

### **Parking Enforcement Addendum**

#### **Parade Schedules<sup>1</sup>**

1. Parking Code Enforcement Officers scheduled start to work between 0800 and 1200 hours on the Saturday during the week of the Starlight and/or Rose Festival parades who elect to take the day off will be permitted to elect one of the following:
  - A. With the approval of their supervisor, may change their schedules in the FLSA work week affected by parade events.
  - B. Use accrued Vacation Leave, Compensatory Time or a deferred or postponed holiday.
  - C. Elect to take the day off without pay.
2. If the Officer elects 1 (A), contractual overtime, other than required by the FLSA, shall be waived.
3. If the Officer elects 1 (C), the Officer will not realize a reduction of benefits or accruals.
4. If second shift officers elect 1(A), and the operational needs require an earlier shift start time, they will receive second shift premium pay.
5. Employees can change shift assignment by seniority as long as the Officer is currently performing that duty or is on the designated relief list for the position opening. Example: Scooter opening - employee requesting shift would need to currently be a Scooter Officer or on the Scooter Relief list.
6. The Division will determine minimum and maximum staffing requirements for each parade day.
7. This Agreement shall be in effect until such time that either party provides written notice to the other party of their wish to terminate this Agreement. Such termination will take effect 30 days after receipt of the written notice.

#### **Holiday Schedules<sup>2</sup>**

1. It applies to Parking Code Enforcement Officers whose regularly scheduled day off falls on the day one of the holidays listed in Article 15.1 is observed and, would observe the holiday on either the last scheduled work day before or the first scheduled work day after the holiday as provided in Article 15.1.3.
2. Based on staffing needs, these Officers may volunteer to work on what would otherwise be their observed holiday under Article 15.1.3

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<sup>1</sup> Bargaining Note: Current LOA dated May 15, 2012

<sup>2</sup> Bargaining Note: Current LOA dated July 24, 2012

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3. Division management will set the number of these Officers needed to work.
4. Officers who volunteer to work on what would be their observed holiday will be paid at their regular rate of pay.
5. The paid holiday hours to which the employee is entitled will be postponed.
6. Postponed holidays will be used in accordance with Article 15.2.
7. Postponed holidays will be accrued in a different account than deferred holidays

### Thanksgiving Holiday Schedule

1. Division employees represented by the Union who work on the day after Thanksgiving will be paid in accordance with Article 15.2.
2. The Division may change an employee's scheduled working hours, i.e., shift, on the day after Thanksgiving to meet staffing needs. Any such change may be made without regard to the schedule change notification and/or duration requirements in Article 7.1 and the emergency shift change premium in Article 7.4.
3. An employee regularly scheduled to start work between 0930 and 1200 hours on the day of an observed holiday who voluntarily changes her/his regular starting time shall not receive shift premium.
4. For an employee who is regularly scheduled to work on the day a holiday is observed and whose work schedule requires a schedule change, the employee can volunteer to change her/his work starting time by seniority if qualified for the assignment. Example: Scooter opening - employee requesting shift would need to currently be a Scooter Officer or on the Scooter Relief list.
5. If required to change shift assignment, employees on second shift will receive a second shift premium regardless of shift starting time. Such required shift assignments will be assigned by the least senior qualified employee.

### Earlier Start for Operational Need<sup>3</sup>

1. If there is an operational need such as the unscheduled absence of a Parking Code Enforcement Officer or an unplanned special enforcement request, management may request a Parking Code Enforcement Officer to start their work day earlier than scheduled. If the Parking Code Enforcement Officer agrees to the request, it will be done without regard to the schedule change notification requirements of Article 7.1 or the emergency work scheduling provisions of Article 7.4.

### Rest and Meal Breaks for Parking Enforcement Officers

1. Parking Enforcement Officers will receive two paid thirty (30) minute breaks per day, regardless of length of scheduled shifts.

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<sup>3</sup> Bargaining Note: Current LOA dated July 24, 2012. Reformatted for reading.

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2. Walking deputies will be allowed "travel time" if they take their lunch in a City facility.
3. If there is an operational need such as a staff meeting, committee meeting, training, or Field Enforcement Work, a Parking Code Enforcement Officer, with supervisor approval, may combine one (1) rest break per shift with their lunch period, and take the lunch period outside of the timeframe established for their shift.<sup>4</sup>

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<sup>4</sup> Bargaining Note: Current LOA January 6, 2013.