
- Q) SICK LEAVE HIRING INCENTIVE – New employees will be required to provide proof that the sick leave hours were not cashed out by presenting their last pay stub or written verification from their prior employer’s Payroll Division.

**SECTION 5. PROVISIONS APPLICABLE TO EXECUTIVE MANAGEMENT CLASSIFICATIONS.**

- A) COST OF LIVING ADJUSTMENT (COLA) – A 2% COLA will be applied to base wages/salary ranges for all represented classifications, effective the pay period after Council approval; and a 4% COLA will be applied to base wages/salary ranges effective the beginning of the pay period including July 1, 2026.
- B) ANNUAL PHYSICAL/WELLNESS – Up to one thousand, two hundred dollars (\$1,200) may be provided to employees each fiscal year for reimbursement toward the cost of gym membership, an annual physical, or related out-of-pocket medical expenses as approved by the City Manager. Employees must submit an invoice from the medical provider or proof of gym membership to receive reimbursement.
- C) BENEFIT BANK – The total amount will be equal to the premium cost of HMO medical (at the rate equal to Kaiser), dental and vision coverage for family coverage. The amount will be adjusted annually when new rates become effective on December 1<sup>st</sup>. An employee opting out of health coverage will be required to submit an affidavit attesting they have other qualifying group health coverage and provide supporting documentation.
- D) BEREAVEMENT LEAVE – 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 leave shall provide documentation of the death of the qualified family member, if requested by the City Manager.
- E) BILINGUAL PAY – Employees are eligible to receive a one hundred and sixty dollar (\$160) bilingual allowance per month (paid over 24 pay periods) for verbal fluency in any language that the City Manager deems necessary other than English, including sign language.
- F) COMPUTER LOAN PROGRAM – All executive employees are eligible to participate in a Computer Loan Program managed by the Finance Department. Participants must agree to comply with the requirements of the program listed in the Executive Management Summary of Benefits.

- G) HOLIDAY TIME COMPENSATION BANK – When a City-designated holiday is observed on an employee’s scheduled day off, then said holiday hours will be deposited within a holiday time compensation bank. Any holiday hours remaining in the holiday time compensation bank by the end of the fiscal year will be converted to cash at the employee’s current hourly rate.
- H) PROFESSIONAL MEMBERSHIP DUES AND RELATED MEALS – Each fiscal year, the City shall reimburse each Department Director for dues and for related meeting attendance meals for one (1) of the following organizations: Chino Valley Lions Club, Rotary Club of Chino Valley, Kiwanis Club of Chino, Soroptimists Chino Valley.
- I) RESPONSE TO DOCUMENTS PLACED IN PERSONNEL FILE – Employees, during City Hall business hours, with advance notice to Human Resources have the right to have access to and copies of any document in their official personnel file.
- J) SALARY ADJUSTMENTS (OVERPAYMENTS, RECOVERY, AND UNDERPAYMENTS) – Executive Management to adhere to the terms outlined in the Summary of Benefits regarding adjustments to an employee’s salary for overpayments, recovery, and underpayments.
- K) SEPARATION FROM CITY – At the discretion and approval of the City Manager, employees may be allowed to extend their last day of employment using leave time (vacation, holiday, or management) one (1) pay period beyond that day on which the employee actually reports to work. Sick leave may not be used for extension unless accompanied by a physician’s orders.
- L) SICK LEAVE HIRING INCENTIVE – New employees will be required to provide proof that the sick leave hours were not cashed out by presenting their last pay stub or written verification from their prior employer’s Payroll Division.
- M) VACATION – Newly hired Department Directors are eligible to accrue vacation hours based on their years of service in prior public agencies. The City Manager can authorize newly hired Department Directors up to one hundred and twenty (120) Vacation hours to be available immediately upon hire.

## **SECTION 6. PROVISIONS APPLICABLE TO DEPUTY DIRECTOR CLASSIFICATIONS.**

- A) COST OF LIVING ADJUSTMENT (COLA) – A 2% COLA will be applied to base wages/salary ranges for all represented classifications, effective for the pay period after Council approval; and a 4% COLA will be applied to base wages/salary ranges effective the beginning of the pay period including July 1, 2026.
- B) BENEFIT BANK – The total amount will be equal to the premium cost of HMO medical (at the rate equal to Kaiser), dental and vision coverage for family coverage. The amount will be adjusted annually when new rates become effective on December 1<sup>st</sup>. Any employee opting out of health coverage will be required to submit an affidavit attesting they have other qualifying group health coverage and provide supporting documentation.
- C) BEREAVEMENT LEAVE – 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 leave shall provide

documentation of the death of the qualified family member, if requested by the Department Head.

- D) BILINGUAL PAY – Employees are eligible to receive one hundred and sixty dollars (\$160) per month (paid over 24 pay periods) for verbal fluency in any language that the Department Director deems necessary other than English, including sign language.
- E) CERTIFIED ACCESS SPECIALIST (CASp) CERTIFICATE PAY – Qualifying employees are eligible to receive two hundred and fifty dollars (\$250) per month (paid over 24 pay periods) if they possess a current CASp certificate.
- F) COMPUTER LOAN PROGRAM – Employees are eligible to participate in a Computer Loan Program managed by the Finance Department. Participants must agree to comply with the requirements of the program listed in the Deputy Directors Summary of Benefits.
- G) HOLIDAY TIME COMPENSATION BANK – When a City-designated holiday is observed on an employee's scheduled day off, then said holiday hours shall be deposited within a holiday time compensation bank. Any holiday hours remaining in the holiday time compensation bank by the end of the fiscal year will be converted to cash at the employee's current hourly rate.
- H) MILEAGE REIMBURSEMENT – The City agrees to reimburse employees authorized by the Department Head for use of personal automobiles for City business. Vehicle insurance coverage must be provided annually and kept on file with the Human Resources/Risk Management Department to remain eligible for mileage reimbursement.
- I) RESPONSE TO DOCUMENTS PLACED IN PERSONNEL FILE – Employees, during City Hall business hours, with advance notice to Human Resources have the right to have access to and copies of any document in their official personnel file.
- J) SALARY ADJUSTMENTS (OVERPAYMENTS, RECOVERY, AND UNDERPAYMENTS) – Deputy Directors to adhere to the terms outlined in the Summary of Benefits regarding adjustments to an employee's salary for overpayments, recovery, and underpayments.
- K) SEPARATION FROM CITY – At the discretion and approval of the Department Director, employees may be allowed to extend their last day of employment using leave time (vacation, holiday, or management) one (1) pay period beyond that day on which the employee actually reports to work. Sick leave may not be used for extension unless accompanied by a physician's orders.
- L) SICK LEAVE HIRING INCENTIVE – New employees will be required to provide proof that the sick leave hours were not cashed out by presenting their last pay stub or written verification from their prior employer's Payroll Division.

## **SECTION 7. PROVISIONS APPLICABLE TO UNREPRESENTED SWORN MANAGEMENT CLASSIFICATIONS.**

- A) COST OF LIVING ADJUSTMENT (COLA) – In the event the City authorizes a general salary increase, cost-of-living adjustment (COLA), or other across-the-board base salary increase for employees represented by the Chino Police Managers' Association (CPMA), the same percentage salary adjustment shall be applied concurrently to all

classifications within the Unrepresented Sworn Management group, including Captain, Deputy Chief of Police, and Chief of Police. Any general salary increases, cost-of-living adjustments (COLA), or other across-the-board base salary increases will be applied retroactively to the beginning of the pay period effective July 1, 2025.

- B) ANNUAL PHYSICAL/WELLNESS: For Chief of Police, up to one thousand, two hundred dollars (\$1,200) may be provided to employees each fiscal year for reimbursement toward the cost of gym membership, an annual physical, or related out-of-pocket medical expenses.
- C) BENEFIT BANK – The total amount will be equal to the premium cost of HMO medical (at the rate equal to Kaiser), dental and vision coverage for family coverage. The amount will be adjusted annually when new rates become effective on December 1<sup>st</sup>. Any employee opting out of health coverage will be required to submit an affidavit attesting they have other qualifying group health coverage and provide supporting documentation.
- D) BEREAVEMENT LEAVE – 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 leave shall provide documentation of the death of the qualified family member, if requested by the Department Head.
- E) BILINGUAL PAY – The Chief of Police is eligible to receive a one hundred and sixty dollar (\$160) allowance per month (paid over 24 pay periods) for verbal fluency in any language other than English that the City Manager deems necessary, including sign language.
- F) COMPUTER LOAN PROGRAM – Non-probationary employees are eligible to participate in a Computer Loan Program managed by the Finance Department. Participants must agree to comply with the requirements of the program listed in the Unrepresented Sworn Management Summary of Benefits.
- G) HOLIDAY PAY – 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. To comply with PERS regulations, this special compensation will be reported to PERS as it is earned.
- H) LUNCH (PAID) – The Chief of Police will receive a one (1) hour paid lunch period included in their 10-hour workday.
- I) MILEAGE REIMBURSEMENT – For Deputy Chief of Police and Police Captain, the City agrees to reimburse employees authorized by the Chief of Police for use of personal automobiles for City business. Vehicle insurance coverage must be provided annually and kept on file with the Human Resources/Risk Management Department to remain eligible for mileage reimbursement.
- J) PHYSICAL FITNESS PROGRAM (VOLUNTARY) – Employees shall receive 1-30 hours of pay respectively per fiscal year for demonstration of physical fitness.
- K) PROFESSIONAL MEMBERSHIP DUES AND RELATED MEALS – Each fiscal year, the City shall reimburse the Chief of Police for dues and for related meeting attendance

meals for one (1) of the following organizations: Chino Valley Lions Club, Rotary Club of Chino Valley, Kiwanis Club of Chino, Soroptimists Chino Valley.

- L) SALARY ADJUSTMENTS (OVERPAYMENTS, RECOVERY, AND UNDERPAYMENTS) – Unrepresented Sworn Management to adhere to the terms outlined in the Summary of Benefits regarding adjustments to an employee's salary for overpayments, recovery, and underpayments.
- M) SEPARATION FROM CITY – Employees may be allowed to extend their last day through use of leave time for up to one (1) pay period beyond that day 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. Leave time is defined as vacation, holiday, or management. Sick leave usage will be allowed under the terms of Sick Leave, and those provisions must be followed for any sick leave usage to be allowed.

## **SECTION 8. PROVISIONS APPLICABLE TO UNREPRESENTED MANAGEMENT CLASSIFICATIONS.**

- A) COST OF LIVING ADJUSTMENT (COLA) – A 2% COLA will be applied to base wages/salary ranges for all represented classifications, effective the pay period after Council approval; and a 4% COLA will be applied to base wages/salary ranges effective the beginning of the pay period including July 1, 2026.
- B) BENEFIT BANK – The total amount will be equal to the premium cost of HMO medical (at the rate equal to Kaiser), dental and vision coverage for family coverage. The amount will be adjusted annually when new rates become effective on December 1<sup>st</sup>. Any employee opting out of health coverage will be required to submit an affidavit attesting they have other qualifying group health coverage and provide supporting documentation.
- C) BEREAVEMENT LEAVE – 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 leave shall provide documentation of the death of the qualified family member, if requested by the Department Director.
- D) BILINGUAL PAY – Employees are eligible to receive a one hundred and sixty dollar (\$160) allowance per month (except for eligible Police Records & Evidence Supervisor and Public Safety Dispatch Supervisor who receive a two hundred and forty dollar (\$240) allowance per month) (paid over 24 pay periods) for verbal fluency in any language that the Department Director deems necessary other than English, including sign language.
- E) CERTIFIED ACCESS SPECIALIST (CASp) CERTIFICATE PAY – Qualifying employees are eligible to receive two hundred and fifty dollars (\$250) per month (paid over 24 pay periods) if they possess a current CASp certificate.
- F) COMPUTER LOAN PROGRAM – All non-represented management employees are eligible to participate in a Computer Loan Program managed by the Finance Department. Participants must agree to comply with the requirements of the program listed in the Unrepresented Management Summary of Benefits.

- G) HOLIDAY TIME COMPENSATION BANK – When a City-designated holiday is observed on an employee's scheduled day off, then said holiday hours shall be deposited within a holiday time compensation bank. Any holiday hours remaining in the holiday time compensation bank by the end of the fiscal year will be converted to cash at the employee's current hourly rate.
- H) MILEAGE REIMBURSEMENT – The City agrees to reimburse employees authorized by their Department Head for use of personal automobiles for City business. Vehicle insurance coverage must be provided annually and kept on file with the Human Resources/Risk Management Department to remain eligible for mileage reimbursement.
- I) RESPONSE TO DOCUMENTS PLACED IN PERSONNEL FILE – Employees, during City Hall business hours, with advance notice to Human Resources have the right to have access to and copies of any document in their official personnel file.
- J) SALARY ADJUSTMENTS (OVERPAYMENTS, RECOVERY, AND UNDERPAYMENTS) – Unrepresented Management to adhere to the terms outlined in the Summary of Benefits regarding adjustments to an employee's salary for overpayments, recovery, and underpayments.
- K) SEPARATION FROM CITY – At the discretion and approval of the Department Director, employees may be allowed to extend their last day of employment using leave time (vacation, holiday, or management) one (1) pay period beyond that day on which the employee actually reports to work. Sick leave may not be used for extension unless accompanied by a physician's orders.
- L) SICK LEAVE HIRING INCENTIVE – New employees will be required to provide proof that the sick leave hours were not cashed out by presenting their last pay stub or written verification from their prior employer's Payroll Division.

## **SECTION 9. PROVISIONS APPLICABLE TO ELECTED OFFICIALS.**

- A) ANNUAL PHYSICAL/WELLNESS – Up to one thousand, two hundred dollars (\$1,200) may be provided each fiscal year for reimbursement toward the cost of gym membership, an annual physical, or related out-of-pocket medical expenses. An invoice(s) must be submitted from the medical provider or proof of gym membership to receive reimbursement.
- B) BENEFIT BANK – The total amount will be equal to the premium cost of HMO medical (at the rate equal to Kaiser), dental and vision coverage for family coverage. The amount will be adjusted annually when new rates become effective on December 1<sup>st</sup>. An Elected Official opting out of health coverage will be required to submit an affidavit attesting they have other qualifying group health coverage and provide supporting documentation.
- C) BILINGUAL PAY – Eligible to receive a one hundred and sixty dollar (\$160) allowance per month (paid over 24 pay periods) for verbal fluency in any language that the City Manager deems necessary other than English, including sign language.
- D) COMPUTER LOAN PROGRAM – Elected Officials are eligible to participate in a Computer Loan Program managed by the Finance Department. Participants must agree to comply with the requirements of the program listed in the Elected Officials

Summary of Benefits.

- E) PROFESSIONAL MEMBERSHIP DUES AND RELATED MEALS – Each fiscal year, the City shall reimburse each Elected Official for dues and for related meeting attendance meals for one (1) of the following organizations: Chino Valley Lions Club, Rotary Club of Chino Valley, Kiwanis Club of Chino, Soroptimists Chino Valley.

**SECTION 10. PROVISIONS APPLICABLE TO PART-TIME CLASSIFICATIONS.**

- A) COST OF LIVING ADJUSTMENT (COLA) – A 2% COLA will be applied to base wages/salary ranges for all represented classifications, effective the pay period after Council approval; and a 4% COLA will be applied to base wages/salary ranges effective the beginning of the pay period including July 1, 2026.
- B) ACTING PAY/ADDITIONAL DUTY PAY – Acting Pay will be five percent (5%) above the employee’s current base salary rate or Step “A” of the Acting position Classification, whichever is greater, unless otherwise authorized by the City Manager. An employee who takes on a significant number of extra assignments in an area different than their regularly assigned responsibilities for a period of time greater than two (2) weeks will receive pay in the amount of a five percent (5%) increase in salary to compensate for performing dual functions at the discretion of the Department Director.
- C) BEREAVEMENT LEAVE – 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 leave shall provide documentation of the death of the qualified family member, if requested by the Department Director or their designee.
- D) COMPUTER LOAN PROGRAM – Part-time employees who are assigned on a regular and consistent basis to work thirty (30) hours or more per week are eligible to participate in a Computer Loan Program managed by the Finance Department. Participants must agree to comply with the requirements of the program listed in the Part-Time Employees Summary of Benefits.
- E) MILEAGE REIMBURSEMENT – The City agrees to reimburse employees authorized by their Department Director for use of personal automobiles for City business. Vehicle insurance coverage must be provided annually and kept on file with the Human Resources/Risk Management Department to remain eligible for mileage reimbursement.
- F) SALARY ADJUSTMENTS (OVERPAYMENTS, RECOVERY, AND UNDERPAYMENTS) – Part-time employees to adhere to the terms outlined in the Part-Time Employees Summary of Benefits regarding adjustments to an employee’s salary for overpayments, recovery, and underpayments.

APPROVED AND ADOPTED THIS 15<sup>th</sup> day of July, 2025.

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EUNICE M. ULLOA, MAYOR

ATTEST:

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NATALIE GONZAGA  
CITY CLERK

ATTACHMENTS:

Memoranda of Understanding for:

1. Chino Police Officers' Association
2. Chino Police Managers' Association
3. Chino Police Professional Employees' Association
4. Chino City Hall Confidential Employee Association

Summary of Benefits for:

5. Executive Management
6. Deputy Directors
7. Unrepresented Sworn Management
8. Unrepresented Management
9. Elected Officials
10. Part-Time Employees

State of California            )  
County of San Bernardino ) §  
City of Chino                 )

I, NATALIE GONZAGA, City Clerk of the City of Chino, do hereby certify that the foregoing Resolution was duly adopted by the City Council at a regular meeting held on the 15th day of July 2025 by the following votes:

AYES:            COUNCIL MEMBERS:

NOES:            COUNCIL MEMBERS:

ABSENT:         COUNCIL MEMBERS:

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NATALIE GONZAGA, CITY CLERK