



# MOU

MEMORANDUM  
OF  
UNDERSTANDING

BETWEEN THE CITY OF MANHATTAN BEACH AND  
THE CALIFORNIA TEAMSTERS LOCAL 911

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**JANUARY 1, 2022 – JUNE 30, 2025**



*This Memorandum of Understanding is Dedicated to the Memory of our Colleague,*

***Chris Smith, retired Sewer Maintenance Worker***

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## **PREAMBLE**

This Memorandum of Understanding (“MOU” or “Agreement”) is prepared between representatives of the City Manager of the City of Manhattan Beach and the California Teamsters Local 911. Full consideration has been given to salaries, employee benefits, and other terms and conditions of employment. Pursuant to the provisions of Section 3505.1 of the Government Code of the State of California, said parties agree to this MOU effective January 1, 2022.

## **ARTICLE 1: RECOGNITION AND EFFECTIVE DATES**

Teamsters Local 911 is officially recognized as the exclusive representative of all eligible, full-time regular employees in the classifications listed in Exhibit A. This MOU represents the full and complete understanding between the parties related to the subject matter set forth herein and all preliminary negotiations of whatever kind or nature are merged herein. The parties that agree that the City has the right to reopen labor negotiations during the term of this MOU regarding updating the City’s personnel rules and any City policies subject to bargaining and mutual agreement.

This MOU is effective January 1, 2022 through June 30, 2025.

## **ARTICLE 2: MANAGEMENT’S RIGHTS RESERVED**

The City need not meet with the representatives of any recognized employee organization to consider:

- 1) Issues of public policy;
- 2) The merits, necessity, or organization of any department, service or activity provided by the City pursuant to law or ordinance;
- 3) Matters related to the management of the City and the direction of its work force, including the right to: direct employees; hire, promote, transfer, assign, or retain employees; suspend, demote, discharge, or take other proper disciplinary action against employees; maintain the efficiency of the operation of the City Government; and take any actions necessary to respond to emergency situations, subject to the rules and regulations of the City. The City Manager need not meet with the representatives of any recognized employee organization to consider the personal grievance of an individual employee or group of employees until the procedure for the resolution of grievances provided for in this MOU has been completed. All terms and conditions of employment not covered by this Agreement which have been at the City’s discretion and control shall continue to be subject to the City’s discretion and control; and
- 4) If the City proposes a work schedule change for a member of the unit (hereinafter referred to as “unit or “bargaining unit”) by informing the Union, if the Union has no objection, the schedule change can go into effect on the date the parties agree. If the Union would like to meet and confer with the City, it may do so, but the Union agrees to expedite the negotiations process as much as possible so the schedule change issue can be dealt with as quickly as possible.

### **ARTICLE 3: NON-DISCRIMINATION**

It is agreed that neither the Union nor the City shall discriminate against any employee because of race, religious creed, national origin, age, sex, disability, sexual orientation or union or non-union membership as well as any other protected class identified by law.

### **ARTICLE 4: SALARIES**

1) **Salary:** The salary ranges established for classifications covered by this MOU are identified in Exhibit A. The salary ranges attached include the following salary increases:

- a) Effective the first day of the pay period following January 1, 2022, employees shall receive a base salary increase of 3%.
- b) Effective the first day of the pay period following January 1, 2023, employees shall receive a base salary increase of 3%.
- c) Effective the first day of the pay period following January 1, 2024, employees shall receive a base salary increase of 3%.
- d) Effective the first day of the pay period following January 1, 2025, employees shall receive a base salary increase of 1.5%.

2) **Salary Upon Appointment:**

Entry-level positions will generally be hired at Step 1. However, at the time of appointment, the appointing authority (Department Head) may recommend any salary step within the salary range that is commensurate with the experience, knowledge, skills, and/or abilities of the individual related to the classification above and beyond the minimum requirements for the position. Salary placement upon appointment at Step 3 or higher is subject to the approval of the Human Resources Director, or designee. Appointment at Step 5 or 6 is also subject to City Manager approval.

3) **Salary Upon Promotion or Reclassification:**

At the time of promotion or reclassification, the employee will generally be placed at the next salary step which provides an increase of at least 5%. The appointing authority may recommend salary placement on promotion or reclassification that exceeds this placement, along with appropriate justification, such as to recognize the level of experience, knowledge, skills, and/or abilities of the individual related to the classification, provide an appropriate increase above a long-term acting assignment, or to compensate for a delay in processing a reclassification. In determining salary placement, consideration can be given to relevant qualifications, experience and skills that exceed the minimum requirements for the position.

4) **Movement Within the Salary Range:**

Employees will be eligible for a one-step salary increase each year following appointment, provided they have demonstrated "Meets Standards" or above performance, which will typically be documented by a performance evaluation. If the performance evaluation is not submitted timely, the employee will be eligible for the step increase retroactive to the date they were eligible for the step increase.

Employees hired at Step 1 before February 15, 2022 are eligible for a step increase to step 2 after six (6) months and step 3 after one (1) year, with annual step advancement thereafter.

**ARTICLE 5: PROBATIONARY PERIODS AND EVALUATIONS**

1) **Probationary Periods:**

The probationary period is regarded as a part of the testing process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to their position, and for rejecting any probationary employee whose performance does not meet the required standards of work.

The standard probationary period shall be one (1) year, for both initial appointments and promotions. If an employee is promoted into or transfers into a different classification during their initial or promotional probationary period, they will serve a new probationary period. A probationary period may be extended up to an additional six (6) months, based upon the recommendation of the Department Head and approval of the Human Resources Director.

Any employee rejected during the probationary period following a promotion shall be reinstated to the position from which they were promoted unless they are terminated from their position for cause per the disciplinary procedure outlined within this agreement.

2) **Performance Evaluations:**

By the date of their six-month anniversary of employment, new employees should receive at least one (1) performance evaluation for the purpose of providing the employee feedback and evaluating their performance during the probationary period. New employees shall also receive a performance evaluation, typically in advance of their probationary period ending date, indicating whether they have passed probation or not. Following probation, employees will receive at least one (1) performance evaluation annually, coinciding with their step increase eligibility date.

**ARTICLE 6: ACTING PAY**

Any employee who is assigned by their Department Head (or designee) to serve in a position above their classification will receive acting pay of 5% of the employee's existing base salary, beginning on the third consecutive working day in the acting position. Acting assignments in excess of six (6) months require approval of the Department Head and Human Resources Director. Acting assignments in excess of twelve (12) months require approval of the Department Head, Human Resources Director, and City Manager. If

the position for which the employee is acting is vacant and the law limits the acting assignment to 960 hours, the City will follow the law and limit the acting assignment to no more than 960 hours.

The parties agree that to the extent permitted by law, Acting Pay is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(3) Temporary Upgrade Pay. Acting Pay is only reportable to CalPERS as special compensation for those who qualify as “classic members” and is not reportable for “new members”, as defined by the Public Employees’ Pension Reform Act of 2013 (PEPRA).

## **ARTICLE 7: STANDBY DUTY AND PAY**

Any employee, regardless of department, may be required to be on standby based on the needs of the department, in either a regular or emergency capacity. While standby duty may be established for any position/workgroup based on department needs, the following employees/positions will regularly be assigned standby: Community Services Officers, Code Enforcement Officers, Public Works employees (including facilities employees, street maintenance employees, water and wastewater employees (including Water System Operators, Water Plant Operators and Senior Water Plant Operators)), and Information Technology employees. The following provisions apply to standby duty and pay:

- a) Each Department Head who determines that standby duty is necessary, shall designate the minimum standards qualifying an individual to perform a standby function and shall first seek “standby” individuals by means of a voluntary sign up list. If an insufficient number of employees volunteer for standby duty, then the Department Head shall assign the appropriate number of employees to such status. Such assignment shall be on an equitable rotation basis.
- b) Standby will generally be assigned for a one-week (7-day) period. The standby week will be from the start of the employee’s shift on Friday to the following Friday at the start of the employee’s shift. If dictated by operational needs, daily standby may be assigned in 24-hour periods.
- c) Employees on “standby” status shall be required, at all times, to carry a functioning cell phone and be able to respond to the City work location they have been asked to return to within thirty (30) minutes of being called. For Information Technology Department employees, they may be able to respond remotely (to comply with the 30 minute response requirement) or they may be given more time to respond to the City work location.
- d) Standby employees may be provided with use of a City vehicle for travel based on individual circumstances. Employees are strongly encouraged to use a City vehicle to improve response time to the emergency site. In addition, employees are expected to maintain a “fit for duty” state of mental alertness and physical dexterity. Any employee on “light duty status” (meaning they are not able to perform the full physical functions of their job) shall not be eligible for standby duty.
- e) Any employee designated to serve in a “standby” capacity may seek a substitution by another employee for the entire seven-day shift, by submitting such proposal in advance to their



supervisor. Any such request is subject to the Division Manager approving the substitution. Employee emergencies may also be considered.

- f) Employees assigned "stand by duty" shall be compensated at a rate of \$300 per week (\$42.86 per day).
- g) Standby time is not considered time worked. If an employee is called to respond in person while on standby, they will be paid from the time they get the call to the time they leave the City following their response. If an employee is called to respond to the worksite, the employee shall be paid for a minimum of two (2) hours compensation. If the employee can respond to the call in remotely (e.g., an IT issue that does not require an onsite response), they will be compensated for actual time worked remotely.
- h) Employees assigned to standby on a City-recognized holiday, shall receive an additional \$25.00 per day.

## **ARTICLE 8: CALL OUT PAY AND POLICY**

Call out pay is applicable when a City employee is required to return to duty not associated with standby or their regularly scheduled work shift. Employees are eligible for call out pay when they are required to physically leave their residence or other location and report to duty. Employees are not eligible for call out pay when an employee is held over from their shift; is scheduled to work immediately prior to their regular shift, or an employee is scheduled in advance for overtime work outside of their regular shift.

Employees who have a call out will be compensated for all hours worked, with a minimum of two (2) hours credited, including travel time to the work site. Employees shall be paid from the time they get the call to the time the employee completes their work and leaves their work or duty location. Any hours worked in excess of the two (2) hours, shall be paid at 1.5 times the employee's base rate of pay. If the employee can respond to the call out remotely (e.g. an IT issue or SCADA issue that does not require an onsite response), the employee will be compensated for actual time worked remotely.

## **ARTICLE 9: BILINGUAL PAY**

The City shall designate positions or assignments for which bilingual pay is necessary to compensate eligible employees for regularly utilizing bilingual skills in Spanish. In order to be eligible to receive bilingual pay, an employee must be required to use bilingual skills or translate on a regular basis and the use of this language must be of significant benefit to the operations of the department (as determined by the Department Head). Such designations will be periodically reviewed, and may be modified at the discretion of the City, to ensure effective service to the public.

Employees may make a request to their Department Head through their supervisor if they believe the use of bilingual skills is of significant benefit to the City, as outlined above. If approved, the employee must pass the certification test coordinated through the Human Resources Department before they are eligible to receive bilingual pay. Re-certification will be required on a biennial basis. Should an employee fail the qualifying test, they must wait a minimum of 90 days before retaking the test.

No more than six (6) individuals in this bargaining unit are eligible for bilingual pay at any given time. Employees designated and certified as bilingual in Spanish will be compensated \$100.00 per month.

The parties agree that to the extent permitted by law, Bilingual Pay is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) Bilingual Premium.

## **ARTICLE 10: CERTIFICATION AND ASSIGNMENT PAYS**

The following certification pays are available to employees in the bargaining unit as follows:

- 1) Water Distribution III certification – 5% of base salary, available to employees in the classifications of Water System Operator I or II. The parties agree that to the extent permitted by law, Water Distribution III certification pay is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) Water Certification Premium.
- 2) Certified Access Specialist (CASp) certification – 5% of base salary, available to employees in the classifications of Plan Check Engineer, Building Inspector, and Senior Building Inspector. The parties agree that to the extent permitted by law, the Certified Accessibility Specialist pay is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(2) Educational Incentive Pay.
- 3) Concrete Finisher – 5% of base salary, available to one (1) employee in the classification of Maintenance Worker II. This is evaluated by a City performance test. The parties agree that to the extent permitted by law, Concrete Finisher pay is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) Cement Finisher Premium.
- 4) Traffic Painter/Signs Certificate – 5% of base salary, available to two (2) employees in the classification of Maintenance Worker II, available from the International Municipal Sign Association (IMSA) Traffic Signs and Marking Level I.
- 5) Notary Pay – \$100 per month for those approved by the City Clerk to be authorized notaries for the City, up to a maximum of two (2) employees. The parties agree that to the extent permitted by law, notary pay is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(2) Notary Pay.

## **ARTICLE 11: TOOL ALLOWANCE**

Employees in the classification of Equipment Mechanic I/II are eligible for an annual tool allowance of up to \$1,000 to be used for the replacement of hand tools and the purchase of job-related special tools. Receipts for such tools must be provided to the City to receive any or all of this allowance. The City agrees to provide adequate storage space for the employees to secure their tools and equipment during the employee's non-working hours.

## **ARTICLE 12: SAFETY FOOTWEAR ALLOWANCE**

- 1) **Police Department employees:** Uniform shoes shall be worn by employees in the classifications of Community Services Officer, Park Services Enforcement Officer, Police Services Officer, (Lead) Police Records Technician, and Office Assistant (assigned to Parking). All Uniform shoes must comply with department standards. Reimbursement of up to \$225.00 will be provided upon adequate proof of purchase.

For employees working in the unit on July 1 each year, the City will provide safety/uniform shoes or reimbursement in the pay period including July 1 of each year of the MOU.

- 2) **Public Works employees/Building Inspectors/Code Enforcement Officers/General Services Division Warehouse employees:** The City will provide reimbursement for one (1) pair of safety footwear plus one (1) resole for a total of up to \$350.00 annually (for the boots and resole) in the method approved by the Finance Department, in the pay period including July 1 of each year of the MOU. If an employee purchases safety footwear which cost less than the maximum provided herein and wishes to purchase supplies for their footwear (e.g., laces, mink oil, orthotics, or socks), the employee may do so if the purchases are made at the same time as the purchase of the safety footwear and the receipt(s) is provided at the same time as the receipt for the safety footwear.

New employees in the classifications identified above who qualify for safety footwear allowance will be provided with a safety footwear allowance within one (1) pay period of their hire date. If they are hired between January 1 and June 30, they will not be eligible for a new safety footwear allowance until the following year in the pay period including July 1. If hired from July 1 to December 31, they will be eligible for another safety footwear allowance on the following July 1 if their supervisor authorizes it by evaluating the condition of the employee's safety footwear.

City specifications for safety footwear will be determined with the input of the union steward, the Teamsters' Business Agent and the appropriate managers.

These employees must wear safety footwear that meets City specifications at all times while operationally necessary.

## **ARTICLE 13: POLICE DEPARTMENT**

- 1) **Court Standby Pay**  
Employees may be assigned to court standby pay while off-duty. Employees assigned to court standby status will receive one-half of their regular base rate of pay while on standby. Employees on court standby are required to provide a telephone number where they may be reached. Court standby is not considered hours worked under the FLSA.
- 2) **Shift Differential**  
Police Services Employees in the Police Department who are assigned to work a swing or graveyard shift for their regularly assigned work hours will receive an hourly differential, as follows:

- a) Swing shift – \$1.00/ hour  
Swing shift includes any shift scheduled between 1:00 p.m. to 1:00 a.m.
- b) Graveyard shift – \$1.25/hour  
Graveyard shift includes any shift scheduled between 10:00 p.m. to 8:00 a.m.

When an employee works a regularly assigned shift that includes hours in both swing and graveyard shifts, the employee will receive the shift differential based upon which shift the highest number of hours is worked, and the designated rate would apply to all hours worked. For example, an employee assigned to work 6 p.m. to 6 a.m. has 7 hours in the swing shift criteria hours and 8 hours in the graveyard shift criteria, so the employee would receive the shift differential rate that correlates with graveyard shift (\$1.25 per hour). The parties agree that to the extent permitted by law, Shift Differential is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) Shift Differential.

### 3) Training Pay

Employees in the classifications of Police Services Officer, Police Records Technician and Community Services Officer will receive 5% of the employee's existing base rate of pay when the employee is designated by their supervisor to serve in a training position. Training pay will begin at the start of the pay period in which the training role is assigned and end when the supervisor determines the training has been completed adequately, and required a completed and approved action form. When a training assignment is needed, the supervisor will solicit volunteers and interview employees who are interested in the training position. If there are no volunteers, the supervisor may assign any employee as the trainer for the designated period. The parties agree that to the extent permitted by law, Training Pay is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) Training Premium.

### 4) Specialty Assignment Pay for Property and Evidence Officer

Employees in the classifications of Police Services Officer or Community Services Officer who are assigned to perform the duties of property and evidence full time shall receive \$200.00 per month as specialty pay in acknowledgement of their specialized training and duties.

The parties agree that to the extent permitted by law, these specialty pays are special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) Police Records Assignment Premium for Police Services Officers and Hazard Pay for Community Services Officer.

### 5) Working During Meal Times

Employees in the classifications of Community Service Officer, Police Services Officer, Park Services Enforcement Officer and Police Records Technician shall work through their entire shift without an assigned unpaid meal break. Employees in these classifications may eat a meal during their shift as appropriate, but are responsible for being available to perform their assignment during their entire shift. If such employees are eating a meal during their shift and are interrupted to perform their duties, they must immediately respond to the call for service.

## ARTICLE 14: HEALTH CARE AND RETIREE MEDICAL

### 1) Medical Insurance and Opt Out

- a) Medical Insurance: The City is enrolled in CalPERS Medical in accordance with the Public Employees' Medical and Hospital Care Act (PEMHCA). Employees who enroll in a CalPERS medical plan will receive a City contribution of ninety-seven percent (97%) of the premium selected, up to a maximum of 97% of the CalPERS Kaiser HMO premium, depending on whether the employee is enrolled as employee only, employee with one dependent (two-party), or employee with two or more dependents (family). If the employee selects a plan that is less costly than the Kaiser HMO plan premiums, the City will pay 97% of the premium for the selected plan with the employee paying the remainder (3%) of the premium as a payroll deduction. If an employee selects a plan that is more costly than the Kaiser HMO plan premiums, the employee will pay the difference between the premium of the more expensive plan and the cost of 97% of the Kaiser HMO premium based on the coverage level, i.e., employee only, employee + 1 or employee + 2. The City's health insurance contribution will be inclusive of (not in addition to) the PERS statutory minimum.
- b) Opt-Out of Medical Insurance: Employees who opt out of health insurance completely will receive a cash opt-out incentive. Effective the pay period following City Council approval of this MOU, employees will be eligible for the following opt out incentive:

Employees opting out of health insurance completely who would have otherwise been eligible for either single or two-party medical coverage will receive \$2,700 per year (\$103.85 per pay period), paid biweekly as part of payroll. Employees opting out of health insurance who would have otherwise been eligible for family medical coverage (employee plus 2 or more qualified dependents) will receive an opt-out incentive of \$5,400 per year (\$207.69 per pay period), paid biweekly as part of payroll. This opt-out amount is taxable income and will not be considered compensation earnable (meaning it does not qualify as "special compensation" under the CalPERS regulations).

Pursuant to the Affordable Care Act (ACA) Employer Mandate "affordability" determination, an Eligible Opt-Out Arrangement requires the following for employees who opt-out of employer-provided health coverage and receive cash in lieu:

- (1) Employee must provide reasonable evidence that the employee and each member of the employee's expected tax family (individuals the employee expects to claim personal exemption deduction) have or will have minimum essential coverage (other than coverage in the individual market, whether or not obtained through Covered California) during the period of coverage to which the opt-out arrangement applies;
- (2) The opt-out payment may not be made if the employer knows or has reason to know that the employee or any other member of the employee's expected tax family does not have or will not have the alternative coverage;

(3) The evidence of alternative coverage must be provided every plan year to which the eligible opt-out arrangement applies; and

(4) The reasonable evidence must be provided no earlier than a reasonable period of time before the plan year begins.

2) **Retiree Medical Insurance and Stipend:**

In accordance with the Public Employees' Medical and Hospital Care Act (PEMHCA), the City shall pay the CalPERS statutory minimum amount on behalf of all employees who retire from the City in accordance with the requirements of PEMHCA.

In addition to the provision of the CalPERS statutory minimum, employees who retire from the City (meaning retire from CalPERS within 120 days of their last day on payroll) and who have a minimum of fifteen (15) years of full-time service with the City of Manhattan Beach shall receive a contribution of \$250.00 per month. Said contribution will be used toward health insurance costs, unless and until whichever of the following occurs first:

- a) The retiree reaches 65 years of age,
- b) The retiree becomes eligible for Medicare; or
- c) The retiree passes away.

If any of the preceding conditions occur, the employee shall no longer be eligible to receive the additional \$250 per month retiree medical contribution.

3) **Additional Benefits**

- a) Dental: The City shall contribute \$55.00 per month for each employee for dental insurance. This \$55.00 cannot be used to pay for health insurance.
- b) Vision: The City will continue to provide up to full family vision coverage through a carrier chosen by the City.
- c) Long Term Disability: The City will provide coverage for each employee in the City's long term disability plan.
- d) Short Term Disability: The City will make available for voluntary participation at the employee's cost a short term disability plan. However, minimum participation will be required to be able to offer this plan.

**ARTICLE 15: CALPERS RETIREMENT BENEFITS**

The City contracts with the California Public Employees' Retirement System for retirement benefits. Employees in the unit are "miscellaneous" members are eligible for the following benefits, based upon their membership status:

- 1) “Classic” CalPERS Members: Employees who are “classic” members under the CalPERS retirement program receive the following retirement benefits:

2% @ 55 retirement formula and one-year final compensation (Government Code section 20042). Employees contribute the 7% member contribution on a pre-tax basis toward the retirement benefit.

- 2) “New Members” under the Public Employee Pension Reform Act (PEPRA): Employees who are “new members” under the CalPERS retirement program receive the following benefits:

2% @ 62 retirement formula and a three-year final compensation period (Government Code section 7522.32(a)). Employees contribute the higher of 7% or one-half the normal cost as identified annually by CalPERS. If the rate established for new members by CalPERS each year is below 7%, the remaining contribution up to 7% is contributed per Government Code section 20516(f).

- 3) Optional Benefits: Optional benefits for the miscellaneous CalPERS members include:
  - a) Credit for Unused Sick Leave (Government Code Section 20965)
  - b) Third Level of 1959 Survivor Benefits (Government Code Section 21573)
  - c) Military Service Credit as Public Service (Government Code Section 21024)

## **ARTICLE 16: WORK SCHEDULES, WORKWEEK, OVERTIME AND COMPENSATORY TIME**

- 1) Work Schedules: All employees are assigned to work a 5/40, 9/80 or 4/10 work schedule. During an employee’s probationary period, the employee may be assigned a 5/40 work schedule if needed for training purposes. Additionally, the City may periodically propose positions or assignments who are required to work a 5/40 schedule, which is subject to negotiation.

If, based on operational need, there is a desire to modify an employee’s work schedule, the City will provide the Union at least 14 days’ notice to give the Union the opportunity to negotiate over any impacts of such schedule change. The City reserves the right to modify the employee’s alternating regular day off (for employees working a 9/80) to the Friday of its choosing without meeting and conferring regarding the impacts. However, the City will provide any employee whose alternating regular day is changed with at least two (2) weeks’ notice of the change. Employees may request a different work schedule than their regularly assigned schedule, which is subject to the approval of their supervisor and Department Head.

Employees in this unit work different work schedules depending on their assignment and work location, as follows:

- a) City Hall Employees (and employees not assigned to Public Safety or Public Works): Employees assigned to City Hall shall generally be assigned a 9/80 work schedule which consists of four (4) nine-hour workdays and an eight-hour workday in one (1) workweek followed by four (4) nine-hour workdays in the following workweek. With the 9/80, employees will get three (3) regular days off in a row every other calendar week followed by Saturday and Sunday off in the following week. The City may affix a 5/40 (five consecutive eight-hour days) schedule to new employees during their probationary period.

Code Enforcement Officers and Building Inspectors may be assigned to work a regular work schedule that includes evenings, weekends, and differing shifts.

- b) Employees Assigned to the Public Works Department: Employees assigned to the Public Works Department shall work a 4/10 work schedule. The 4/10 work schedule will consist of four (4) consecutive ten-hour workdays per workweek.

Employees in the classifications of Water Plant Operator and Senior Water Plant Operator may be required to work a 9/80 or a 5/40 (five consecutive eight-hour days).

- c) Employees Assigned to the Police and Fire Departments:  
Employees assigned to the Police and Fire Departments shall work a 4/10 work schedule, unless departmental needs dictate the need for a different work schedule, such as a 9/80 work schedule.

2) **Workweek:**

For employees working the 9/80 work schedule, the FLSA designated workweek used to calculate overtime will end exactly four (4) hours after the start time of their work shift on the employee's alternating regular day off. For example, if an employee's workday starts at 7:30 a.m. on Friday and their regular day off is Friday, their workweek for calculating overtime shall start at 11:30 a.m. on Friday and end the following Friday at 11:29 a.m.

For employees working a 4/10 or 5/40 work schedule, the FLSA designated workweek that will be used to calculate overtime shall begin at Saturday at 12:00 a.m. and end at 11:59 p.m. on Friday.

3) **Overtime Earned:**

Non-exempt employees shall receive overtime if the employee works in excess of forty (40) hours in their defined workweek. For the purposes of determining eligibility for overtime in a given workweek, hours worked shall not include any leave time, with the exception of City-recognized holidays and pre-approved paid leave (excluding sick leave). All approval for overtime must be granted prior to the overtime being worked, except in emergency situations. Employees must be able to perform all the required functions of the overtime responsibilities to be eligible to work overtime, and employees on light duty may not be eligible to work overtime for designated assignments.

Employees required to work more than forty (40) hours in a workweek shall receive overtime pay at one and one-half (1-1/2) times their regular rate of pay or compensatory time-off at the option of the employee, subject to supervisory approval. Overtime shall be paid on the payday following the pay period in which it is earned.

4) **Compensatory Time Off:**

Employees who accrue compensatory time off shall accrue it at the rate of time and one-half to a maximum amount not to exceed 60 hours (i.e., 40 overtime hours accrued at time and one half).



An employee desiring to use earned compensatory time-off must first obtain approval from their supervisor. If at least 10 days' notice is provided, compensatory time off will not be denied unless it would be unduly disruptive to the City to grant it. If compensatory time off is requested with less than 10 days' notice, it may still be granted within the discretion of the employee's supervisor.

## **ARTICLE 17: UNIFORMS**

### **1) Public Works Employees:**

With the exception of administrative employees, all Public Works employees will be provided with clean and presentable work clothing, to be provided and laundered through a uniform rental service. Each employee has the option to receive a minimum of nine (9) sets of work clothing. In addition, the City will provide every employee with five (5) t-shirts with the City insignia at the beginning of each fiscal year. Any portion of the uniform that is torn, badly stained, or in any way unsuitable in appearance through work activity, as determined by the supervisor, shall be exchanged and replaced at the discretion of the City. The City will provide an opportunity for alterations once a year, if needed. The employee shall pay for any additional uniform alterations. City uniforms shall not be worn off duty and employees shall make every effort to maintain their uniforms in a way that reflects the highest public image of City employees. The City reserves the right to determine the manner in which work clothing is provided, to select the uniform rental service, and to select the style and color of the work clothing. Unless mutually agreed, work clothing shall consist of the following:

- a) Work Pants/Shorts (Combination of 9)
- b) Work Shirts/T-Shirts
- c) Name Patches
- d) City Patches
- e) City Hats

The employee must make the choice at the beginning of the year whether to wear a collared shirt (with buttons) or with no collar (a t-shirt). The options to wear t-shirts or shorts shall be subject to revocation either individually or collectively at any time by the City if deemed in the City's best interest and such revocation (with at least 90 days' notice) shall not become the subject of any grievance proceeding.

All employees must wear high visibility safety apparel at all times when working in the public right-of-way. Employees who fail to do so may be subject to discipline.

The parties agree that to the extent permitted by law, the value of the uniforms provided in this article is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(5) Uniform allowance. Notwithstanding the previous sentence, for "new members" as defined by the Public Employees' Pension Reform Act of 2013, the uniform allowance will not be reported as compensation earnable to CalPERS.

## 2) Police Department Employees:

Upon hire, the City will provide each employee with the following uniforms:

- a) Police Services Officer and (Lead) Police Records Technician, Office Assistant (assigned to Parking): three (3) shirts and three (3) pairs of pants each
- b) Community Services Officers: four (4) shirts, two (2) pairs of pants, and two (2) shorts each

After completion of probation, each employee shall be provided additional uniforms to provide a total of five (5) sets of uniforms for each employee. Community Services Officers may choose long pants or shorts so they have some combination of both. Thereafter, the City shall provide replacements for those uniform items that are torn, badly stained, or in any way unsuitable in appearance as determined by the supervisor. The Department's practice of providing one (1) Class A dress uniform per employee, if needed, shall continue.

The employees in the classifications of Community Services Officer, Park Services Enforcement Officer, Police Services Officer, (Lead) Police Records Technician and Office Assistant (assigned to Parking) shall receive \$275.00 annually for their uniform maintenance allowance.

City supplied uniforms shall remain the property of the City and shall be returned to the City upon termination.

The parties agree that to the extent permitted by law, the value of the uniforms provided in this article is special compensation as defined by CalPERS regulations and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(5) Uniform allowance. Notwithstanding the previous sentence, for "new members" as defined by the Public Employees' Pension Reform Act of 2013, the uniform allowance will not be reported as compensation earnable to CalPERS.

## 3) Other Departments:

Other work clothing items may be issued at the sole discretion of the City on an as needed basis.

## ARTICLE 18: TUITION REIMBURSEMENT PROGRAM

The City will continue to provide a tuition reimbursement program in accordance with the applicable Personnel Instruction/City Policy. The current annual reimbursement amount for tuition and books is \$2,500.00.

## ARTICLE 19: VACATION

The purpose of annual vacation and general leave is to enable each eligible employee to have time for personal obligations, leisure and family time, and disconnection from work, so that they can remain focused and to return to work mentally refreshed. Employees begin accruing vacation at the time of hire and may use paid vacation as approved by their supervisor and Department Head.

- 1) **Leave Accrual and Caps:** Employees will accrue vacation, and be subject to the maximum vacation accruals, outlined in this table:

FULL-TIME YEARS OF SERVICE		VACATION HOURS/MO.	MAXIMUM ACCRUAL
<i>Greater than:</i>	<i>Less than or equal to:</i>		
	5 full years	7.33	264
5 full years	9 full years	8.667	312
9 full years	16 full years	10.00	360
16 full years	17 full years	10.667	384
17 full years	18 full years	11.33	408
18 full years	19 full years	12.00	432
19 full years	20 full years	12.667	456
20 full years	22 full years	13.333	480
22 full years	23 full years	13.667	480
23 full years	24 full years	14.00	480
24 full years	25 full years	14.667	480
25 full years		15.00	480

Upon reaching the maximum vacation accrual, the employee will not accumulate further vacation until such time that the employee's accumulation rate returns to below the maximum. Under special circumstances and with City Manager approval, an employee may be allowed to accrue over the maximum for a limited period of time. Any employee who is in paid status less than eighty (80) hours in a pay period, or who has requested a reduced hours schedule on a temporary or permanent basis, shall accrue a pro-rated amount of vacation based on their number of hours worked.

- 2) **Use and Approval of Vacation:** In order to assure the orderly performance and continuity of municipal services, each employee should request vacation leave as far in advance as reasonably possible, but usually at least one (1) week in advance of the requested period. Each department may have their own process and timeline for vacation requests. With sufficient advanced notice, vacation requests will be granted, insofar as possible and practical, at those times requested by the employee. Based on the nature of the work performed, staffing levels, competing requests, and the need for continuity of services, it may be necessary to limit the number of employees or prohibit any employee from taking vacation leave on a particular date or dates.

An employee may request the use of accrued vacation time for the purpose of attending to a personal emergency, without the advanced request specified above. Granting the use of vacation without advanced approval in order to attend to a personal emergency shall be solely at the discretion of the supervisor.

- 3) **Annual Vacation Cash-out:** On or before the pay period which includes December 15 of each calendar year, an employee may make an irrevocable election to cash out up to eighty (80) hours of accrued vacation, which will be earned in the following calendar year and paid out the following December at the employee's base rate of pay. On the pay day for the first pay period in December each year in the following year, the employee will receive cash for the amount of Vacation Leave the employee irrevocably elected to cash out in the prior year. However, the employee's Vacation Leave balance cannot be reduced below 80 hours. Thus, if by receiving cash for employee's

Vacation Leave, the employee's Vacation Leave balance is less than 80 hours, the employee will receive cash (up to a maximum 80 hours) for the amount above 80 hours.

## **ARTICLE 20: HOLIDAYS**

### **1) Holidays Observed:**

The following days shall be recognized and observed as paid (eight-hour) holidays:

- a) New Year's Day (January 1)
- b) Martin Luther King, Jr. Day (third Monday in January)
- c) Washington's Birthday (third Monday in February)
- d) Memorial Day (last Monday in May)
- e) Independence Day (July 4<sup>th</sup>)
- f) Labor Day (first Monday in September)
- g) Columbus Day (second Monday in October)
- h) Veteran's Day (November 11<sup>th</sup>)
- i) Thanksgiving Day
- j) Friday following Thanksgiving Day
- k) Christmas Day (December 25<sup>th</sup>)

Employees who work other than a 5/40 work schedule must supplement their holidays with floating holiday, holiday bank, vacation leave, or compensatory time off for the hours in addition to eight (8) hours. (For example, if an employee works a 9/80 schedule, they must use one (1) hour of leave to supplement the 8 hour holiday to receive full pay).

If one (1) of the paid holidays falls on a Sunday, the holiday will be observed on the following Monday. If one (1) of the paid holidays falls on a Saturday, the holiday will be observed on the preceding Friday. When a City recognized holiday falls on an employee's regular scheduled day off between Monday and Friday, the employee will accrue eight (8) hours in a holiday bank. The employee may use the hours in the holiday bank as leave time (requesting to use the leave similarly to a request for vacation) except that the hours must be used as leave and cannot be cashed out. The maximum number of hours an employee may have in the holiday bank is forty (40) hours.

### **2) Floating Holiday:**

Annually on July 1, twenty-four (24) hours of floating holiday leave shall be credited to each employee, which is to be used during the 12 months following the July 1<sup>st</sup> when it was given. Floating holiday leave has no cash value and is not eligible to be cashed out.

### **3) Holiday Bank:**

Employees in classifications that are required to work regular shifts on holidays (i.e., Community Services Officers, Police Service Officers, Water Plant Operators, Senior Water Plant Operators and (Lead) Police Records Technicians) will be granted forty-four (44) hours of holiday leave during the first full pay period after July 1, and 44 hours during the first full pay period after January 1. Employees in administrative support capacities regularly assigned to the Police Department (such as Executive

Assistant, Administrative Assistant, and Office Assistant) will receive the same holiday bank but may be required to take their holiday on the observed day because their support is not needed. If an employee separates from service, Payroll will prorate the holiday hours allotment on a bi-weekly basis starting at July 1 or January 1, whichever is closer to the separation date. If a new employee is hired, the bank of holiday hours provided will be prorated to July 1 or January 1, whichever is closest.

All employees who receive a holiday bank may carry over up to ten (10) hours of holiday leave from year to year.

The use of floating holiday and holiday bank leave shall be requested in the same manner and subject to the same procedures as vacation requests.

## **ARTICLE 21: SICK LEAVE**

### **1) Accumulation Rate:**

Employees shall be entitled to accumulate eighty (80) hours of sick leave annually, 3.077 hours per period, beginning at the time of hire or appointment into the bargaining unit. Employees who are in paid status less than 80 hours in a pay period shall accrue a pro-rated amount of sick leave based on their number of hours worked.

### **2) Sick Leave Utilization Requirements:**

Employees with accrued sick leave shall be allowed to utilize such sick leave for the following purposes:

- a) Employees may use sick leave for personal illness, personal medical appointments or injury. Anytime an employee uses sick leave for a purpose which qualifies for leave per the Family and Medical Care Leave Act (FMLA), the California Family Rights Act (CFRA) or for California Pregnancy Disability Leave (PDL) as provided by the California Fair Employment and Housing Act (FEHA), the City may run the employee's entitlement to FMLA, CFRA, or PDL concurrently with the employee's sick leave. Conversely, an employee who takes FMLA/CFRA/PDL leave for their own personal serious health condition will be required to use their sick leave concurrently with the FMLA/CFRA/PDL leave.
- b) Employees may use up to 40 hours of accumulated sick leave per fiscal year for family sick leave. The purpose of this benefit is to allow employees time to care for a child, parent, spouse, registered domestic partner, parent in law, sibling, grandparent or grandchild. Family sick leave may be used to actually care for or arrange for the care of family members who are ill and cannot care for themselves, or to take family members to routine medical or dental appointments. Use of family sick leave shall be authorized and recorded through the payroll process. It is the responsibility of the operating department to track this type of leave. Sick leave may be used for family illness as provided for in the Rules and Regulations and in the City's Family Care and Medical Leave Policy. The City may require an employee to use accrued leaves, including sick leave, concurrently with a leave taken pursuant to the Family and Medical Care Leave Act and California Family Rights Act where provided for under the law.

- c) Employees are encouraged to schedule routine medical or dental appointments outside of regular work hours whenever possible.

**3) Sick Leave Notification:**

- a) For routine medical appointments and sick leave use that can be planned in advance, employees should request sick leave in conjunction with departmental policy and procedure. For unplanned sick leave, it is the responsibility of each employee requesting paid sick leave to notify their supervisor at least thirty (30) minutes before the beginning of their work day, or as soon as is reasonably possible, in the manner prescribed by their Department Head and supervisor. When someone other than the employee has been requested to make the required notification, the employee will be solely responsible for that notification being made. If an employee becomes sick or ill during their work shift, they should notify or cause notification to be made to their supervisor prior to leaving the work site.
- b) After three (3) days of continuous sick leave absence by the employee, the employee must make contact by telephone with their supervisor, Department Head or designee and provide an estimated date of return. If an employee is unable to reach either a department manager, director or designee, the employee should leave a voicemail for the appropriate supervisor and speak to an employee of the Human Resources Department.

**4) Sick Leave Certification and Approval:**

A Department Head or designee may require an employee to furnish a doctor's certificate at any time for proof of illness, as allowed under the law. However, if the absence is for just one (1) day, the Department Head or designee should only ask for a note if they suspect that there has been an abuse of sick leave.

**5) Sick Leave Release:**

Any employee who is off sick or disabled for more than five (5) consecutive working days shall be required to secure and submit a physician's release certifying that they are fit to return to work. This release must be submitted to the employee's supervisor before the employee will be permitted to return to work.

**ARTICLE 22: SICK LEAVE CONVERSION**

An employee is eligible to convert sick leave to vacation leave based upon the amount of sick time used during the prior fiscal year, as follows:

- a) 26 or less hours of sick leave used in the fiscal year: the employee receives one-half of the difference between the sick leave used and what they earned during the prior fiscal year (80 hours if in paid status for the full year) credited to vacation.

- b) Between 26 and 43 hours of sick leave used in the fiscal year: the employee receives one-quarter of the difference between the sick leave used and what they earned during the prior fiscal year (80 hours if in paid status for the full year) credited to vacation.

Employees who use more than 43 hours of sick leave in the prior fiscal year are not eligible for sick leave conversion. Sick leave may only be converted up to the amount of his or her vacation limit. The sick leave conversion is processed in the second full pay period after June 30 of each year.

### **ARTICLE 23: JURY DUTY**

The City will provide up to 2 weeks (80 hours) paid leave time for employees who serve for jury duty, in accordance with the City's policy and procedures for jury duty.

### **ARTICLE 24: BEREAVEMENT LEAVE**

An employee may use up to 40 total hours of bereavement leave per calendar year for grieving, receiving counseling, making arrangements, or carrying out last wishes as a result of the death of the employee's family. For the purpose of this provision, "family" includes an employee's spouse, registered domestic partner, parent, sibling, child, grandparent, grandchild, mother-in-law, father-in-law, sibling-in-law, foster child or foster parent. If an employee experiences the death of more than one (1) family member during the calendar year, the employee may request an exception to use additional bereavement leave (up to the 40 hours described herein), subject to verification and approval of the Human Resources Department.

### **ARTICLE 25: CATASTROPHIC LEAVE**

Employees in the unit shall be permitted to donate accrued vacation leave and/or compensatory time off to other City employees who have exhausted all paid leaves, who have been granted an unpaid leave and who need to continue to be absent from work because of a catastrophic injury or illness. The value of the accrued vacation leave and compensatory time off will be determined based on the donating employee's compensation. It will then be converted to hours for the donee's use based on the donee's rate of pay. For example, if an employee who earns \$40 per hour donated ten (10) hours of accrued vacation leave and/or compensatory time off to an employee who earns \$30 per hour, the donee would receive \$400 divided by \$30 or 13 hours of catastrophic leave. Bargaining unit members may donate accrued vacation leave and/or compensatory time off to members outside of the bargaining unit. The value of such leave will be converted to the donee's rate of pay. An employee wishing to donate leave must inform the Human Resources Department of their desire to donate leave, the amount of the donation and the employee to whom they wish to donate.

### **ARTICLE 26: CLASSIFICATION CHANGES**

During the term of the MOU, if the City wishes to modify any job description for any classification in the unit, it may do so. However, the Union shall have the right (within 10 business days of receiving notice sent to the business agent of the Union, of the change of the job description) to request to meet and confer over any terms and conditions of employment related to the change (for example, salary, hours or title).

## **ARTICLE 27: TRANSFER**

A transfer is the movement of an employee to a position in the same classification or a different class with the same or substantially similar salary range and duties/job requirements.

- a) Voluntary transfer: An employee requesting a transfer may provide a written request to their Department Head. If the transfer involves movement between two City departments, the employee may send the request to the Human Resources Director for processing and coordination between the two departments.
- b) Transfer based on departmental or City needs: After notice to an employee, the Department Head(s) may transfer an employee from one position to another position. Transfer shall not be used to avoid a process in the personnel rules for a promotion, demotion, or advancement or reduction in pay.

## **ARTICLE 28: GRIEVANCE PROCEDURE**

This grievance procedure is the sole and exclusive manner by which an employee or the Union can challenge that the City has misinterpreted, misapplied or violated this MOU in any way. For the purposes of this section, a grievance is defined as an allegation by an employee or the Union that there has been a misinterpretation, misapplication or violation of a particular provision of this MOU, the personnel rules, or a City policy.

### **1) Informal Grievance Procedure (Resolution with Immediate Supervisor and/or Department Head):**

Any employee with a grievance is encouraged to initiate the grievance procedure within thirty (30) calendar days of the date of the incident, or when the employee should reasonably have been made aware of the grievance. As part of the informal grievance procedure, the employee should explain the situation orally or in writing to their immediate supervisor and/or Department Head. If a disagreement about the MOU interpretation or application still exists following the informal procedure, an employee or the Union may initiate the following procedure.

### **2) Formal Grievance Procedure:**

- a) Filing of Grievance and HR Director Decision: The employee or the Union may initiate a formal grievance, in writing, to the Human Resources Director within sixty (60) calendar days of the date of the incident. While employees are encouraged to utilize an informal grievance process, a formal grievance may be filed regardless of if the informal grievance procedure under Step A is utilized. If the employee or the Union so requests, following written submission of the grievance, the Human Resources Director shall meet with the employee, their representative (if applicable) and departmental management (if needed) in an effort to resolve the issue. Within thirty (30) calendar days, the Human Resources Director, shall present their decision, in writing, to the employee and/or the Union.



- b) City Manager Determination: Within fifteen (15) working days of the Human Resources Director's Decision, the employee or the Union may request in writing to present the grievance to the City Manager. If such a meeting is requested, the City Manager, or their designee, shall meet with the employee and their representative, or the Union representatives bringing forth the grievance, in an effort to resolve the issue. The meeting with the City Manager or their designee is an informal hearing in which the employee or Union, and the City, will each have the chance to explain its position and provide supporting evidence. Within thirty (30) working days of this informal hearing, the City Manager or designee shall present a decision, in writing, to the employee and the Union, with copies to the Human Resources Director. The City Manager's decision is final and concludes the grievance procedure.

3) **Prescribed Timeframes in Grievance Proceedings:**

Time limits as set forth above may be extended by mutual agreement between the parties, but neither party is required to agree to such an extension. Unless a mutual agreement is made prior to any of the timeframes prescribed herein, the employee and the Union waive their rights for grievance filing or appeal if they do not respond within the prescribed timeframes.

**ARTICLE 29: DISCIPLINE**

The City is committed to following the principles of progressive discipline. Disciplinary actions should be designed to fit the nature of the employee's performance or conduct needing to be addressed. The particular action imposed shall depend on the severity of the conduct, the particular factual circumstances involved, the employee's work history and previous formal disciplinary record, and take into consideration other incidents with comparable circumstances. For purposes of this article, a working day is defined as a day City Hall is open for business.

1) **Disciplinary Actions Defined**

a) Oral or Written Warning

An oral or written warning is a tool by supervisors to address performance problems or minor instances of misconduct. An oral or written warning may be initiated at any time. When issuing an oral or written warning, the supervisor or manager will review with the employee the specific deficiencies in question, improvement needed, the City's standards, and the employee's expected behavior moving forward. The employee should be advised of the action that will be taken should they fail to achieve the improvement outlined within the time period specified. Written warnings will be kept in the supervisory file, rather than the official personnel file, and a copy given to the employee. At the supervisor's discretion, a summary of the behavior leading up to the warning may be incorporated into the employee's performance evaluation during their next evaluation. Once the performance evaluation is completed for the year and the supervisor determines if the warning should be incorporated into the employee's performance evaluation, all warnings referenced in the supervisory file should be discarded.

b) Letter of Reprimand

A Letter of Reprimand is considered the lowest level of formal discipline. A Letter of Reprimand may be used for minor offenses warranting disciplinary action and/or to provide formal notice to

the employee that the City will take further disciplinary action unless immediate, real and consistent improvement in performance is demonstrated. Any decision to issue a Letter of Reprimand should be reviewed by the Human Resources Department. The supervisor or manager issuing the Letter of Reprimand shall meet with the employee to discuss specific improvements required within a defined time period to avoid further disciplinary action, where applicable. A copy of the Letter of Reprimand will be placed in the employee's official personnel file. A Letter of Reprimand is not appealable, but the employee may attach a written response for the Department Head to review and evaluate. The employee's written response will be placed in the employee's official personnel file.

c) Suspension

Suspension is the temporary removal of an employee from their duties without pay. A suspension should be commensurate with the offence and may not exceed thirty (30) calendar days.

d) Reduction in Pay

A Reduction in Pay is a reduction in hourly salary for a limited and defined period of time. An example of this is a reduction in the employee's step placement for a defined period for time that does not result in any classification change. The employee remains in their classification and continues to perform their regular and customary duties for the duration of the Reduction in Pay.

e) Demotion

Demotion is the movement of an employee from their current classification to a classification having a lower salary range. The employee must meet the minimum qualifications of the position to which they are demoting. Demotion is generally utilized as a disciplinary action when the employee has not been able to competently perform required duties of their classification but did not engage in misconduct that would preclude them from City employment. Demotion may also be utilized as progressive disciplinary action.

f) Discharge

Discharge is the involuntary termination of an employee from City employment for cause.

## 2) Examples of Misconduct

It is impossible to provide an exhaustive list of the types of impermissible conduct. However, misconduct that may result in disciplinary action, up to and including discharge includes, but is not limited to, the following examples:

- a) Continued failure to meet expected standards of work, such as attendance, punctuality, work product or behavior.
- b) Insubordination, including, but not limited to, refusing to follow a lawful work order
- c) Intentional or negligent conduct that damages City property or the property of another employee, a customer, a vendor, or a visitor.
- d) Unauthorized use of City Property or removing City property from the premises without authorization, the property of the City, a City employee, customer, vendor, or visitor. Property includes, but is not limited to, records, supplies, materials, equipment, land or facilities. Intentional or negligent misuse of City property, or the property of another employee, customer, vendor, or visitor

- e) Fighting or provoking a fight on City time or property; engaging in horseplay or other action that endangers City property or disrupts work; failure to work cooperatively with others
- f) Harassing, threatening, intimidating, insulting, demeaning, using profane or abusive language, or coercing any other employee, customer or visitor, including any violation of the City's Harassment Policies
- g) Bringing or possessing weapons or any other dangerous device onto City property without authorization
- h) Disregarding any safety, fire prevention or security rule or practice, or engaging in activity that creates a safety, fire or security hazard
- i) Failing to report a work-related accident or injury immediately, or as soon as circumstances permit
- j) Soliciting or accepting reimbursement or gratuities for services from customers or any other person at any time including, during working hours, while on City premises, or on off hours while representing themselves as a City employee or from someone who has knowledge of their City employment.
- k) Unauthorized vending, solicitation or sales of goods or services to other employees, customers, or visitors during working hours or while on City premises
- l) Excessive tardiness or unscheduled absenteeism for any reason whether or not reported; abuse of sick leave
- m) Failing to notify one's supervisor of absence and the reason for absence prior to the start of a shift; leaving City premises or one's assigned work area during working hours without permission; failure to abide by lunch or break periods or working unauthorized overtime.
- n) Being absent from work without authorization or notification for three (3) consecutive working days, shall be construed to have abandoned their employment with the City and shall be cause for immediate termination subject to Skelly procedures.
- o) Submitting any written documentation or work product, including an employment application, containing false or misleading information
- p) Unauthorized dissemination of proprietary information or employee records on files; falsifying or destroying any City records, including, but not limited to, any timekeeping records or customer records
- q) Conviction of a felony or conviction of a misdemeanor involving moral turpitude which relates to the employee's ability to perform the duties of their position. For purposes of these rules, a plea of "nolo contendere" or "no contest" will constitute conviction
- r) Failing to obtain or maintain any required license, registration, certifications, permit, or other minimum job standard
- s) Incompetence; failing to meet acceptable performance standards; failure to perform assigned duties
- t) Dishonesty
- u) Performance of non-City work on work time
- v) Any other misconduct which affects the work environment or the quality of customer relations,

or any other violation of established City policy

- w) An employee receiving more than one (1) garnishment (not including child support). A \$25.00 initial set up fee and \$7.00 service charge per garnishment (excluding child support which shall be \$1.00) per payroll check shall be charged to the employee

### 3) **Pre-Disciplinary Procedure**

If an employee is to be suspended, receive a reduction in pay, be demoted or discharged, the employee shall receive written notice of the proposed disciplinary action in advance of the imposition of discipline, stating the specific grounds and the particular facts upon which the action is based. The notice will include copies of any known materials, reports or other documents upon which the intended action is based. Electronic copies will be provided upon request.

Within seven (7) calendar days after the employee has been provided with the notice of proposed disciplinary action, the employee shall notify the Department Head or Human Resources Director of their intention to respond in writing or orally to the proposed disciplinary action. As a result of such a request, a "Skelly Officer", who will be the Department Head or designee who has the authority to modify or eliminate the intended disciplinary action, will hear the response. If the employee elects to respond in writing, the employee must respond within seven (7) calendar days after their election to provide a written response. If the employee requests a meeting, it will be scheduled within a reasonable timeframe.

Following the written response or in-person meeting, the Skelly Officer (if a person other than the Department Head) will issue their written decision to the Department Head. The Department Head or designee will issue the employee a final written notice of discipline in accordance with the Skelly Officer's decision prior to the effective date of the disciplinary action.

### 4) **Disciplinary Appeal Process**

- a) A disciplinary action of suspension of three (3) days or less is appealable through the following procedure below:

**Step 1.** The employee must, within seven (7) calendar days, present the appeal to the Human Resources Director for processing. The employee's appeal must state the specific policy(ies), rule(s) and/or MOU provisions that were allegedly improperly applied and the bases for appealing the imposed disciplinary action and stating the specific resolution desired. The failure of the employee to take this action shall constitute a waiver of the appeal, unless time limits are extended through mutual agreement.

**Step 2.** Within a reasonable time of receipt of the appeal, the Human Resources Director will set up a meeting between the employee and their representative with the City Manager or designee to review the issues. A written decision will then be rendered within thirty (30) calendar days of the meeting. The decision of the City Manager will be final.

- b) A disciplinary action of suspension of four (4) days or more, reduction in pay, demotion or discharge is appealable per the appeal procedure below:

The employee may, within ten (10) calendar days of receipt of the disciplinary action, appeal to advisory arbitration. The parties, or their designated representatives, in good faith shall attempt to agree on an arbitrator. If they are unable to agree within a reasonable time, either party may request the State Mediation and Conciliation Service to submit a list of seven (7) arbitrators. The parties shall select the arbitrator by alternately striking names (beginning with the Union) from a list until one (1) name remains. Such person shall then become the arbitrator.

The arbitrator so selected shall hold a hearing within a reasonable timeframe at a time and place convenient to the parties.

The arbitrator's decision shall be submitted to the City Manager with copies to all parties. The City Manager may adopt, reject, or modify the arbitrator's decision. The City Manager's decision shall be rendered in writing within thirty (30) calendar days of receipt of the arbitrator's decision. The City Manager's determination constitutes a final administrative action by the City subject to judicial review pursuant to Code of Civil Procedure Section 1094.5.

Costs of the arbitrator shall be borne by the City.

### **ARTICLE 30: RELEASE TIME**

The City will allow a maximum of two (2) Union stewards a reasonable amount of time to process employee grievances subject to approval by the employees' Division or Department Head. Additional stewards may be released for City-wide issues with approval of the Human Resources Director and the employees' Division or Department Head or designee. The Union will provide written notification to the Human Resources Director of the names of the union stewards and any changes during this contract.

### **ARTICLE 31: WORK STOPPAGE PROHIBITION**

#### **Prohibited Conduct**

- a) The union, its officers, agents, representatives, and members, agree that they will not call for, engage in, or honor any strike, walkout, work stoppage, sickout, blue flu, intentional disruption of City services, concerted withholding of or refusal to perform services, or any similar job action by employees represented by the Union, any other employee or group of employees of the City, or any union or association of employees. However, neither the Union nor any of its members waive their rights (1) under Section 6300 et seq. of the California Labor Code to refuse to work under unsafe conditions; or (2) under the United States and California Constitutions to exercise their rights of freedom of speech, assembly and association (such as by engaging in lawful informational picketing).
- b) In the event that the Union, its officers, agents, representatives, or members engage in any of the conduct prohibited above, the Union shall immediately instruct, in writing, any persons engaging in such conduct that their actions are in violation of this MOU and are unlawful, and that they must immediately cease such conduct and return to work.

- c) In the event the Union carries out in good faith its responsibilities set forth in Paragraph 2 above, it shall not be liable for the actions of any individual who participates in conduct prohibited by Paragraph 1 above. Any employee who participates in any conduct prohibited above or violates any other City rule or regulation, shall be subject to disciplinary action including termination by the City. This shall not abrogate the right of any employee to receive all due process guaranteed to him or her in procedures relating to disciplinary action.

## **ARTICLE 32: DUES DEDUCTION**

The Finance Department shall deduct union dues from all employees who have signed a written authorization and a copy of that authorization has been provided to the Finance Department. Employees on leave without pay or employees who earn a salary less than the union deduction shall not have a union dues deduction for that pay period.

The Union shall set the dues amount pursuant to the International Brotherhood of Teamsters (IBT) constitution and notify in advance all affected employees and the City if the amount will change. The Union shall inform the Payroll Division in writing of any changes in the membership status of any Union members. Employee requests to cancel or change deductions shall be directed to the Union.

On an annual basis, the Union shall provide the Human Resources Director with a copy of the Union's certified financial report. The City shall provide the Union a list of all unit members and dues paying status with each union dues check remitted to the Union.

The Union shall provide full protection to the City by indemnifying, defending and holding the City harmless from and against all claims and liabilities as a result of deducting dues from employees who have authorized the deduction.

## **ARTICLE 33: LAYOFF LANGUAGE**

### **LAYOFF PROCEDURE:**

- a) Purpose: The purpose of this article is to provide a means by which employees are to be demoted or laid off when a reduction in force occurs.
- b) Definition: A layoff means a separation resulting from lack of work, lack of funds, abolishment of a position, or elimination or reduction in service level.
- c) The Human Resources Director shall send written notice to the last known address of each employee affected by a layoff at least ten (10) days prior to the effective date of the action. The notice shall include the: (a) reason for layoff (i.e., lack of work or funds, abolishment of a position or elimination or reduction in a particular service level); (b) classes or positions to which the employee may transfer or demote within the department, if any; (c) effective date of the action; (d) seniority of the employee within the abolished classifications; (e) an explanation of how the seniority was determined or computed; (f) the conditions governing retention on and reinstatement from reemployment lists; and (g) rules regarding the waiver of reinstatement and voluntary withdrawal from the reemployment list.

- d) Order of Layoff: The first person laid off in a classification will be the employee in the department with the least amount of City-wide seniority defined as continuous City service, including probationary periods successfully completed. The City is required to use the "seniority rule" in implementing layoffs in accordance with California Government Code section 45100. If two (2) employees have the same amount of seniority, the appointing authority shall determine who will be laid off first, based on performance evaluations or other documentable circumstances.
- e) Non-Discrimination in Reduction in Force: Layoffs and demotions which result from a reduction in force shall be made without regard to an employee's protected class status.
- f) Checkout Upon Layoff, Separation, or Termination: Any employee who is laid off, terminated, or who separates from the service for any reason shall not receive their final paycheck until they have turned in to their supervisor all City-owned equipment, including their City identification card, and has cleared with their Department Head the disposition of any clothing, tools, and other working materials that have been provided to them by the City, and has completed all exit interviews and forms which may be required by City Manager.
- g) Bumping: An employee designated to be laid off may bump into any vacant position in the same classification elsewhere in the City, or into any position of the same classification held by an employee with lessor seniority elsewhere in the City. If no such position exists, the employee may bump into the next lower classification within the same department, provided that the employee has previously held permanent status in such classification with the City. Thereafter, an employee may bump into any position previously held position by him/her in the City, provided that the occupant of such position has lessor seniority than the employee being laid off. An employee who is bumped shall be laid off in the same manner as an employee whose position is abolished.
- h) Order and Method of Demotion Pursuant to a Reduction in Force - Required due to a reduction in force, employees shall be demoted in the following manner:
  - i) Employees who are involuntarily demoted, who have held permanent status in a lower classification shall have the right to bump employees of lessor seniority in that lower classification, if the employee exercising the bumping privilege has more classification seniority than the incumbent in the class to which the employee is bumping.
  - ii) Employees who have not actually held a lower classification shall be allowed to demote to a position held by a City probationary employee in such lower class, but may not bump a City employee in a lower classification who has passed probation.
  - iii) Employee with the least seniority shall be demoted first. Whenever two (2) or more employees have the identical seniority status, the employee with the lowest performance rating shall be demoted first. All persons so demoted shall have their names placed on the classification reinstatement eligible list.

- i) The employee laid off as a result of a displaced employee's reversion to a lower classification shall receive written notice of layoff not less than ten (10) days prior to the effective date of the layoff. The names of permanent employees who have been laid off due to reduction in force shall be placed on an appropriate layoff/reinstatement list according to the date of separation and shall be based on: last employee laid off is the first employee on the list with other employees eligible in sequential order thereafter. Such list shall be used by the appointing officer when a vacancy for that class is to be filled before certification.
- j) Duration of Reinstatement and Reemployment Lists: The eligibility of individuals on the Reinstatement and Reemployment Lists shall extend for a period of two (2) years from the date of demotion or layoff. Eligibles not responding to written notification of an opening within ten (10) working days shall have their names removed from either the Reemployment or Reinstatement List.
- k) Notice of Recall From Layoff Shall be by Return Receipt - Requested Mail and shall specify the date for reporting to work which shall not be more than two (2) weeks from the date the notice is received. Notice shall be deemed to have been received when sent to the last known address on file with the City and attempted delivery or delivery is certified by the Postal Service. Upon receiving notice, the person on layoff shall have three (3) days to accept or decline the recall opportunity.

An employee who fails to respond in writing within the three (3) days, refuses recall, or fails to report on the prescribed date within the two (2) week maximum, thereby waives all further right to recall and reinstatement as an employee.

Where recall is declined, the City will proceed to the next senior person on the Reinstatement List and follow the same notice and respond procedure. This process will continue through the list until recall needs are met on the list.

Reinstated employees shall receive the following:

- i) Retention of permanent full-time service seniority accrued as of date of layoff.
  - ii) The salary for the classification in effect as of the date of return, at the same step level as the date of layoff not to exceed the sixth step.
  - iii) The accrual rate of vacation and sick leave in effect for the employee's seniority level and class at the time of rehire, but insurance contributions shall be at the level of a new employee while serving the obligatory probation period of six (6) months.
  - iv) All other benefits or programs in effect at the time of layoff shall be forfeited unless they are still applied to the classification or salary range at the time of rehire or provided to new hires as of that date.
- l) Obligation to Serve Probationary Period: A person appointed from a reemployment list or classification reinstatement list must serve a new probationary period if recall from such list



occurs more than one (1) year after the effective date of layoff. The new probationary period in such circumstances shall be not less than six (6) months.

- m) Resignation in Lieu of Recall: An employee who elects to resign in lieu of layoff or while laid off shall forfeit all rights to reinstatement, and be entitled only to those rights related to severance from the service.
- n) Separation After Layoff Recall: The employee will be entitled to the same severance benefits and pay as are provided in the case of other separations or retirements.

#### **ARTICLE 34: LABOR MANAGEMENT COMMITTEE**

The parties agree that regular meetings to explore mutual problems and issues will be beneficial to the relationship between the City and Union. The parties agree to meet on an as-needed basis. The purpose of the meetings is to exchange information and to solve problems. The parties agree that such meetings shall not be negotiations and therefore the results of the meetings shall not be binding on the parties unless they develop and execute a document that memorializes their results or reach agreements they wish to memorialize.

#### **ARTICLE 35: SAVINGS CLAUSE**

If any section, subsection, subdivision, sentence, clause, or phrase of this MOU is for any reason held to be illegal or unconstitutional, such decision shall not affect the validity of the remaining portions of this MOU.

This MOU was ratified by the Teamsters, Local 911 and then approved by the City Council of the City of Manhattan Beach on February 15, 2022.

TEAMSTERS, LOCAL 911

CITY OF MANHATTAN BEACH

DocuSigned by:  
BY Ted Faturos, Teamsters Bargaining Committee Member  
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Ted Faturos  
Union Bargaining Committee Member

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BY   
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Lisa Jenkins  
Human Resources Director

DocuSigned by:  
BY Christina M. Lopez, Teamsters Bargaining Committee Member  
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Christina Lopez  
Union Bargaining Committee Member

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BY Stephanie Swofford, Human Resources Manager  
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Stephanie Swofford  
Human Resources Manager

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Joseph Parks  
Union Bargaining Committee Member

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BY Peter Brown, Liebert Cassidy Whitmore  
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Peter J. Brown  
Chief Labor Negotiator

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Paul Rubio  
Union Bargaining Committee Member

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BY Jason Sandoval, Teamsters Bargaining Committee Member  
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Jason Sandoval  
Union Bargaining Committee Member

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BY M. Taylor  
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Mary Taylor  
Union Bargaining Committee Member

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BY Carlos Rubio, Teamsters Representative  
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Carlos Rubio  
Business Representative  
Teamsters Local 911 Union  
Bargaining Committee Chief Negotiator

## EXHIBIT A - SALARY SCHEDULE

Effective 01/01/2022

Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Account Services Representative I	4,411	4,631	4,865	5,109	5,364	5,632
Account Services Representative II	4,853	5,096	5,350	5,617	5,898	6,193
Administrative Analyst	5,682	5,966	6,264	6,577	6,906	7,251
Administrative Assistant	4,705	4,940	5,187	5,446	5,721	6,006
Assistant Engineer	7,044	7,394	7,765	8,155	8,563	8,990
Assistant Planner	6,309	6,626	6,957	7,305	7,669	8,052
Associate Engineer	8,152	8,561	8,988	9,437	9,910	10,406
Associate Planner	7,306	7,670	8,053	8,456	8,879	9,324
Building Inspector	6,115	6,419	6,742	7,077	7,432	7,803
Building Repair Craftsperson	5,249	5,514	5,787	6,076	6,380	6,699
Code Enforcement Officer I	5,463	5,736	6,022	6,323	6,639	6,971
Code Enforcement Officer II	6,078	6,384	6,702	7,037	7,387	7,757
Community Services Officer	4,693	4,926	5,173	5,431	5,703	5,988
Electrician	5,711	5,998	6,296	6,612	6,942	7,290
Engineering Technician I	5,379	5,650	5,931	6,227	6,537	6,866
Engineering Technician II	5,932	6,228	6,541	6,867	7,209	7,568
Equipment Mechanic I	4,527	4,756	4,991	5,242	5,502	5,778
Equipment Mechanic II	5,649	5,930	6,225	6,536	6,864	7,207
Executive Assistant	5,320	5,587	5,865	6,159	6,467	6,791
Fire Inspector	6,119	6,425	6,747	7,084	7,439	7,810
General Services Coordinator	5,656	5,938	6,236	6,549	6,876	7,220
Geographic Information Systems Technician	5,932	6,228	6,541	6,867	7,209	7,568
Information Systems Specialist	6,705	7,041	7,391	7,761	8,150	8,559
Lead Police Records Technician	4,938	5,185	5,445	5,717	6,003	6,303
Lead Water System Operator	6,046	6,352	6,667	7,000	7,351	7,721
Maintenance Worker I	4,324	4,542	4,768	5,006	5,257	5,522
Maintenance Worker II	4,651	4,883	5,126	5,382	5,653	5,934
Maintenance Worker III	5,247	5,511	5,784	6,074	6,375	6,696
Meter Repair Worker	4,764	5,001	5,251	5,516	5,789	6,078
Network Administrator	7,714	8,099	8,505	8,930	9,376	9,844
Office Assistant	3,838	4,029	4,232	4,442	4,665	4,898
Park Services Enforcement Officer	6,078	6,384	6,702	7,037	7,387	7,757
Permits Technician	5,169	5,427	5,699	5,983	6,283	6,596
Plan Check Engineer	7,773	8,161	8,570	8,998	9,448	9,920
Police Academy Trainee						6,529
Police Records Specialist	4,703	4,938	5,185	5,443	5,717	6,003
Police Records Technician	4,703	4,938	5,185	5,443	5,717	6,003
Police Services Officer	5,117	5,372	5,641	5,924	6,219	6,529
Property & Evidence Officer	4,703	4,938	5,185	5,443	5,717	6,003
Public Works Inspector	5,940	6,237	6,551	6,878	7,222	7,582
Purchasing Assistant	4,705	4,940	5,187	5,446	5,721	6,006
Receptionist Clerk	3,941	4,136	4,344	4,559	4,786	5,027
Recreation Coordinator	4,636	4,870	5,113	5,369	5,638	5,920
Recreation Supervisor	5,797	6,086	6,393	6,710	7,047	7,397
Revenue Services Specialist	5,388	5,658	5,941	6,238	6,552	6,879
Senior Building Inspector	7,185	7,545	7,924	8,319	8,734	9,172
Senior Engineering Technician	6,490	6,809	7,153	7,509	7,885	8,279
Senior Permits Technician	5,424	5,694	5,979	6,277	6,591	6,922
Senior Water Plant Operator	5,809	6,100	6,406	6,725	7,063	7,416
Sewer Maintenance Worker	4,882	5,125	5,381	5,652	5,933	6,229
Transportation Services Operator	4,445	4,668	4,902	5,145	5,404	5,674
Water Meter Reader	4,324	4,542	4,768	5,006	5,257	5,522
Water Plant Operator	5,367	5,636	5,917	6,214	6,523	6,850
Water System Operator I	4,757	4,997	5,245	5,506	5,782	6,074
Water System Operator II	5,113	5,371	5,638	5,919	6,216	6,529
Water System Operator III	5,496	5,774	6,061	6,363	6,683	7,019

Effective 01/14/2023

Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Account Services Representative I	4,543	4,770	5,011	5,262	5,525	5,801
Account Services Representative II	4,999	5,249	5,511	5,786	6,075	6,379
Administrative Analyst	5,852	6,145	6,452	6,774	7,113	7,469
Administrative Assistant	4,846	5,088	5,343	5,609	5,893	6,186
Assistant Engineer	7,255	7,616	7,998	8,400	8,820	9,260
Assistant Planner	6,498	6,825	7,166	7,524	7,899	8,294
Associate Engineer	8,397	8,818	9,258	9,720	10,207	10,718
Associate Planner	7,525	7,900	8,295	8,710	9,145	9,604
Building Inspector	6,298	6,612	6,944	7,289	7,655	8,037
Building Repair Craftsperson	5,406	5,679	5,961	6,258	6,571	6,900
Code Enforcement Officer I	5,627	5,908	6,203	6,513	6,838	7,180
Code Enforcement Officer II	6,260	6,576	6,903	7,248	7,609	7,990
Community Services Officer	4,834	5,074	5,328	5,594	5,874	6,168
Electrician	5,882	6,178	6,485	6,810	7,150	7,509
Engineering Technician I	5,540	5,820	6,109	6,414	6,733	7,072
Engineering Technician II	6,110	6,415	6,737	7,073	7,425	7,795
Equipment Mechanic I	4,663	4,899	5,141	5,399	5,667	5,951
Equipment Mechanic II	5,818	6,108	6,412	6,732	7,070	7,423
Executive Assistant	5,480	5,755	6,041	6,344	6,661	6,995
Fire Inspector	6,303	6,618	6,949	7,297	7,662	8,044
General Services Coordinator	5,826	6,116	6,423	6,745	7,082	7,437
Geographic Information Systems Technician	6,110	6,415	6,737	7,073	7,425	7,795
Information Systems Specialist	6,906	7,252	7,613	7,994	8,395	8,816
Lead Police Records Technician	5,086	5,341	5,608	5,889	6,183	6,492
Lead Water System Operator	6,227	6,543	6,867	7,210	7,572	7,953
Maintenance Worker I	4,454	4,678	4,911	5,156	5,415	5,688
Maintenance Worker II	4,791	5,029	5,280	5,543	5,823	6,112
Maintenance Worker III	5,404	5,676	5,958	6,256	6,566	6,897
Meter Repair Worker	4,907	5,151	5,409	5,681	5,963	6,260
Network Administrator	7,945	8,342	8,760	9,198	9,657	10,139
Office Assistant	3,953	4,150	4,359	4,575	4,805	5,045
Park Services Enforcement Officer	6,260	6,576	6,903	7,248	7,609	7,990
Permits Technician	5,324	5,590	5,870	6,162	6,471	6,794
Plan Check Engineer	8,006	8,406	8,827	9,268	9,731	10,218
Police Academy Trainee						6,725
Police Records Specialist	4,844	5,086	5,341	5,606	5,889	6,183
Police Records Technician	4,844	5,086	5,341	5,606	5,889	6,183
Police Services Officer	5,271	5,533	5,810	6,102	6,406	6,725
Property & Evidence Officer	4,844	5,086	5,341	5,606	5,889	6,183
Public Works Inspector	6,118	6,424	6,748	7,084	7,439	7,809
Purchasing Assistant	4,846	5,088	5,343	5,609	5,893	6,186
Receptionist Clerk	4,059	4,260	4,474	4,696	4,930	5,178
Recreation Coordinator	4,775	5,016	5,266	5,530	5,807	6,098
Recreation Supervisor	5,971	6,269	6,585	6,911	7,258	7,619
Revenue Services Specialist	5,550	5,828	6,119	6,425	6,749	7,085
Senior Building Inspector	7,401	7,771	8,162	8,569	8,996	9,447
Senior Engineering Technician	6,685	7,013	7,368	7,734	8,122	8,527
Senior Permits Technician	5,587	5,865	6,158	6,465	6,789	7,130
Senior Water Plant Operator	5,983	6,283	6,598	6,927	7,275	7,638
Sewer Maintenance Worker	5,028	5,279	5,542	5,822	6,111	6,416
Transportation Services Operator	4,578	4,808	5,049	5,299	5,566	5,844
Water Meter Reader	4,454	4,678	4,911	5,156	5,415	5,688
Water Plant Operator	5,528	5,805	6,095	6,400	6,719	7,056
Water System Operator I	4,900	5,147	5,402	5,671	5,955	6,256
Water System Operator II	5,266	5,532	5,807	6,097	6,402	6,725
Water System Operator III	5,661	5,947	6,243	6,554	6,883	7,230

Effective 01/13/2024

Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Account Services Representative I	4,679	4,913	5,161	5,420	5,691	5,975
Account Services Representative II	5,149	5,406	5,676	5,960	6,257	6,570
Administrative Analyst	6,028	6,329	6,646	6,977	7,326	7,693
Administrative Assistant	4,991	5,241	5,503	5,777	6,070	6,372
Assistant Engineer	7,473	7,844	8,238	8,652	9,085	9,538
Assistant Planner	6,693	7,030	7,381	7,750	8,136	8,543
Associate Engineer	8,649	9,083	9,536	10,012	10,513	11,040
Associate Planner	7,751	8,137	8,544	8,971	9,419	9,892
Building Inspector	6,487	6,810	7,152	7,508	7,885	8,278
Building Repair Craftsperson	5,568	5,849	6,140	6,446	6,768	7,107
Code Enforcement Officer I	5,796	6,085	6,389	6,708	7,043	7,395
Code Enforcement Officer II	6,448	6,773	7,110	7,465	7,837	8,230
Community Services Officer	4,979	5,226	5,488	5,762	6,050	6,353
Electrician	6,058	6,363	6,680	7,014	7,365	7,734
Engineering Technician I	5,706	5,995	6,292	6,606	6,935	7,284
Engineering Technician II	6,293	6,607	6,939	7,285	7,648	8,029
Equipment Mechanic I	4,803	5,046	5,295	5,561	5,837	6,130
Equipment Mechanic II	5,993	6,291	6,604	6,934	7,282	7,646
Executive Assistant	5,644	5,928	6,222	6,534	6,861	7,205
Fire Inspector	6,492	6,817	7,157	7,516	7,892	8,285
General Services Coordinator	6,001	6,299	6,616	6,947	7,294	7,660
Geographic Information Systems Technician	6,293	6,607	6,939	7,285	7,648	8,029
Information Systems Specialist	7,113	7,470	7,841	8,234	8,647	9,080
Lead Police Records Technician	5,239	5,501	5,776	6,066	6,368	6,687
Lead Water System Operator	6,414	6,739	7,073	7,426	7,799	8,192
Maintenance Worker I	4,588	4,818	5,058	5,311	5,577	5,859
Maintenance Worker II	4,935	5,180	5,438	5,709	5,998	6,295
Maintenance Worker III	5,566	5,846	6,137	6,444	6,763	7,104
Meter Repair Worker	5,054	5,306	5,571	5,851	6,142	6,448
Network Administrator	8,183	8,592	9,023	9,474	9,947	10,443
Office Assistant	4,072	4,275	4,490	4,712	4,949	5,196
Park Services Enforcement Officer	6,448	6,773	7,110	7,465	7,837	8,230
Permits Technician	5,484	5,758	6,046	6,347	6,665	6,998
Plan Check Engineer	8,246	8,658	9,092	9,546	10,023	10,525
Police Academy Trainee						6,927
Police Records Specialist	4,989	5,239	5,501	5,774	6,066	6,368
Police Records Technician	4,989	5,239	5,501	5,774	6,066	6,368
Police Services Officer	5,429	5,699	5,984	6,285	6,598	6,927
Property & Evidence Officer	4,989	5,239	5,501	5,774	6,066	6,368
Public Works Inspector	6,302	6,617	6,950	7,297	7,662	8,043
Purchasing Assistant	4,991	5,241	5,503	5,777	6,070	6,372
Receptionist Clerk	4,181	4,388	4,608	4,837	5,078	5,333
Recreation Coordinator	4,918	5,166	5,424	5,696	5,981	6,281
Recreation Supervisor	6,150	6,457	6,783	7,118	7,476	7,848
Revenue Services Specialist	5,717	6,003	6,303	6,618	6,951	7,298
Senior Building Inspector	7,623	8,004	8,407	8,826	9,266	9,730
Senior Engineering Technician	6,886	7,223	7,589	7,966	8,366	8,783
Senior Permits Technician	5,755	6,041	6,343	6,659	6,993	7,344
Senior Water Plant Operator	6,162	6,471	6,796	7,135	7,493	7,867
Sewer Maintenance Worker	5,179	5,437	5,708	5,997	6,294	6,608
Transportation Services Operator	4,715	4,952	5,200	5,458	5,733	6,019
Water Meter Reader	4,588	4,818	5,058	5,311	5,577	5,859
Water Plant Operator	5,694	5,979	6,278	6,592	6,921	7,268
Water System Operator I	5,047	5,301	5,564	5,841	6,134	6,444
Water System Operator II	5,424	5,698	5,981	6,280	6,594	6,927
Water System Operator III	5,831	6,125	6,430	6,751	7,089	7,447

Effective 01/11/2025

Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Account Services Representative I	4,749	4,987	5,238	5,501	5,776	6,065
Account Services Representative II	5,226	5,487	5,761	6,049	6,351	6,669
Administrative Analyst	6,118	6,424	6,746	7,082	7,436	7,808
Administrative Assistant	5,066	5,320	5,586	5,864	6,161	6,468
Assistant Engineer	7,585	7,962	8,362	8,782	9,221	9,681
Assistant Planner	6,793	7,135	7,492	7,866	8,258	8,671
Associate Engineer	8,779	9,219	9,679	10,162	10,671	11,206
Associate Planner	7,867	8,259	8,672	9,106	9,560	10,040
Building Inspector	6,584	6,912	7,259	7,621	8,003	8,402
Building Repair Craftsperson	5,652	5,937	6,232	6,543	6,870	7,214
Code Enforcement Officer I	5,883	6,176	6,485	6,809	7,149	7,506
Code Enforcement Officer II	6,545	6,875	7,217	7,577	7,955	8,353
Community Services Officer	5,054	5,304	5,570	5,848	6,141	6,448
Electrician	6,149	6,458	6,780	7,119	7,475	7,850
Engineering Technician I	5,792	6,085	6,386	6,705	7,039	7,393
Engineering Technician II	6,387	6,706	7,043	7,394	7,763	8,149
Equipment Mechanic I	4,875	5,122	5,374	5,644	5,925	6,222
Equipment Mechanic II	6,083	6,385	6,703	7,038	7,391	7,761
Executive Assistant	5,729	6,017	6,315	6,632	6,964	7,313
Fire Inspector	6,589	6,919	7,264	7,629	8,010	8,409
General Services Coordinator	6,091	6,393	6,715	7,051	7,403	7,775
Geographic Information Systems Technician	6,387	6,706	7,043	7,394	7,763	8,149
Information Systems Specialist	7,220	7,582	7,959	8,358	8,777	9,216
Lead Police Records Technician	5,318	5,584	5,863	6,157	6,464	6,787
Lead Water System Operator	6,510	6,840	7,179	7,537	7,916	8,315
Maintenance Worker I	4,657	4,890	5,134	5,391	5,661	5,947
Maintenance Worker II	5,009	5,258	5,520	5,795	6,088	6,389
Maintenance Worker III	5,649	5,934	6,229	6,541	6,864	7,211
Meter Repair Worker	5,130	5,386	5,655	5,939	6,234	6,545
Network Administrator	8,306	8,721	9,158	9,616	10,096	10,600
Office Assistant	4,133	4,339	4,557	4,783	5,023	5,274
Park Services Enforcement Officer	6,545	6,875	7,217	7,577	7,955	8,353
Permits Technician	5,566	5,844	6,137	6,442	6,765	7,103
Plan Check Engineer	8,370	8,788	9,228	9,689	10,173	10,683
Police Academy Trainee						7,031
Police Records Specialist	5,064	5,318	5,584	5,861	6,157	6,464
Police Records Technician	5,064	5,318	5,584	5,861	6,157	6,464
Police Services Officer	5,510	5,784	6,074	6,379	6,697	7,031
Property & Evidence Officer	5,064	5,318	5,584	5,861	6,157	6,464
Public Works Inspector	6,397	6,716	7,054	7,406	7,777	8,164
Purchasing Assistant	5,066	5,320	5,586	5,864	6,161	6,468
Receptionist Clerk	4,244	4,454	4,677	4,910	5,154	5,413
Recreation Coordinator	4,992	5,243	5,505	5,781	6,071	6,375
Recreation Supervisor	6,242	6,554	6,885	7,225	7,588	7,966
Revenue Services Specialist	5,803	6,093	6,398	6,717	7,055	7,407
Senior Building Inspector	7,737	8,124	8,533	8,958	9,405	9,876
Senior Engineering Technician	6,989	7,331	7,703	8,085	8,491	8,915
Senior Permits Technician	5,841	6,132	6,438	6,759	7,098	7,454
Senior Water Plant Operator	6,254	6,568	6,898	7,242	7,605	7,985
Sewer Maintenance Worker	5,257	5,519	5,794	6,087	6,388	6,707
Transportation Services Operator	4,786	5,026	5,278	5,540	5,819	6,109
Water Meter Reader	4,657	4,890	5,134	5,391	5,661	5,947
Water Plant Operator	5,779	6,069	6,372	6,691	7,025	7,377
Water System Operator I	5,123	5,381	5,647	5,929	6,226	6,541
Water System Operator II	5,505	5,783	6,071	6,374	6,693	7,031
Water System Operator III	5,918	6,217	6,526	6,852	7,195	7,559