

**OFFICE OF THE CHIEF OF POLICE
EMPLOYEE RELATIONS ADMINISTRATOR**

NOTICE
2.2.3

November 4, 2021

TO: All Commanding Officers

FROM: Employee Relations Administrator


SUBJECT: MANDATORY COVID-19 VACCINATION POLICY REQUIREMENTS

This Notice serves to clarify how Memorandum of Understanding 24-Lieutenants and Below (MOU 24) employees are to be compensated for the Mandatory COVID-19 Vaccination Policy Requirements when scheduled for a meeting with the employee's command on a regular day off.

As employees are served Mandatory COVID-19 Vaccination Policy Requirements paperwork, they will be required to return the documentation back to their commands within 48 hours. If an employee is on a regular day off during the 48 hour period, and they choose to submit their paperwork through email, text message, fax, etc. the employee's overtime shall be calculated minute-for-minute in six-minute increments (MOU 24, Article 6.1, F). Upon the employee's first day back at work they are to provide the command with the original copy of the document.

If an employee is required to report to work for a "meeting" with the command to submit their paperwork on a regular day off, employees "shall receive a minimum of two hours overtime compensation and hour-per-hour overtime compensation thereafter for each additional hour of attendance at a meeting, to be compensated to the nearest tenth of an hour..." (MOU 24, Article 6.6, A).

Any questions regarding this Notice should be directed to the Employee Relations Administrator, at (213) 486-7600.


MICHAEL A. OREB, Commander
Employee Relations Administrator

APPROVED:


DANIEL RANDOLPH, Deputy Chief
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