

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: City Manager – Adopt RESOLUTIONS regarding Employee Assistance Program for Torrance Police Officers Association (TPOA), Torrance Police Commanders Association (TPCA) and Safety Management Employees and CALPERS Audit Compliance for TPOA and TPCA. Expenditure: \$5,621

RECOMMENDATION

Recommendation of the City Manager that City Council adopt:

1. Adopt a **RESOLUTION** pursuant to Memorandum of Understanding (MOU) amending Resolution 2011-53 setting forth hours, wages and working conditions for employees represented by the Torrance Police Officers Association (TPOA) implementing Employee Assistance Program (EAP) and updating the benefits section of the MOU to comply with CALPERS audit finding requirements related to uniforms; and
2. Adopt a **RESOLUTION** pursuant to Memorandum of Understanding (MOU) amending Resolution No. 2011-52 setting forth hours, wages and working conditions for employees represented by the Torrance Police Commanders Association (TPCA) implementing Employee Assistance Program (EAP) and updating the benefits section of the MOU to comply with CALPERS audit finding requirements related to uniforms; and
3. An **RESOLUTION** amending Resolution No. 2011-65 setting forth hours, wages and working conditions for Safety Management Employees implementing Employee Assistance Program (EAP).

Funding

Available in the Torrance Police Department Operating Budget.

BACKGROUND/ANALYSIS

Employee Assistance Program

The City provides all employees besides employees represented by the Torrance Police Officers Association (TPOA) and Torrance Police Commanders Association (TPCA), with an Employee Assistance Program (EAP). During prior negotiations, TPOA and TPCA elected to administer their own employee assistance programs and received funding per employee as part of their negotiated collective bargaining agreements. In mid 2011, the TPOA Board decided to cancel its EAP plan due to underutilization and a higher cost than the City's plan. Once City staff became aware of the lack of an EAP plan for police personnel, discussion followed to seek ways to cover all employees. TPOA requested that the City include all police personnel as part of City paid coverage. The City currently pays \$2.11 to cover each employee as part of the City's employee assistance plan. The amount charged is the same as for all other City employees currently covered through the Horizon Health EAP

program. Staff recommends including the police safety personnel in the EAP plan, however, further discussion is required regarding future coverage once the current safety collective bargaining agreements expire in December of 2013.

The City's EAP plan is administered through Horizon Health. According to the plan, employees can confidentially address and resolve their day-to-day personal and workplace challenges—resulting in a more focused and productive workforce. The City's current plan provides up to 5 face-to-face sessions per employee and household member per issue per year. Counseling services are provided at no charge to employees and their household members. Horizon also offers short-term counseling on all aspects of life, including:

- Difficulties in Relationships
- Emotional/Psychological Issues
- Stress & Anxiety Issues with Work or Family
- Alcohol & Drug Abuse
- Personal & Life Improvement
- Legal or Financial Issues
- Depression
- Childcare Issues
- Eldercare Issues
- Grief Issues

Once your Honorable Body approved the attached Resolutions, City staff will work with Horizon Health to update the current agreement to include the additional City employees.

CALPERS Audit Compliance

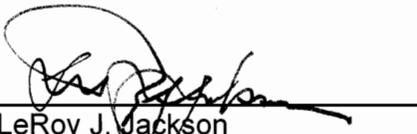
In 2010, the California Public Employees Retirement System (CALPERS) conducted a routine audit. As a result of the audit, the City is required to implement changes to employee contracts to comply with CALPERS regulations. The main change impacting TPOA and TPCA is the reporting of uniform allowance as persable income earned for retirement calculations. With the new amendment to the MOUs, employees who use the uniform voucher will have the benefit calculated as part of their retirement income. The current amount of the uniform voucher given to eligible employees is \$110 per fiscal year. This change has a minimal impact on the Police Department's operating budget.

Respectfully submitted,

LeROY J. JACKSON
CITY MANAGER

By 
Aram Chaparyan
Assistant to the City Manager

CONCUR:


LeRoy J. Jackson
City Manager

Attachment A: TPOA Supplemental #1
Attachment B: TPCA Supplemental #1
Attachment C: Safety Management Amendment #1

**MEMORANDUM OF UNDERSTANDING
TORRANCE POLICE OFFICERS ASSOCIATION
(TPOA)**

2011 – 2013

SUPPLEMENTAL #1

**A SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING SETTING FORTH THE HOURS,
WAGES AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY TORRANCE
POLICE OFFICERS ASSOCIATION (TPOA)**

An agreement of the undersigned representatives of the Torrance Police Officers Association (TPOA) and the representatives of the City of Torrance (City) that:

The attached Resolution is recommended to the City Council for adoption in its entirety. It covers wages, hours and working conditions effective February 28, 2012 and was reached through agreement of the undersigned parties.

Signed this ____ day of February, 2012.

Management

TPOA



RESOLUTION NO. 2012-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE
AMENDING RESOLUTION NO. 2011-53 SETTING CHANGES REGARDING
FORTH HOURS, WAGES AND WORKING CONDITIONS FOR EMPLOYEES
REPRESENTED BY THE TORRANCE POLICE OFFICERS ASSOCIATION
(TPOA)**

The City Council of the City of Torrance does hereby resolve as follows:

SECTION I

That Resolution No. 2011-53 is hereby amended.

SECTION II

The following agreement between representatives of Management and the representatives of the Torrance Police Officers Association (TPOA) is hereby amended as follows:

Effective February 28, 2012

ARTICLE 13 – AMENDMENTS

SECTION 13.1 AMENDMENT TO SECTION 6.1 – EMPLOYEE INSURANCE

ARTICLE 6 – BENEFITS

SECTION 6.1 EMPLOYEE INSURANCE

C) Long Term Disability Insurance / Employee Assistance Program

The City shall contribute \$10 per month per employee for long term disability insurance premium payments ~~and for the employee assistance program~~. Effective February 28, 2012, the City will provide employee assistance program.

ADD:

SECTION 6.5 UNIFORM ALLOWANCE

A) Employees assigned to bureaus/divisions required uniforms are allowed replacement for their uniforms of up to \$110.00 per year. This allowance is given in the form of a voucher and has no cash value if not used. Once used, it is considered part of the employee's PERS-able income and should be reported to PERS as such.

SECTION III SEVERABILITY

If any section, subsection, sentence, clause or phrase of this resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction such decision shall not affect the validity of the remaining portions of the Resolution. The City Council hereby declares that it would have passed this resolution and each section, subsection, sentence,

clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

Introduced, approved and adopted this _____ day of February, 2012.

Mayor Frank Scotto

APPROVED AS TO FORM:
JOHN FELLOWS III, City Attorney

ATTEST:

By _____
Patrick Q. Sullivan, Assistant City Attorney

Sue Herbers, City Clerk

**MEMORANDUM OF UNDERSTANDING
TORRANCE POLICE COMMANDERS ASSOCIATION
(TPCA)**

2011 – 2013

SUPPLEMENTAL #1

**A SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING SETTING FORTH THE HOURS,
WAGES AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY TORRANCE
POLICE COMMANDERS ASSOCIATION (TPCA)**

An agreement of the undersigned representatives of the Torrance Police Commanders Association (TPCA) and the representatives of the City of Torrance (City) that:

The attached Resolution is recommended to the City Council for adoption in its entirety. It covers wages, hours and working conditions effective February 28, 2012 and was reached through agreement of the undersigned parties.

Signed this ____ day of February, 2012.

Management

TPCA



RESOLUTION NO. 2012-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE
AMENDING RESOLUTION NO. 2011-52 SETTING CHANGES REGARDING
FORTH HOURS, WAGES AND WORKING CONDITIONS FOR EMPLOYEES
REPRESENTED BY THE TORRANCE POLICE COMMANDERS
ASSOCIATION (TPCA)**

The City Council of the City of Torrance does hereby resolve as follows:

SECTION I

That Resolution No. 2011-52 is hereby amended.

SECTION II

The following agreement between representatives of Management and the representatives of the Torrance Police Commanders Association (TPCA) is hereby amended as follows:

Effective February 28, 2012

ARTICLE 13 – AMENDMENTS

SECTION 13.1 AMENDMENT TO SECTION 6.1 – EMPLOYEE INSURANCE

ARTICLE 6 – BENEFITS

SECTION 6.1 EMPLOYEE INSURANCE

C) Long Term Disability Insurance / Employee Assistance Program

The City shall contribute \$10 per month per employee for long term disability insurance premium payments ~~and for the employee assistance program~~. Effective February 28, 2012, the City will provide employee assistance program.

ADD:

SECTION 6.6 UNIFORM ALLOWANCE

A) Employees assigned to bureaus/divisions required uniforms are allowed replacement for their uniforms of up to \$110.00 per year. This allowance is given in the form of a voucher and has no cash value if not used. Once used, it is considered part of the employee's PERS-able income and should be reported to PERS as such.

SECTION III SEVERABILITY

If any section, subsection, sentence, clause or phrase of this resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction such decision shall not affect the validity of the remaining portions of the Resolution. The City Council hereby

declares that it would have passed this resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

Introduced, approved and adopted this _____ day of February, 2012.

Mayor Frank Scotto

APPROVED AS TO FORM:
JOHN FELLOWS III, City Attorney

ATTEST:

By _____
Patrick Q. Sullivan, Assistant City Attorney

Sue Herbers, City Clerk

RESOLUTION NO. 2012-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE
AMENDING RESOLUTION NO. 2011-65 SETTING FORTH CHANGES
REGARDING THE WAGES FOR SAFETY MANAGEMENT EMPLOYEES**

The City Council of the City of Torrance does hereby resolve as follows:

SECTION I

That Resolution No. 2011-65 is hereby amended as follows:

SECTION II

Effective February 28, 2012

ARTICLE 3 - BENEFITS**SECTION 3.1 SAFETY MANAGEMENT EMPLOYEE INSURANCE****A. POLICE SAFETY MANAGEMENT****3. Long Term Disability Insurance / Employee Assistance Program**

The City shall contribute \$10 per month per employee for long term disability insurance premium payments ~~and for the employee assistance program.~~ Effective February 28, 2012, the City will provide Employee Assistance Program.

SECTION III SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction such decision shall not affect the validity of the remaining portions of the Resolution. The City Council hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

INTRODUCED, APPROVED AND ADOPTED this ____ day of February, 2012.

Mayor Frank Scotto

APPROVED AS TO FORM:
JOHN FELLOWS III, City Attorney

ATTEST:

By _____
Patrick Q. Sullivan, Assistant City Attorney

Sue Herbers, City Clerk

