

MEMORANDUM OF AGREEMENT

Re: 2023 Contract Re-Opener

THIS MEMORANDUM OF AGREEMENT (MOA) is by and between the Lake Forest Park Police Guild (the "Guild") and the City of Lake Forest Park (the "City"), collectively the "parties."

I. RECITALS

The City and the Guild are parties to the Collective Bargaining Agreement, effective January 1, 2022, through December 31, 2024 (the "Agreement"). The parties wish to increase wages and modify other Agreement terms to improve competitive recruitment and retention in the current labor market and address operational issues. Thus, the parties enter this MOA to modify the Agreement's terms.

II. AGREEMENT

IN CONSIDERATION OF the mutual covenants and promises contained herein, the parties agree to the following:

1. Effective upon this MOA's full execution, the Wage Appendix A provided in the Agreement shall be adjusted upward by 5.0%.
2. This one-time, mid-year wage increase responds to the current economic, labor market, and operational circumstances. It has no precedential value and shall not be referenced by either party to assert precedence.
3. Only City employees who are actively employed on the effective date of this MOA are eligible to receive this one-time mid-year wage increase.
4. Effective upon full execution of this MOA, the parties shall incorporate the changes provided in Attachment A to the terms and conditions of the Agreement.
5. Except as described in this MOA, the terms and conditions of the Agreement remain unchanged and in effect per the Agreement's terms.
6. This MOA is effective upon full execution and shall expire on the effective date of a successor to the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as their free and voluntary act on the dates set forth below.

CITY OF LAKE FOREST PARK

LAKE FOREST PARK POLICE GUILD

Jeff Johnson
Mayor of Lake Forest Park

Date

Jerome Walker
Guild President

Date

Attachment A

ARTICLE 6 HOURS OF WORK

- 6.1 For sergeants and patrol officers, 12-hour shifts shall apply which shall be scheduled from: (a) 06:00 to 18:00; (b) 18:00 to 06:00; (c) 15:00 to 03:00; or as otherwise mutually agreed upon. The shift cycle shall be three (3) days on followed by three (3) consecutive days off. This shift cycle may be adjusted to an alternative shift cycle if the Employer provides at least 30 calendar days of notice to the Guild. The shift cycle may also be adjusted to an alternate shift cycle by the employer after furnishing fourteen (14) calendar days' notice to the employee under the following circumstances:
- For an employee's mandatory training, where the shift cycle adjustment affects only the employee attending the training and such adjustment is for a temporary duration; or
 - For special details where the adjustment is only for a temporary duration.

For purposes of this section, "mandatory training" is defined as training required for employee certification, Department accreditation, when required by the Department to fill anticipated specialty assignment vacancies and identified in the annual training plan.

For purposes of this section, a "temporary duration" is defined as a period of time no more than two (2) consecutive shift cycles. Employer-initiated shift cycle adjustments are limited to a total of two (2) shift cycle adjustments per year, per employee. Shift cycle adjustments may not impact any pre-approved time off.

For purposes of this section, "special details" are defined as policing assignments outside of normal patrol functions, created to address criminal activity in the community or other emergent issues. This section shall not displace those assignments which receive overtime funding from an outside entity or state/federal grant funding.

[This Section permits the Police Chief or designee to move commissioned employees to different squads. Commissioned employees may be moved from one squad to another based on the City's operational needs.](#)

7.7 Overtime Awards & Scheduling:

a. General Overtime: All overtime shall be first offered to employees at the top of the overtime list. Employees offered overtime will have twenty-four (24) hours to call in and accept the overtime before the supervisor continues down the list.

b. Short Notice/Emergency Overtime: All overtime with less than a 72-hour notice, such as shift extension or emergency, will be granted to bargaining unit members on a first to accept basis. Agreement by bargaining unit members to fill a short notice overtime need will not alter their status on the General Overtime sign up. An emergency, for purposes of this subsection, is defined as an immediate and unforeseen threat to public safety, e.g. earthquake, plane crash, flood, etc. For short notice overtime, the supervisor will start at the top of the list and proceed down the list until someone is contacted and accepts the overtime. After a short-term overtime assignment has been accepted, the supervisor will offer the next person on the list in order of appearance the next short-term overtime shift. If nobody wants the overtime, the least senior officer will be assigned the overtime.

c. If the short-notice overtime shift is due to start in less than six hours, the Employer may conduct a shift extension as long as the overtime shift does not exceed six (6) hours.

[d. Off-Duty overtime is exempt from this Section and shall be assigned on a first-come, first-served basis. Patrol operations is a priority and commissioned employees cannot take time off below minimum coverage. Support staff \(e.g., detectives, traffic\) is not included in minimum coverage. Commissioned employees shall not create patrol overtime for others by taking an off-duty shift. "Off-duty overtime" is defined as court security detail or overtime reimbursed by third party entities \(i.e., UW sports, Shoreline School District, Shoreline Arts\), except it does not mean work eligible for CJTC backfill reimbursement.](#)

10.12 An employee may transfer any unused sick leave to an employee who is currently on an approved family or medical leave due to a serious health condition ~~who has used up all of their sick leave from a serious illness, injury or accident.~~ Employees cannot receive donated sick leave unless they have exhausted all of their accrued time-off balances (e.g., sick, vacation, kelly hours, floating holiday, and comp time).

a. Donated sick leave cannot be used to restore an employee's negative leave balance.

b. No more than a total of 12 weeks per rolling calendar year is eligible for donation to any one employee.

c. An employee may donate their accrued sick leave when they separate from employment. The donated leave is available to employees for their approved family or medical leave period and up to 60 days following such leave period to use for qualifying occurrences per Section 10.6.

WAGE APPENDIX "A"
2022 - 2024
by and between the
CITY OF LAKE FOREST PARK
and
LAKE FOREST PARK POLICE GUILD

A.1 Effective upon the effective date of this Agreement, the 2021 base wage rate for Commissioned Police Officers shall be increased by 3.0% and the base wage rate for Non- and Special-Commissioned employees shall be increased by 4.0%, resulting in a 2022 base wage rate of:

Classification	Step	Months of Service	Monthly Rate
Records Specialist	A	0 - 12 months	4544
	B	13 - 24 months	4706
	C	25-36 months	4867
	D	37 - 48 months	5026
	E	49 - 60 months	5186
	F	61 + months	5348
Support Services Officer	A	0 - 12 months	4709
	B	13 - 24 months	5046
	C	25-36 months	5381
	D	37 + months	5726
Police Officer	A	0 - 12 months	5754
	B	13 - 24 months	6209
	C	25-36 months	6703
	D	37 + months	7190
Sergeant I - Probationary (95% of Sergeant II)			8081
Sergeant II (18.3% above Police Officer Step D)			8506

A.2 Effective July 1, 2022, the 2022 base wage rate for the Non- and Special-Commissioned employees shall remain the same and the 2022 base wage rate for Commissioned Police Officers shall be increased by a 3.0% market adjustment, resulting in a 2022 base wage rate of:

Classification	Step	Months of Service	Monthly Rate
Records Specialist	A	0 - 12 months	4544
	B	13 - 24 months	4706
	C	25-36 months	4867
	D	37 - 48 months	5026
	E	49 - 60 months	5186
	F	61 + months	5348
Support Services Officer	A	0 - 12 months	4709
	B	13 - 24 months	5046
	C	25-36 months	5381
	D	37 + months	5726
Police Officer	A	0 - 12 months	5927
	B	13 - 24 months	6395
	C	25-36 months	6904
	D	37 + months	7406
Sergeant I - Probationary (95% of Sergeant II)			8323
Sergeant II (18.3% above Police Officer Step D)			8762

A.3 Effective January 1, 2023, the 2022 base wage rate shall be increased by 3.0%, resulting in a 2023 base wage rate of:

Classification	Step	Months of Service	Monthly Rate
Records Specialist	A	0 - 12 months	4680
	B	13 - 24 months	4847
	C	25-36 months	5013
	D	37 - 48 months	5177
	E	49 - 60 months	5342
	F	61 + months	5508
Support Services Officer	A	0 - 12 months	4850
	B	13 - 24 months	5197
	C	25-36 months	5543
	D	37 + months	5898
Police Officer	A	0 - 12 months	6104
	B	13 - 24 months	6587
	C	25-36 months	7111
	D	37 + months	7628
Sergeant I - Probationary (95% of Sergeant II)			8573
Sergeant II (18.3% above Police Officer Step D)			9024

A.4 Effective [June 1, 2023](#), the January 1, 2023, base wage rate shall be increased by [5.0%](#), resulting in a [mid-year 2023](#) base wage rate of:

Classification	Step	Months of Service	Monthly Rate
Records Specialist	A	0 - 12 months	4914
			5089
	B	13 - 24 months	
			5264
	C	25-36 months	
			5436
	D	37 - 48 months	
			5609
	E	49 - 60 months	
			5783
	F	61 + months	
			5093
Support Services Officer	A	0 - 12 months	
			5457
	B	13 - 24 months	
			5820
	C	25-36 months	
			6193
	D	37 + months	
			6409
Police Officer	A	0 - 12 months	
			6916
	B	13 - 24 months	
			7467
	C	25-36 months	
			8009
	D	37 + months	
			9002
Sergeant I - Probationary (95% of Sergeant II)			9475
Sergeant II (18.3% above Police Officer Step D)			

A.5 Effective January 1, 2024, the [mid-year](#) 2023 base wage rate shall be increased by 3.0%, resulting in a 2024 base wage rate of:

Records Specialist	A	0 - 12 months	5061
	B	13 - 24 months	5242
	C	25-36 months	5422
	D	37 - 48 months	5600
	E	49 - 60 months	5777
	F	61 + months	5957
Support Services Officer	A	0 - 12 months	5246
	B	13 - 24 months	5621
	C	25-36 months	5994
	D	37 + months	6378
Police Officer	A	0 - 12 months	6601
	B	13 - 24 months	7124
	C	25-36 months	7690
	D	37 + months	8250
Sergeant I - Probationary (95% of Sergeant II)			9272
Sergeant II (18.3% above Police Officer Step D)			9759