

MEMORANDUM OF UNDERSTANDING

This Memorandum of understanding (MOU) is entered into between the City of Salem (City) and the 911 Professional Communication Employees' Association (PCEA).

The desire of the city with this MOU is to establish additional language around the Certified Training Officers (CTO) program and to update current language within the PCEA Collective Bargaining Agreement (CBA). Specifically, this MOU changes PCEA CBA language within Article 15.3(F), Working in a Higher Classification.

Both parties agree that the intention of this MOU is to clarify the CTO program and update language within the CBA.

Both parties agree to the following beginning immediately:

1. Below is the current and updated PCEA CBA language within Article 15.3(F) Working in a Higher Classification.

Current Article 15.3(F):

- a. **15.3(F)** Communications Training Officers (CTO's) who are selected and trained in a department approved training program will receive two and a half percent (2.5%) of their regular rate of pay for all hours worked. Employees will be notified in writing of their CTO status after completion of the training program.

CTO's will receive an additional two and a half percent (2.5%) when they have a trainee assigned. Employees who are not CTO's but are assigned a trainee will be paid their regular rate of pay plus five percent (5%) for all hours spent in training of a trainee.

Updated Article 15.3(F):

- a. **15.3(F)** Communications Training Officers (CTO's) who are selected and trained in a department approved training program will receive the "Training Planner Incentive" which is two and a half percent (2.5%) of their regular rate of pay for all hours. Employees will be notified in writing of their acceptance into the CTO program. CTO's will receive an additional two and a half percent (2.5%) on all hours worked while assigned a trainee, which will be recorded by the CTO on their bi-weekly timecard.

Employees who are not CTO's but are assigned a trainee for more than eighty (>80) hours will receive "Training Planner Incentive" which is two and a half percent (2.5%) of their regular rate of pay for all hours when assigned a trainee. In addition to the training planner incentive, they will record CTO premium pay of two and a half percent (2.5%) on all hours worked while assigned a trainee, on their bi-weekly timecard.

Employees who are not CTO's but are training for less than eighty (<80) hours will be paid their regular rate of pay plus five percent (5%) for all hours spent in training of a trainee and or completing a training assignment, which will be recorded by the CTO on their bi-weekly timecard.

2. The above agreement is intended to be adopted into the existing PCEA collective bargaining agreement.

Signed by: *Lisa Breitbach* 8/31/2024
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On behalf of PCEA Date
Lisa Breitbach, President

DocuSigned by: *Krishna Namburi* 9/1/2024
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On behalf of the City of Salem Date
Krishna Namburi, Deputy City Manager

Signed by: *Mike Niblock* 8/31/2024
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On behalf of the City of Salem Date
Mike Niblock, Fire Chief