

Memorandum of Understanding
to the Agreement by and between City of Kirkland and
Kirkland Police Guild Commissioned Staff

July 4th Staffing

This Memorandum of Understanding (MOU) is entered into to document the mutual agreement between the City of Kirkland, Washington ("City" or "Employer") and the Kirkland Police Guild – Commissioned Staff ("Guild"). This MOU supplements and modifies the parties' 2023-2025 Collective Bargaining Agreement ("CBA").

- (1) The parties' CBA, Section 6.7.1, addresses "Leave Considerations," specifically as it relates to July 4 and December 31. It currently states:

6.7.1 Employee leave will not be granted on July 4th (Patrol and Traffic, all shifts) & December 31st (Patrol swing shift & Patrol night shift). However, on the years in which July 4th falls on a Thursday, which is an overlap day under the current schedule as outlined in Article 6.1.5 of the CBA, the following procedures apply: If the City is having a 4th of July parade and/or fireworks show, overtime will be posted for one week for the parade and the fireworks show by the first Monday in June. At the end of this posting, any openings will be filled by on-duty personnel working at their normal holiday pay rate. Once it is determined how many on duty personnel will be needed to fill these openings, personnel may request leave time which will be granted by seniority. Those on-duty employees who are assigned to work the parade and/or fireworks show may continue to work the rest of their shift or request leave time when the assignment ends if staffing allows. Leave will not be approved that would lower overall staffing below 2 + 10 across all shifts, not at the squad level. If the City is not having a 4th of July organized celebration, personnel may request leave time which will be granted by seniority across shifts, not at the squad level. Leave will not be approved that would lower overall staffing for any shift below 2 + 10. On the years in which December 31st falls on a Thursday, which is an overlap day under the current schedule as outlined in Article 6.1.5 of the CBA, personnel may request leave time which will be granted by seniority across shifts, not at the squad level. Leave will not be approved that would lower overall staffing for any shift below 2+10.

- (2) The parties' CBA, Section 11.3, addresses "Holiday Observance." Germane to this MOU, that section currently states:

11.3 **HOLIDAY OBSERVANCE** All non-essential employees are required to take the holiday off on the city observed day, unless authorized in this contract. Employees required to take the day off can utilize Holiday bank hours or Compensatory Time bank hours.


- (3) In an effort to ensure that the Department has the necessary staffing to fill required traffic and safety posts for the July 4th parade, the parties agree to replace Section 6.7.1 of the current CBA with the following provision, with the modifications shown in red:

6.7.1 Employee leave will not be granted on July 4th (Patrol and Traffic, all shifts) & December 31st (Patrol swing shift & Patrol night shift). **For the July 4 holiday, non-essential personnel who would normally be required to take the holiday off are allowed to volunteer for posted overtime, as authorized by the Chief or designee. When non-essential personnel volunteer for overtime hours during their normal work hours, they will be paid at the holiday pay rate for hours worked and utilize holiday leave or comp time for the remainder of their workday. When non-essential personnel volunteer for overtime hours outside their normal**

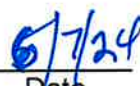
workday, they will utilize holiday leave or comp time for their normal work hours and then be paid at the holiday pay rate for their overtime hours. On the years in which July 4th falls on a Thursday, which is an overlap day under the current schedule as outlined in Article 6.1.5 of the CBA, the following procedures apply: If the City is having a 4th of July parade and/or fireworks show, overtime will be posted for one week for the parade and the fireworks show by the first Monday in June. At the end of this posting, any openings will be filled by on-duty personnel working at their normal holiday pay rate. Once it is determined how many on duty personnel will be needed to fill these openings, personnel may request leave time which will be granted by seniority. Those on-duty employees who are assigned to work the parade and/or fireworks show may continue to work the rest of their shift or request leave time when the assignment ends if staffing allows. Leave will not be approved that would lower overall staffing below 2 + 10 across all shifts, not at the squad level. If the City is not having a 4th of July organized celebration, personnel may request leave time which will be granted by seniority across shifts, not at the squad level. Leave will not be approved that would lower overall staffing for any shift below 2 + 10. On the years in which December 31st falls on a Thursday, which is an overlap day under the current schedule as outlined in Article 6.1.5 of the CBA, personnel may request leave time which will be granted by seniority across shifts, not at the squad level. Leave will not be approved that would lower overall staffing for any shift below 2+10.

- (4) This MOU may be executed in counterparts and, when signed by all parties, shall be binding upon the parties. Transmission of this MOU by email showing a parties' original signature shall be considered an original signature and shall be binding upon the signatory.
- (5) The parties acknowledge and agree to the terms and conditions set forth in this MOU as evidenced by the signatures of the applicable parties below.
- (6) This MOU is effective immediately upon signature by all representatives, and it will expire upon the effective date of the successor agreement to the parties' 2023-2025 Collective Bargaining Agreement.

CITY OF KIRKLAND



Kurt Triplett
City Manager



Date

**KIRKLAND POLICE GUILD
COMMISSIONED STAFF**




Brian Frankeberger (May 30, 2024 14:42 PDT)
Brian Frankeberger
Guild President

May 30, 2024


Date

APPROVED AS NEGOTIATED



Julie Underwood (May 21, 2024 11:35 PDT)
Human Resources Director

APPROVED AS TO FORM



Darcey Eilers (May 21, 2024 11:15 PDT)
Sr. Assistant City Attorney