

# Memorandum of Agreement

between the  
**City of Albany**  
and the  
**Albany Police Association**

This Memorandum of Agreement (“MOA”) is entered into by and between the City of Albany (“City”) and the Albany Police Association (“APA”).

## Recitals:

- The parties are subject to a Memorandum of Agreement, signed in March 2018, which requires the City to frontload 5.5 straight-time hours of compensatory time into each Sergeant’s overtime compensatory time bank as compensation for pre-shift preparation duties on the first day of each month.
- The parties desire to discontinue this practice and replace this frontloading provision with a provision requiring Sergeants and AICs to be paid for pre-shift preparation duties based on actual hours worked.

## Terms of Agreement:

1. Effective the first day of the month following the signing of this MOA by both parties, the Memorandum of Agreement referenced above shall be replaced with the following provision:

Sergeants who are assigned to patrol and Police Officers acting in the capacity of such Sergeants are required to report their actual time spent in shift preparation in the City’s time keeping system. Time spent in shift preparation time must be limited to no more than 15-minutes per shift, unless approved in advance by a supervisor, and will be paid as overtime. Such pre-shift preparation overtime may be taken as pay or compensatory time consistent with the parties’ CBA.

2. This MOA will remain in full force and effect until such time as the parties agree in writing to modify or terminate this MOA.

## **FOR THE CITY OF ALBANY:**

  
\_\_\_\_\_  
Danette Jamison, Human Resources Director

  
\_\_\_\_\_  
Date

## **FOR THE ALBANY POLICE ASSOCIATION**

  
\_\_\_\_\_  
Robert Hayes, President

  
\_\_\_\_\_  
Date