

June 18, 2024

TO: Rebecca Poirier, City Clerk

FROM: Ian Dailey, Deputy City Manager

RE: **MANAGEMENT AND TORRANCE POLICE COMMANDERS ASSOCIATION (TPCA) LETTER OF AGREEMENT REGARDING MERIT PAY**

Management and Torrance Police Commanders Association met and have reached agreement as noted on the attached document. Section 14.8.14 b if the Torrance Municipal Code reads:

"If agreement is reached by management and a recognized employee organization or recognized employee organizations, on matters subject to approval by the City Council, they shall jointly prepare written and signed memorandum of such understanding and present it to the City Council for determination. ***If agreement is reached on matters not subject to approval by the City Council, those conferring shall jointly prepare a written and signed memorandum of such agreement which shall be filed with the City Clerk.***"

Pursuant to the last sentence of the above paragraph, the City Manager's Office is filing the attached agreement with your office.

Management

Torrance Police Commanders Association

/s/ Jeremiah Hart

/s/ Dan Moreno

/s/ Ian Dailey

/s/ TBD **CODY CHARLEY**

The Joint Agreement between the City of Torrance and Torrance Police Commanders Association Regarding Merit Pay reads as follows:

Article 2 entitled "Wage Provisions" subsection 2.1 entitled "Pay Ranges and Classification" is amended to read in its entirety:

***ARTICLE 2 WAGE PROVISIONS**

SECTION 2.1 PAY RANGES AND CLASSIFICATIONS

A) Employees in the classification of Police Lieutenant on or after July 22, 2019:

Effective July 7, 2019

Classification	Step	Hourly Rate	Biweekly Rate	Monthly Rate	Annual Rate
Police Lieutenant	1	69.62	5,570	12,067	144,810

Effective July 5, 2020

Classification	Step	Hourly Rate	Biweekly Rate	Monthly Rate	Annual Rate
Police Lieutenant	1	71.36	5,709	12,369	148,429

Effective July 4, 2021

Classification	Step	Hourly Rate	Biweekly Rate	Monthly Rate	Annual Rate
Police Lieutenant	1	73.50	5,880	12,740	152,880

Effective July 3, 2022

Classification	Step	Hourly Rate	Biweekly Rate	Monthly Rate	Annual Rate
Police Lieutenant	1	74.97	5,998	12,995	155,938

B) Employees in the classification of Police Lieutenant before July 22, 2019 qualify for the Merit Pay Plan outlined in Section 3.5 with the below pay ranges:

Effective July 7, 2019

Classification	Basis	Minimum	Maximum
Police Lieutenant	Monthly	12,067	12,551

Effective July 5, 2020

Classification	Basis	Minimum	Maximum
Police Lieutenant	Monthly	12,369	12,865

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Effective July 4, 2021

Classification	Basis	Minimum	Maximum
Police Lieutenant	Monthly	12,740	13,250

Effective July 3, 2022

Classification	Basis	Minimum	Maximum
Police Lieutenant	Monthly	12,995	13,515

Article 3 entitled 'Special Compensation Provisions' is edited to delete subsection 2.3 entitled 'Longevity Steps' in its entirety:

'ARTICLE 3 SPECIAL COMPENSATION PROVISIONS

SECTION 3.5 MERIT PAY PLAN (ONLY FOR THOSE IN CLASS PRIOR TO JULY 22, 2019)

A) Overview

The Merit Pay Plan is based on the following principles and practices:

- 1) Funding for the Merit Pay Plan shall be based on the 1% Manager Cost Factor from the Proposed Budget Labor Compensation Report, adjusted for vacancies.
- 2) Each January 1, the City will appropriate a dollar amount equal to the value of two (2) times the 1% Manager Cost Factor to fund the TPCA Merit Pay Plan.
- 3) The Police Chief shall have the final authority to determine which employees receive a Merit Pay increase. The decision of the Chief is final and is not grievable.
- 4) As part of the Merit Pay Plan, the Police Department will utilize the Management Employee Appraisal Review form (Merit Pay Plan) to evaluate Lieutenants.
- 5) To qualify for Merit Pay, an employee must receive a minimum overall rating of "Meets Expectations."
- 6) The availability of Merit Pay does not imply that funds will be fully expended. Any remaining amount in the Merit Pay Plan shall be returned to the General Fund.

B) Goal and Objective Setting Process

The goal and objective setting process is a key factor of the Merit Pay Plan. Goals and objectives must reflect the direction of the Police Department, be understood by the employee, and be attainable and measurable. To facilitate the mutual setting of goals, the employee and the rater shall use the following approach:

- 1) Captains shall review with the Police Chief the broad terms the goals and objectives that are being proposed for their command prior to meeting with the

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Lieutenant. This review shall be in conjunction with the setting of department goals and objects and development of the budget work plan.

- 2) The Lieutenant should be given a minimum of two weeks notice of the pending performance review.
- 3) During this time period, both the Lieutenant and the Captain shall independently set future goals and objectives that fit the department's and the City's business strategies, and assess accomplishments set at the prior performance review.
- 4) During the performance review goals and objectives are arrived at for the new fiscal year, and a review of prior year accomplishments completed.
- 5) Captains shall forward the Lieutenant performance reviews to the Police Chief. The Police Chief will review the performance reviews and based on the overall rating determine eligibility for the Merit Pay.
- 6) Assessment of achieving established goals and objectives is a year round process. Attainment of goals and objectives shall be discussed with the employee from time to time during the year to review mitigating circumstances to established goals, provide for reprioritization if needed, or to refocus direction of the employee due to changed circumstances.

C) Merit Pay Plan Matrix

- 1) The Police Chief may award Merit Pay within the range established in Section 2.1.

These changes to the Torrance Police Commanders Association MOU are effective on the dates noted above.


Signed 18th day of June 2024.


Management

Torrance Police Commanders Association


 Aram Chaparyan
 City Manager

 8/26/2024
 Dan Moreno
 President


 Ian Dailey
 Deputy City Manager

 8/27/24
~~TPO~~ CODY CHARLEY
 Vice President