

MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF MOUNT VERNON AND
THE MOUNT VERNON POLICE SERVICES GUILD

1. This is a Memorandum of Understanding (MOU) entered into between the City of Mount Vernon and the Mount Vernon Police Services Guild. The City and the Guild enter into this MOU for purposes of changing existing Hours of Work for shift assignments within the Records Division.
2. Section 10.1 of the existing Collective Bargaining Agreement (CBA) provides that employees who work eight (8) hour shifts and employees who work eight (8) hours shall work five consecutive days and have two consecutive days off. Employees who work ten (10) hour shifts, shall work four consecutive days and have three consecutive days off.
3. This agreement applies to full-time Record Specialist positions so the part-time is not affected and remains under the existing conditions and scheduling practice.
4. Both parties have agreed that working ten (10) hour shifts has mutual value and for optimal coverage two ten (10) hour shift configurations are needed. One configuration will consist of four ten (10) hour work periods with three consecutive days off. The second will consist of four ten (10) hour work periods with three split days off.

Shift rotations are as follows:

- a. Shift 1 - Sunday through Wednesday, 6:30am to 5:00pm
 - b. Shift 2 - Wednesday through Saturday, 6:30am to 5:00pm
 - c. Shift 3 - Monday, Tuesday, Wednesday, Friday, 6:30am to 5:00pm
 - d. Shift 4 - Monday, Wednesday, Thursday, Friday, 6:30am to 5:00pm
 - e. Shift 5 – Tuesday, Wednesday, Thursday, Friday, 6:30am to 5:00pm
 - i. Shift 5 is currently vacant
5. The parties agree to a trial period starting from the date of this agreement. The initial shift rotation will consist of the trial period conditional on each shift being filled voluntarily. Following the trial period, shift rotations will occur every six (6) months. Two employees may agree to continue an additional six (6) months on their same rotations if approved by the Records Manager. If at any time the designated shifts cannot be filled voluntarily, the Records Manager will establish a rotation and assign employees to rotate through each shift every twelve (12) weeks.
 6. Section 10.1.1 of the existing CBA defines the Work Period as a forty hour (40.0) work week plus .5 hour unpaid meal break.
 7. Employees assigned eight or ten hour shift schedules shall be compensated at the overtime rate for any hours worked beyond their normally scheduled shift as defined in Article 10.1.2 – Overtime.
 8. The parties agree that minimum staffing Monday through Friday for Records Specialists is two (2). An exception will be made for a one (1) Records Specialist

minimum, on a single weekday, to accommodate training, vacation overlap and/or other operational priority.

9. In the event a Records Specialist will be absent for one month or greater, the parties agree each shift rotation may revert from four (4), ten (10) hour days to the eight (8) hour five (5) day work week with two consecutive days off.

10. The trial period for this agreement begins with the signing of the agreement or when the contract negotiations begin, whichever comes first, and will continue through 12/31/2020 unless the parties agree otherwise.



2/22/2020

Chris Cammock, Interim Police Chief Date
City of Mount Vernon



2/22/2020

Ben Green, President Date
Mount Vernon Police Services Guild



2/26/2020

Erin Keator, HR Director Date
City of Mount Vernon