LETTER OF AGREEMENT
CITY OF LONG BEACH AND CITY PROSECUTORS ASSOCIATION (CPA)

RE: ADMINISTRATIVE LEAVE

This Letter of Agreement is entered between the City of Long Beach ("City") and the City Prosecutors Association hereinafter called "CPA" (collectively "the Parties").

WHEREAS, the Parties have entered into a Memorandum of Understanding (MOU) covering the period of October 1, 2023 to September 30, 2026; and

WHEREAS, the City wishes to memorialize the use of Administrative Leave for employees removed from the workplace pending investigation and/or other situations where the City has determined an employee should not remain in the workplace; and

WHEREAS, the Parties met and conferred regarding the implementation of the Administrative Leave policy.

NOW THEREFORE, the Parties agree to the policy terms, and applicable provisions indicated herein, effective at the beginning of the pay period following City Council adoption:

A. The following terms will be incorporated into Section XXVII of the current CPA MOU:

> The City provides Administrative Leave to employees removed from the workplace pending investigation of alleged misconduct and/or other situations where the City has determined an employee or employees should not remain in the workplace. Administrative Leave under this policy may only be utilized with the express approval of the Director of Human Resources or designee.

I. DEFINITIONS

A. Administrative Leave

Administrative Leave is temporary paid leave from an employee's position paid at the employee's adjusted rate of pay for any scheduled workdays and with any applicable benefits.

II. PROCEDURES

- **Use of Administrative Leave**

  Employees will only be placed on Administrative Leave in situations requiring immediate removal from the workplace pending investigation of alleged misconduct and/or other situations where the City has determined an employee or employees should not remain in the workplace. Such circumstances are limited and case-specific and include but are not limited to threats to the health and/or safety of employees, persons or property. Use of Administrative Leave under this policy requires the express approval of the Director of Human Resources or their designee.

  Note: The City reserves the right to place any employee on unpaid leave due to allegations of extraordinary conduct including but not limited to crimes of moral turpitude, and/or in cases of a Medical Review Officer verified positive test for drugs or alcohol. Classified employees placed

on unpaid leave will be placed on Summary Suspension in accordance with Article VII, Section 87, of the Civil Service Rules & Regulations.

- **Approval for Administrative Leave**
  Administrative Leave under this policy may only be utilized with the express approval of the Director of Human Resources or their designee.

- **Duration of Administrative Leave**
  Administrative Leave is not to exceed a 30 business-day period. The 30 business-day period is to be used to conduct an administrative investigation of alleged misconduct and/or resolve the situation that required the employee(s) to be removed from the workplace. Extensions may be granted by the Human Resources Director or designee in periods up to 30 business days.

- **Extension of Administrative Leave**
  Departments with employees on Administrative Leave may request extensions in up to 30-day intervals. Extensions must be approved by the Director of Human Resources or their designee. Departments must be prepared to brief the Director of Human Resources or their designee on any requests for extension of Administrative Leave.

- **Administrative Leave Pay**
  Administrative Leave (pay code: AP) is paid at an employee's adjusted rate of pay for any scheduled workdays and with any applicable benefits. Employees receive Administrative Leave pay for regularly scheduled work shifts and are not compensated for Unscheduled Hours, Standby, Call-Back, etc., regardless of routine assignment to these shifts. If applicable, benefit continuance is maintained through regular deductions of benefit premiums from an employee's paycheck.

B. This Letter of Agreement shall not change any Memorandum of Understanding provisions other than as outlined above.

IT IS SO AGREED.

For the Parties:

THOMAS B. MODICA
City Manager
City of Long Beach

Date: 7/10/25

LAURA REIMER
President
City Prosecutors Association

Date: 7/7/25