

SIDE LETTER OF AGREEMENT TO THE MEMORANDUM OF UNDERSTANDING

CITY OF TUSTIN  
and  
TUSTIN POLICE SUPPORT SERVICES ASSOCIATION

RECEIVED

OCT 10 2019

TERM: July 1, 2018 to June 30, 2021

HUMAN RESOURCES

The City of Tustin ("City") and the Tustin Police Support Services Association (TPSSA) previously agreed to compensation for Special Assignment Pay, as set forth in the memorandum of understanding (MOU) for the period July 1, 2018 through June 30, 2021. The MOU describes the criteria for Special Assignment Pay, which provides an employee with additional compensation for specific special assignments.

In May 2018, the Police Chief approved the creation of a new specialty assignment of "Discovery Desk" within the Records Unit, a position that is designed to coordinate and manage the increasing volume of discovery requests from the Orange County District Attorney's Office. The Police Department recently conducted an internal testing process for the new Discovery Desk assignment and selected a current Police Records Specialist to transfer to this new role. From the time this new assignment was proposed by Police Department management, the Police Department believed the individual in the Discovery Desk assignment would be entitled to \$100 per month in Special Assignment Pay in accordance with the TPSSA MOU.

During labor negotiations in 2018, the City's negotiating team was unaware of the plans for this new assignment and therefore the TPSSA MOU was not amended to include Discovery Desk as a special assignment that qualifies for additional compensation. However, since it was the Police Department's intent to provide the individual in this assignment with additional compensation, consistent with compensation provided to other assignments that require a testing process, the parties agree it would be appropriate to provide Special Assignment Pay to the Police Records Specialist who competes for and is selected for the Discovery Desk assignment.

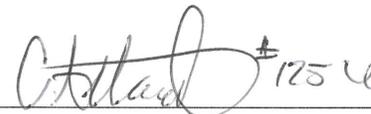
Accordingly, "Discovery Desk" shall be added as new item "e" in the list of Special Assignments in Article 15.A.1. that qualify for additional compensation of \$100 per month. In addition, pursuant to Title 2 CCR, Section 571(a)(4) and 571.1(b)(3), Special Assignment Pay for the Discovery Desk assignment will be reported to CalPERS as special compensation, to the extent legally permissible, as an employee in the Discovery Desk assignment is routinely and consistently assigned to the Police Records Unit.

FOR THE CITY OF TUSTIN

FOR THE TUSTIN POLICE SUPPORT SERVICES  
ASSOCIATION



Derick Yasuda, Director of Human Resources



Connie Attard, President

09.24.19

Date

10/3/19

Date