

**Service Employees International Union CTW-CLC Local 521**

**Memorandum of Understanding**

**July 1, 2019 through June 3, 2022**

**City of Coalinga**

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## **PREAMBLE**

This Memorandum of Understand (MOU) is made and entered into for the term of July 1, 2019 through June 30, 2022, by and between the City of Coalinga, hereinafter referred to as the “City”, and Service Employees International Union Local 521, hereinafter referred to as the “Union”, the exclusively recognized employee organization representing the employees in the general employee bargaining unit.

## **ARTICLE I - INTENT AND PURPOSE**

### **SECTION 1.01 PURPOSE:**

The purpose of this M.O.U. is to enhance communications and further the spirit of good will that exists between the Union, its members, and the City. It is further intended to formalize and record agreement on terms and conditions of employment for represented employees, and on certain rights of the parties in their on-going employment relationship.

## **ARTICLE II – FULL UNDERSTANDING**

### **SECTION 2.01 FULL UNDERSTANDING:**

The Union and the City agree that during the negotiations which resulted in the M.O.U., each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter within the scope of bargaining and that this present document represents the full and complete understanding and agreement of the parties on the terms and conditions of employment specifically addressed herein.

### **SECTION 2.02 PRIOR AND EXISTING CONDITIONS:**

Except as herein modified, there shall be no changes in wages, hours, or working conditions as a result of entering into this MOU, and all rights, privileges, benefits, and terms and conditions of employment as of the date of this agreement, which are not specifically set forth, shall remain in full force and effect unless changed by mutual consent. All issues not superficially addressed in the MOU will be addressed within the next five (5) years.

## **ARTICLE III – RECOGNITION AND NON-DISCRIMINATION**

### **SECTION 3.01 RECOGNITION:**

The City hereby recognizes the Union as exclusive representative of employees within the job classifications covered by this M.O.U., subject to an Individual employee’s right to self-representation as provided by Government Code Section 3502.

### **SECTION 3.02 NON-DISCRIMINATION:**

The City and the Union agree that there will be no discrimination against any employee because of race, religious creed, color, sex, national origin, age, marital status, medical condition, sexual orientation, physical or mental disability or any other basis protected by federal, state, or local law or ordinance or regulation.

**SECTION 3.03 UNION AFFILIATION:**

The City and the Union agree to protect the rights of all employees to exercise their free choice to join or refrain from joining the Union.

**SECTION 3.04 PARTICIPATION IN UNION ACTIVITIES:**

The City agrees not to intimidate any employee or attempt to restrain any employee or in any way limit the full and free expression of any employee's right to participate in the Union's lawful activities.

**SECTION 3.05 DUES DEDUCTION:**

- A. The City shall deduct from the pay of each employee in a position subject to this MOU, Union dues and voluntary contributions to the Union's Committee on Political Education (COPE) authorized by the employee. The City shall honor membership and voluntary political deductions authorization card the Union has supplied to the employee. The employee may only revoke the authorization pursuant to the terms of the authorization the employee signed.
- B. Deductions for dues and voluntary contributions to COPE shall start the pay period after employer receives notification of the authorization. The employer shall transmit such payments to the union through electronic funds transfer no later than thirty (30) days after the deductions from the employee's earnings occur.
- C. Requests to authorize dues and/or COPE shall be directed to the Union rather than the City. Requests to revoke or change the authorization shall also be directed to the Union rather than the City. The City shall rely on the Union's explanations in a certified list, submitted by the representative of the Union who has the authority to bind the Union, regarding whether authorization/revocation/change in deductions has been requested by the employee.

The Union shall not provide the employer a copy of the employee's authorization unless a dispute arises about the existence or terms of the authorization.

Deductions shall be made only once each pay period.

**SECTION 3.06 UNION RELEASE TIME:****SB 1085 Section 3558.8**

(a) A public employer shall grant to public employees, upon request of the exclusive representative of that employee, reasonable leaves of absence without loss of compensation or other benefits for the purpose of enabling employees to serve as stewards or officers of the exclusive representative, or of any statewide or national employee organization with which the exclusive representative is affiliated. Leave may be granted on a full-time, part-time, periodic, or intermittent basis.

(b) Procedures for requesting and granting leave shall be determined by mutual agreement between the employer and exclusive representative. The exclusive representative or employee organization shall reimburse the public employer for all compensation paid to the employee on leave unless otherwise provided by a collective bargaining agreement or memorandum of

understanding. Reimbursement by the exclusive representative or employee organization shall be made on or before 30 days after receipt of the public employer's certification of payment of compensation to the employee.

(c) At the conclusion or termination of leave granted under this section, the steward or representative shall have a right of reinstatement to the same position and work location held prior to the leave, or, if not feasible, a substantially similar position without loss of seniority, rank, or classification.

(d) The exclusive representative has no obligation to use leave under this section for an employee and may terminate that leave at any time, for any reason.

(e) Compensation during leave granted under this section shall include retirement fund contributions required of the public employer as an employer. The employee shall earn full service credit during the leave of absence and shall pay his or her member contributions unless the employer has agreed in a memorandum of understanding or collective bargaining agreement to pay the contributions on the employee's behalf.

(f) A public employer shall not be liable for an act or omission of, or an injury suffered by, an employee of the public employer if that act, omission, or injury occurs during the course and scope of the employee's leave under this section to work for the exclusive representative or affiliated employee organization. If a public employer is held liable for such an act, omission, or injury, the exclusive representative or affiliated employee organization shall indemnify and hold harmless the public employer.

(g) The leave provided under this section shall be in addition to any leave to which public employees may be entitled by other laws or by a memorandum of understanding or collective bargaining agreement.

(h) This section shall not serve to invalidate any provision of a memorandum of understanding or collective bargaining agreement in effect on the effective date of this section. At the request of the exclusive representative, a memorandum of understanding or collective bargaining agreement shall be reopened for negotiations to reach a mutual agreement concerning the grant of leave pursuant to this section.

(i) For purposes of this section:

(1) "Public employer" means, in addition to the entities described in subdivision (a) of Section 3555.5, both of the following:

(A) An employer subject to Chapter 10.4 (commencing with Section 3524.50).

(B) A public employer that employs public transit workers, the labor relations of which are regulated by provisions in the Public Utilities Code, and are not subject to the jurisdiction of the Public Employment Relations Board. Notwithstanding subdivision (c) of Section 3555.5, the

Public Employment Relations Board shall not have jurisdiction to enforce this section with respect to such public transit workers.

(2) "Steward" means any employee designated by the exclusive representative as a representative for unit employees, whether for the unit as a whole or at a particular site, department, or other division of the employer's operations, regardless of whether the employee is referred to by the exclusive representative as a steward or by a different title.

#### **ARTICLE IV – AUTHORIZED REPRESENTATIVES**

##### **SECTION 4.01 AUTHORIZED REPRESENTATIVES:**

For purposes of administering the terms and provision of the various ordinances, resolutions, rules, and regulations adopted with this MOU: City's principal authorized agent shall be the City Manager or his/her duly authorized representative the Union's principal authorized agent shall be the person formally designated by the Union to handle representation of employees in the bargaining unit. The bargaining unit shall have an elected President and three (3) committee persons to assist in representation efforts. To assure clarity, the parties agree to communicate with each other in writing to identify and designate the current principal authorize agent.

##### **SECTION 4.02 TIME OFF FOR REPRESENTATIVES:**

The City will allow reasonable time off from work, with pay, for the Union's representatives to attend meetings for the purpose of negotiating a successor agreement, processing grievances pursuant to the City's grievance procedure, and presenting Union members in internal discipline matters. When such time is to be taken, the appropriate City Department Head must be notified in advance, and when the representatives may not be released, meetings may be rescheduled to accommodate the needs of the City Department.

#### **ARTICLE V – HOURS AND WORKING CONDITIONS**

##### **SECTION 5.01 HOLIDAYS:**

The City agrees to the following twelve (12) holidays:

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving
President's Day	The day after Thanksgiving
Memorial Day	Christmas Eve
Fourth of July	Christmas
Labor Day	One (1) floating holiday

When a holiday falls on a Saturday, the preceding Friday will be observed; and, when a holiday falls on a Sunday, the following Monday will be observed.

Employees regularly scheduled to work on a holiday will receive holiday pay in addition to their regular pay. Holiday pay is defined as one and one half times (1 ½) the employee's regular

hourly rate for each normally scheduled shift hour (i.e. 8, 9, 10, 12, etc.) worked on a holiday. An employee that is not regularly scheduled to work on a holiday and who gets called back to work will receive holiday pay in lieu of overtime pay for the hours actually worked.

**SECTION 5.02 BEREAVEMENT LEAVE:**

It is agreed that bereavement leave is provided employees who experience a death in the immediate family. Immediate family means: spouse, children, step-children, parents, step-parents, grandparents, brothers, sisters, and parents-in-law or any other family member approved by the Department Head. Employees are provided up to three (3) days leave if the death occurs in California and up to five (5) days leave if out-of-state.

**SECTION 5.03 STAND-BY PAY:**

The City agrees to provide stand-by at time and one-half (1 ½) pay for employees presented by the bargaining unit as follows:

- A. Two (2) hours for each weekday (Monday through Friday) unless on a 4/10 work schedule at which time Friday would be paid as four (4) hours;
- B. Five (5) hours for each Saturday;
- C. Four (4) hours for each Sunday and holiday when an employee is scheduled for such duty.

**SECTION 5.04 CALLBACK PAY:**

Employees called back to work by the Department Head or his/her designee to assist standby employees in emergency situations shall be paid at the rate of time-and-one-half (1 ½) for a minimum of two (2) hours. This provision shall not apply to employees receiving stand-by pay at the time of such emergency situations.

**SECTION 5.05 LABOR / MANAGEMENT COMMITTEE:**

It is agreed that it is important to, and the responsibility of, both the City and the bargaining unit employees to communicate; and, therefore, a committee composed of three (3) bargaining unit employees selected by the Union and three (3) management/designees selected by the City will be formed to share information and to discuss concerns. The committee will meet at times mutually agreeable.

**SECTION 5.06 SAFETY COMMITTEE:**

The Union shall have a right to participate on any safety committee created to deal with the safety of represented employees. The Union shall appoint a representative, whose tenure on the committee shall be determined by the Union.

**SECTION 5.07 ALTERNATIVE WORK SCHEDULES:**

The parties agree to an alternative “4/10” work schedule for employees working in City Hall and for employees in the Public Works Department. This alternative work schedule consists of working ten (10) hour days Monday through Thursday of each week.

City Hall will be closed on Fridays and operational hours of City Hall will be Monday through Thursday from 7:30 a.m. to 5:30 p.m.



City Hall employees may request to begin work at 7:00 a.m. or 7:30 a.m. and may request to take a thirty (30) minute lunch or a one (1) hour lunch. Their end time will depend on the time they begin work and the duration of their lunch for a total of ten (10) hours per day. Requests will be granted by Management so long as there is adequate coverage for the duration of the operational hours.

Public Works employees will begin work at 6:00 a.m. and end work at 4:30 p.m. They will have a thirty (30) minute lunch.

Public Works employees could alternate from a 4/10 work schedule back to the 9/80 work schedule for the months of January through May when day light hours are shorter.

The alternative work schedule may be terminated at any time by either party. Termination of the schedule will require two (2) weeks written notice to the other party.

#### **SECTION 5.08 CERTIFICATION:**

The parties agree that the City will pay water and waste water certification and certificate maintenance fees for employees of the Public Works and Utilities departments, as required for the positions they hold.

The City will pay testing/examination fees up to one (1) time for Level I certification, up to two (2) times for Level II certification, up to three (3) times for Level III certification, and up to four (4) times for Level IV certification.

#### **SECTION 5.09 NEW EMPLOYEE ORIENTATION:**

This shall apply to all new employees hired after the date of this Agreement who are appointed to a classification within the bargaining unit for which the Union is recognized as the exclusively recognized employee organization.

The Parties acknowledge that the City provides a new employee orientation meeting ("orientation") to all new employees hired by the City but does not distinguish between bargaining units in conducting the orientation. An outline of the orientation meeting is attached to this Side Letter as Attachment A.

The Union will be provided not less than ten (10) calendar days' advance notice of the time, date and location of the orientation, including the number of bargaining unit employees in attendance. The notice requirement shall apply to both City-wide and department level new hire orientations. An exception to the ten (10) calendar days' advance notice requirement is if there is an urgent need for meeting in less than ten (10) calendar days that is critical to the County's operations and is not reasonably foreseeable.

The Union will be given fifteen (15) minutes at the end but also part of the new employee orientation meeting to present Union membership information to employees in the Union's bargaining unit. No more than two (2) representatives of the Union may present the information to the employees. This could include a Chapter board member, officer, or steward and a Union representative designated by the Union.

The purpose of the meeting will be to discuss the rights and obligations created by the governing MOU, the role of representation, and to answer any questions. Management representatives shall excuse themselves and not be present during the Union portion of the orientation.

An employee's attendance at the new employee orientation including the portion of the orientation conducted by the Union is mandatory. An employee who is unable to attend the new employee orientation in person may request to attend and be approved to participate in another new employee orientation offered by the City that is close in time to the original orientation. Attendance includes the Union portion of the orientation.

Union representatives who are City employees and are conducting the orientation during their regular work hours will be granted release time to attend and travel to and from the orientation, provided the Union provides County HR with the employee's name at least five (5) calendar days prior to the orientation. Employees shall be released for this purpose unless unusual operational needs interfere with the release, in which case the employee and the Union will be provided with a written explanation of why the employee could not be released.

#### Information Provided

The City will provide the Union with a digital file via email to the email address designated by the Union containing the following information to the extent the City has the information on file:

- Name
- Job title
- Department
- Work location
- Work, home, and personal cellular telephone numbers
- Personal email addresses on file with the County (new hires only)
- Home address

The Union acknowledges and understands that the City is working diligently and in good faith to update its contact information database functionality to incorporate all the fields of contact information listed above. As a result, the City may not initially be able to provide all of the information in the fields listed above in the initial digital files provided pursuant to this Side Letter but intends to do so in subsequent digital files provided to the Union and will notify the Union on the status of this database update.

Such information will be provided as follows:

- For new hires, at the end of each month.
- Regularly, for all bargaining unit employees on each calendar year quarter.

Notwithstanding the foregoing, limited to the express purpose of the requirements of Government Code Section 3558 only, an employee may opt out via written request to the City (copy to the Union) to direct the City to withhold disclosure of the employee's:

- Home address
- Home telephone number
- Personal cellular telephone number

- Personal email address

Either party may grieve a violation of this article to the extent permitted by the terms of the MOU Grievance Policy.

#### **SECTION 5.10 VEHICLE USE:**

Policy: Employees assigned a vehicle are authorized to take home their assigned City vehicle if they reside within City limits.

Employees operating a City vehicle must observe all traffic rules, regulations, laws and courtesies.

The driver shall pay fines levied for violations for which the driver is directly responsible.

Employees shall report any moving and/or traffic violation(s) received while operating a City vehicle to their immediate supervisor and Department Head as soon as possible.

Employees shall report any changes to his/her driver's license status to his/her Department Head as soon as possible.

Any driver of a City vehicle shall have in his/her possession a valid California Driver's License of the proper license class, including endorsement(s) for the type(s) of vehicles being driven.

City equipment or tools shall not be left in plain sight inside of vehicles. Said equipment and/or tools shall be stored out of sight or locked in the trunk or other lockable compartment.

Keys shall not be left in unattended vehicles at any time, even when parked in a secured enclosures or on City property. City vehicles shall be locked when parked away from secured City of Coalinga parking areas.

Vehicles shall be kept clean inside/outside by the employee who is assigned to the vehicle.

If a City vehicle becomes inoperable, employees shall call City maintenance as soon as possible.

Every effort should be made to keep City vehicles in use by turning them over to other personnel during prolonged periods when the employee is on vacation or otherwise unable to use the vehicle.

All City vehicles shall be inspected in accordance with the Departmental Inspection Program on a quarterly basis.

Smoking is prohibited within twenty (20) feet of an open City vehicle. Smoking inside a City vehicle is also prohibited.

If involved in a vehicle accident in a City vehicle, employees are expected to follow the accident checklist:

1. Stop and render aid, if appropriate.
2. Take safety precautions to prevent further accidents at the scene.
3. Call 911 or non-emergency dispatch to report the accident.
4. Exchange insurance information with the other party.
5. Obtain witness information using the form in the vehicle glove compartment provided by PARSAC.
6. Complete a police report, if required.
7. Complete the accident report form in the vehicle glove compartment provided by PARSAC.
8. Call your supervisor.
9. Report to West Hills Medical Group for mandatory drug and alcohol testing.
10. Complete form SRI from the Department of Motor Vehicles regardless of fault if damage exceeds \$750
11. Do not make a statement of any kind to anyone other than your Department Head, Supervisor, PARSAC Claims Representative, or the Police.

Noncompliance with this policy may result in disciplinary action up to and including termination.

## **ARTICLE VI – WAGES**

### **SECTION 6.01 WAGES:**

The City and the Union agree to a new salary schedule (Attachment A) with placement of all employees on new ranges, which will result in salary increases and added opportunity for step advancement.

### **SECTION 6.02 SALARY ADJUSTMENTS:**

The City agrees to the following salary adjustments for all employees covered by this agreement as reflected in Attachment A:

- A. Wage increase of 4.0% effective January 1, 2020.
- B. Wage increase of 4.0% effective January 1, 2021.
- C. Wage increase of 3.0% effective January 1, 2022.

### **SECTION 6.03 OUT-OF-CLASS PAY:**

- 1. Employees temporarily assigned to work in a position within the bargaining unit which is paid at a higher pay range than the position they normally occupy will be compensated by receiving an additional 6.3% of pay or the pay of the A-step of the higher classification, whichever is greater.
- 2. Employees temporarily assigned to work in a position outside the bargaining unit (excluding Department Head positions) which is paid at a higher pay range than the position they normally occupy will be compensated by receiving pay equal to 50% of the difference between the employee's current rate of pay and the A-step of the higher position. While working in the higher classification, the employee will assume the FLSA status of the position, and if exempt, will not be eligible for standby pay, call-back pay, or overtime compensation.
- 3. The pay of employees temporarily assigned to work in a Department Head position will be set at the discretion of the City Manager, but in no event will pay be set lower than that provided in subsection 2, above. While working in the higher classification, the employee will assume FLSA status of the position and will not be eligible for standby pay, call-back pay, or overtime compensation.
- 4. Employees assigned to work in a position outside the bargaining unit as described in subsection 2 and 3 above, have the right to refuse such assignment.

### **SECTION 6.04 RETIREMENT:**

- A. The City agrees to provide employees with CalPERS Defined Benefit and 457 Retirement plans.
- B. The parties agree that the City will contribute to a 2% at 55 Modified Defined Benefit Plan with 0% prior service with CalPERS for CalPERS Classic members and a comparable plan for PEPRA members.

The employees agree that they will cooperate with the City and CalPERS to effectuate this change in benefit providers. Employees become vested with CalPERS after five (5) years of service.

The CalPERS Defined Benefit Plan will be the exclusive retirement system for the employees though the benefit formula may be different based on Pension Reform requirements.

- C. IRS 457 Plan: The City will match 50% of an employee's contribution, i.e., the employee 2% and the City 1%, up to a maximum contribution by the City of 3%, i.e., the employee 6% and the City 3% of employee salary. Both the City and Employee contribution will be 100% vested, immediately.
- D. The City agrees to make contribution to employees' accounts in a timely manner and to provide employees with quarterly reports on the 457 accounts, detailing all account activity including dates and amounts of deposits and withdrawals.

#### **SECTION 6.05 OVERTIME:**

Overtime (calculated at 1 ½ times the regular rate of pay) will be paid for any time worked in excess of the regularly scheduled shift for all hours worked in excess of forty (40) in a seven (7) day work cycle or in excess of eighty (80) in a pay period for those employees working an alternative work schedule such as a "9/80" or "4/10." Paid leave time, with the exception of sick leave, will be considered as hours worked for the purposes of computing overtime eligibility.

#### **SECTION 6.06 SALARY RATES AND STEP AND TIME INTERVALS FOR GENERAL EMPLOYEES:**

The steps of each salary range will be interpreted and applied as follows based off of the Basic Employee Pay Scale:

- Step A - Payable during probationary period. The first step is the minimum rate and shall normally be the hiring rate for the class. If it is difficult to secure qualified personnel at the normal hiring rate, or a person of unusually high qualifications is available, the City Manager may hire at a higher step.
- Step B - Payable after one (1) year of service at Step A, successful completion of probation and upon recommendation of the department head and approval of the City Manager, based on demonstrated standard or above performance.
- Step C - Payable after one (1) year of service at Step B and upon recommendation of the department head and approval of the City Manager, based on demonstrated standard or above performance.
- Step D - Payable after one (1) year of service at Step C and upon recommendation of the department head and approval of the City Manager, based on demonstrated standard or above performance.
- Step E - Payable after one (1) year of service at Step D and upon recommendation of the department head and approval of the City Manager, based on demonstrated standard or above performance.

Step F - Payable after one (1) year of service at Step E and upon recommendation of the department head and approval of the City Manager, based on demonstrated standard or above performance.

An accelerated merit may be granted by the City Manager, based on a request of the department head, to reward employees who are exceptional in performance. Salary rates and/or advancement to a higher step will be based on merit through the performance evaluation.

#### **SECTION 6.07 LONGEVITY PAY:**

- A. Beginning the pay period following the tenth (10th) anniversary date of service to the City, an employee shall be entitled to longevity pay of one and one half percent (1.5%) above base pay.
- B. Beginning the pay period following the fifteenth (15th) anniversary date of service to the City, an employee shall be entitled to longevity pay of an additional one and one half percent (1.5%) above base pay.
- C. Beginning the pay period following the twentieth (20th) anniversary date of service to the City, an employee shall be entitled to longevity pay of an additional one and one half (1.5%) above base pay.
- D. Longevity pay only applies if the employee has had no safety violations or formal disciplinary actions in the most recent twelve (12) month period immediately preceding the pay and an overall rating of competent on the most recent performance evaluation.

#### **SECTION 6.08 AUTOMATIC RECLASSIFICATION:**

##### **CLASSIFICATIONS:**

- A. Maintenance Worker I, II & III
- B. Water Operator Apprentice I, II, & III
- C. Account Clerk I, II & III

Allow for reclassification to next level as requirements are met.

#### **SECTION 6.09 EDUCATION INCENTIVE/TUITION ASSISTANCE REIMBURSEMENT:**

- A. 1.5% for AA/AS Associate of Arts or Associate of Science (two-year) degree from an accredited college; or
- B. 3% for BA/BS Bachelor of Arts or a Bachelor of Science (four-year) degree from an accredited college.

#### **SECTION 6.10 COMPENSATORY TIME PAY FOR OVERTIME WORKED**

The parties agree that City Management shall retain the right to decide whether pay for overtime worked will be in cash or compensatory time off.

While employees may retain and utilize compensatory time presently earned and recorded, future compensatory time must be used during the fiscal year or it will be paid off, with a zero balance beginning each new fiscal year. The employer agrees that management will work with employees so that whenever possible, compensatory time off will be approved to meet the requests and needs of employees.

**SECTION 6.11 CHIEF OPERATOR INCENTIVE:**

Chief Plant Operator of Wastewater Incentive: The Water Operator assigned to fill the role of Chief Plant Operator of Wastewater by his/her Department head shall receive an incentive of 5% above his/her base pay for the duration of serving in this role.

Chief Distribution Operator Incentive: The Maintenance Worker assigned to fill the role of Chief Distribution Operator by his/her Department Head shall receive an incentive of 5% above his/her base pay for the duration of serving in this role.

**ARTICLE VII – VACATION AND SICK LEAVE****SECTION 7.01 SICK LEAVE ACCRUAL BENEFITS:**

Effective July 1, 2006, employees with over 192 hours of accrued sick leave may convert the maximum sick leave hours over 192 hours needed to pay their annual premiums for dependent health care, or additional life insurance purchased through the City or AFLAC voluntary benefits. Or employees with over one-hundred-ninety-two (192) hours of accrued sick leave may convert not more than the maximum annual contribution regulations established by the Internal Revenue Service. With respect to a deferred compensation conversion, employees who qualify must notify the Financial Services Department of their decision to convert sick leave by December 1 and conversion shall take place by December 15.

**SECTION 7.02 NO ADDITIONAL SICK LEAVE ACCRUAL:**

Employees accrue twelve (12) working days a year of sick leave with pay, one (1) day each month on a bi-weekly basis. Unused sick days may be carried forward from year to year with no additional accrual beyond one hundred (100) accumulated sick days, eight-hundred (800) hours, effective July 1, 1996. Employees will be allowed to use their annual accrued sick days for family illness, injury or appointments. Emergency family illness or injury is defined as illness or injury within the immediate family (parent and children) which could not have been reasonably foreseen or scheduled and which requires attention of the employee.

**SECTION 7.03 CONVERSION OF SICK LEAVE:**

Sick leave may be converted by members of the bargaining unit as follows:

1. Employees who have completed five (5) years with the City are eligible to convert accumulated sick leave hours for payment.
2. Employees must always maintain a minimum bank of 320 hours of sick leave on December 1<sup>st</sup>, following the qualifying period, with hours above this figure eligible for conversion.
3. If an employee used eight (8) or fewer hours of sick leave during all complete pay periods with an ending date that is included in the preceding twelve (12) month fiscal year (July- June) period prior to conversion, the employee may convert sixteen (16) hour of sick leave for payment. If an employee used sixteen (16) or fewer hours, but more than eight (8) hours of sick leave during the identified twelve (12) month period, the employee may convert eight (8) hours of sick leave for payment.



4. Employees who qualify must notify the Personnel Department of their decision to redeem such sick leave by December 1 and shall receive payment by December 24.

#### **SECTION 7.04 MAXIMUM SICK LEAVE PAYOUT:**

Employees, who have more than 100 days accumulated sick leave as of the adoption of this MOU, will have their sick leave balances frozen.

#### **SECTION 7.05 SICK LEAVE COMPENSATION:**

Employees who leave City service in good standing and who have completed ten (10) consecutive years of employment shall be paid for 25% of accumulated sick leave up to a maximum of 160 hours at their then current hourly rate.

#### **SECTION 7.06 VACATION SELL-BACK:**

Employees with a minimum of two hundred (200) hours of accumulated vacation at the beginning of the calendar year may elect to sell back up to eight (80) hours of vacation time at the then current hourly rate. In order to be eligible, in addition to the minimum hour requirement, employees must take, or have requested and be approved to take, without cancellation by the employee, at least forty (40) hours of vacation time off from work during the same calendar year. Employees may initiate the process once per year of eight (80) hours at their discretion and shall receive the pay within two (2) pay periods. No more than eight (80) hours may be sold back by any employee during one (1) calendar year.

#### **SECTION 7.07 VACATION ACCRUAL:**

It is agreed between the parties that employees in the bargaining unit will receive the following vacation:

Years of Service	Amount	
	Hours	Weeks
0 through 2	80	2
3 through 4	120	3
5 through 9	160	4
10 through 20	200	5
21 plus	240	6

Vacation leave will accrue on a bi-weekly basis.

### **ARTICLE VIII – HEALTH AND WELFARE**

#### **SECTION 8.01 HEALTH AND LIFE INSURANCE COMMITTEE:**

With the exception of “share of cost,” for the term of this Agreement, the Union agrees to waive its right to negotiate with the City over Insurance related issues, in consideration of the Insurance Committee’s jurisdiction and responsibility. The Committee is expected to meet periodically to review the City’s sponsored insurance plans and alternative options.

The parties agree that the Committee shall be composed of two (2) members from each of the three (3) bargaining units and two (2) members from the non-represented group of City employees. Committee

members are to be selected by the employees in the affected unit or group, and will be responsible to represent the interests of those employees. Though there will be two (2) members from each unit or group, there will only be one (1) vote, for a total of four (4) votes. In the event of a tie vote, the issue shall go to the City Manager for his recommendation for adoption by the City Council.

The Personnel Officer will prepare and recommend guidelines for the Committee and its activity, to be submitted for consideration by the Committee, no later than August 31, 2009.

#### **SECTION 8.02 DEPENDENT HEALTH INSURANCE:**

Effective July 2000, the employee will pay 35% of dependent health insurance premium.

#### **SECTION 8.03 FLEXIBLE SPENDING ACCOUNT FOR UN-REIMBURSED MEDICAL AND DEPENDENT CARE EXPSES:**

It is agreed that the City shall raise the limits of the flexible spending account for UN-REIMBURSED medical expenses to one-thousand-five-hundred dollars (\$1,500) per year beginning January 1, 1995. Additionally, the City shall raise the limits of dependent care expenses to five-thousand dollars (\$5,000) per year filing jointly or twenty-five-hundred dollars (\$2,500) per year for filing married/separate or head of household beginning January 1, 1995.

### **ARTICLE IX – UNIFORMS**

#### **SECTION 9.01 UNIFORM ALLOWANCES:**

The City agrees to provide both shirts and/or pants for the field employees required to wear uniforms by the City at the City's expense.

#### **SECTION 9.02 BOOT ALLOWANCE:**

Once each fiscal year, the City will reimburse Public Works, Utilities and custodial employees, up to \$200 or the cost of the steel toed boots, whichever is less, upon proof of purchase.

### **ARTICLE X – CITY RIGHTS**

#### **SECTION 10.01 CITY RIGHTS:**

Except as otherwise provided in this Agreement or by law, the City has and retains the sole and exclusive rights and functions of management, including but not limited to the following:

1. To determine the nature and extent of services to be performed, as well as the right to determine and implement its public function and responsibility.
2. To manage all facilities and operations of the City, including the methods, means and personnel by which the City operations are to be conducted.
3. To schedule working hours and assign work,
4. To establish, modify, or change work schedules or standards.
5. To direct the working forces, including the right to hire, assign, promote, demote or transfer any employees.
6. To determine the location of all plants and facilities.
7. To determine the layout of machinery, equipment or materials to be used.
8. To determine processes, techniques, methods, and means of all operations; including changes or adjustments of any machinery or equipment.

9. To determine the size and composition of the workforce.
10. To determine the policy and procedures affecting the selection or training of an employee.
11. To establish, assess, and implement employee performance standards, including, but not limited to quality and quantity standards, the assessment of employee performance, and the procedures for said assessment.
12. To control and determine the use and location of City property, material, machinery, and/or equipment.
13. To schedule the operations of and to determine the number and duration of shifts.
14. To determine safety, health, and property protection measures.
15. To transfer work from one job to another or from one location or unit to another.
16. To introduce new, improved or different methods of operations, or to change existing methods.
17. To lay off employees for lack of work, lack of funds, or any other reason.
18. To reprimand, suspend, discharge or otherwise discipline employees.
19. To establish, modify or eliminate job classifications.
20. To promulgate, modify, and enforce work and safety rules and regulations.
21. To take such other and further actions as may be necessary to organize and operate the City in the most efficient and economical manner and in the best interest of the public it serves.

## **ARTICLE XI – AMERICAS WITH DISABILITY ACT**

### **SECTION 11.01 AMERICANS WITH DISABILITIES ACT:**

The City and the Union recognize that the City has an obligation under law to meet with individual employees who allege a need for reasonable accommodations in the workplace because of a disability. If by reason of the aforesaid requirement, the City contemplates actions to provide reasonable accommodation to an individual employee in compliance with the ADA which are in potential conflict with any provision of this MOU, the Union will be advised of any such proposed accommodation prior to any implementation by the City.

## **ARTICLE XII – FUTURE NEGOTIATIONS**

### **SECTION 12.01 FUTURE NEGOTIATIONS**

It is desirable and advantageous to both the City and the Union that a new MOU be agreed upon and in place upon the expiration of this existing Agreement. To that end, the parties agree as follows:

1. The Union will submit to the City Manager no later than March 15<sup>th</sup>, immediately preceding the expiration of this MOU, a preliminary proposal of items it wishes to be discussed during the meet and confer process for a successor MOU.
2. The parties will meet to discuss the cost and other matters associated with the Union's proposal as soon as practicable following submission of Union's proposal.
3. The City will submit to the Union no later than April 15<sup>th</sup> a preliminary proposal of items it wishes to be discussed during the meet and confer process for a successor MOU.
4. Subsequent to the Union and the City exchanging proposals, the parties agree to meet and confer in good faith effort to reach agreement and have a new contract in place by the time the present MOU expires.

## **ARTICLE XIII – WAIVER OF APPEAL**

### **SECTION 13.01 WAIVER OF APPEAL:**

It is understood and agreed that the waiver of appeal of any breach of any term or condition of employment, by either party, shall not constitute a precedent in the future enforcement of any or all terms and conditions.

## **ARTICLE XIV – SAVINGS**

### **SECTION 14.01 SAVINGS**

If any article or section of the MOU, or any addition thereto, shall be held invalid by operation of law, or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the parties shall immediately meet to discuss the impact of any such restrained article or section.

## **ARTICLE XV – CONTRACT GRIEVANCE PROCEDURE**

### **SECTION 15.01 REPRESENTATION:**

An employee may elect to have a union representative present during all steps of this process.

### **SECTION 15.02 PROCEDURES:**

1. Step 1 - Division Level: An employee/Union having a grievance may, within ten (10) working days following the first occurrence giving rise to the grievance, or from the date an employee should have reasonably known, submit to the division head a grievance form setting forth specifically the completed facts on which the grievance is based, the specific provision or provisions of the MOU allegedly violated and the relief requested. The division head, or his/her designee, shall have a meeting with the employee to discuss the grievance. The division head, or his/her designee, shall communicate a decision in writing to the employee within ten (10) working days following receipt of the grievance.
2. Step 2 - Department Level: If the grievance is not resolved at Step 1, the employee/Union may submit it in writing to the department head within ten (10) working days after receipt of the decision, or non-response, at Step 1. The department head, or his/her designee, may have a meeting with the employee to discuss the grievance. The department head or his/her designee shall communicate a decision in writing to the employee/Union within ten (10) working days following receipt of the written grievance.
3. Step 3 - City Manager Level: If the grievance is not resolved at Step 2, the employee/Union may submit the grievance in writing to the City Manager within ten (10) working days after receipt of the decision, or non-response, of Step 2. The City Manager may:
  - A. Have a meeting with the employee/Union to discuss the grievance;
  - B. Consider the grievance on the basis of written submission.The City Manager, or his/her designee, shall communicate a decision in writing to the employee/Union, within thirty (30) days following receipt of the written grievance, or following the meeting or hearing, whichever is later. Such decision shall be final.
4. Step 4 - Mediation: Grievances unresolved at Steps 1, 2 or 3 may be submitted to mediation if mutually agreed by both parties. The parties shall obtain the services of a Mediator from the State mediation and Conciliation Services in an effort to mediate grievance resolution. The

parties shall not divulge in any form the offers made in mediation.

### **SECTION 15.03 GRIEVANCE COMMITTEE:**

If an ad hoc grievance committee is established to hear the grievance at Step 3, the committee shall be composed of:

1. The Personnel Officer as chairperson and administrative head, but a non-voting member of the committee. The Personnel Officer may select, from the current personnel roster, two (2) city employees to serve as members of the committee, as follows:
  - A. A supervisory, professional, or managerial employee from a city department other than the department of the employee having the grievance.
  - B. An employee from a city department other than the department of the employee having the grievance or the department of the supervisory, professional, or managerial member of the committee.
  - C. A person, who is not a city employee, selected by the City Manager from a list of citizens who have volunteered to serve and who have no direct connection with city government.

All members of the committee shall be persons who have no conflict of interest with the employee having the grievance, and all members shall have no personal contact with the grievant during the course of the hearing procedures. The grievance committee shall hold a hearing on the grievance, at which time all appropriate witnesses and evidence shall be heard as determined by the committee. After the hearing, the committee shall make its recommendation to the City Manager.

The City Manager, after considering the committee's recommendation, shall issue his/her decision and that decision shall be final.

### **SECTION 15.04 TIME LIMITS:**

1. Failure to initiate a grievance within the time limit shall be deemed a waiver of grievance. Failure at any step of this procedure to submit a grievance to the next step within the specified time limit shall be deemed to be acceptance of the decision at that step.
2. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limit shall permit the employee to proceed to the next step.
3. The number of days indicated at each step should be considered a maximum, and every effort should be made to expedite the process. However, the time limits specified in any step of this procedure may be extended, in any specific instance, by written mutual agreement.

### **SECTION 15.05 GENERAL PROVISIONS:**

1. If a grievance arises from the action of an official higher than the division head, the grievance may be initiated at Step 2 or 3 as appropriate, by submitting a grievance for as set forth in Step 1 within the time limit.
2. The written submission of grievance to Steps 2 or 3 shall include a copy of the grievance for submitted at the initial formal step and the written decision of each preceding step or the grievance procedure.
3. If a grievance meeting is held during the working hours of any require participant, such participant shall be excused without loss of pay for that purpose. Attendance at grievance meetings outside of regular working hours shall not be deemed time worked.
4. An employee who terminates from City employment shall be deemed to have waived the right

- to initiate or to process a grievance.
5. Nothing in this policy shall be construed to prevent or discourage informal discussion between an employee and his/her supervisor on matters of concern to the employee.
  6. All employee grievances must follow this chain of appeal. At no time will an employee bypass a division or department head with a grievance, except as provided in number 1.
  7. At no time shall an employee approach an elected official of the City with a grievance or job-related problem.

## **ARTICLE XVI – DURATION OF AGREEMENT**

### **SECTION 16.01 DURATION OF AGREEMENT:**

The duration of the agreement shall be from July 1, 2019 through June 30, 2022. Any salary increase will become effective January 1 and July 1 of each year. If ratification is not completed prior to the dates above, any salary increase will be retroactive to that date with a one-time payment made in a separate check to each employee.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**FOR THE CITY:**

**FOR THE UNION:**

\_\_\_\_\_  
Marissa Trejo, City Manager

\_\_\_\_\_  
Kevin Smith, Internal Organizer

\_\_\_\_\_  
Robert Smith, Bargaining Team Member

\_\_\_\_\_  
Coti Seese, Bargaining Team Member

\_\_\_\_\_  
Jarod Salona, Bargaining Team Member

## ATTACHMENT A – CITY OF COALINGA GENERAL EMPLOYEE PAY SCALE:

Effective: January 1, 2020

Approved: September 5, 2019

Revised: September 5, 2019

<b>Grade</b>	<b>Position</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
18	<b>Office Assistant Bus Driver</b>						
	Annually	\$29,551.74	\$31,029.33	\$32,580.79	\$34,209.83	\$35,920.32	\$37,716.34
	Monthly	\$2,462.64	\$2,585.78	\$2,7150.07	\$2,850.82	\$2,993.36	\$3,143.03
	Bi-Weekly	\$1,136.60	\$1,193.44	\$1,253.11	\$1,315.76	\$1,381.55	\$1,450.63
	Hourly	\$14.2075	\$14.9179	\$15.6638	\$16.4470	\$17.2693	\$18.1328
19	<b>Custodian Lead Bus Driver</b>						
	Annually	\$31,029.33	\$32,580.79	\$34,209.83	\$35,920.32	\$37,716.34	\$39,602.16
	Monthly	\$2,585.78	\$2,7150.07	\$2,850.82	\$2,993.36	\$3,143.03	\$3,300.18
	Bi-Weekly	\$1,193.44	\$1,253.11	\$1,315.76	\$1,381.55	\$1,450.63	\$1,523.16
	Hourly	\$14.9179	\$15.6638	\$16.4470	\$17.2693	\$18.1328	\$19.0395
20	<b>Maintenance Worker I (Street Sweeper)</b>						
	Annually	\$32,580.79	\$34,209.83	\$35,920.32	\$37,716.34	\$39,602.16	\$41,582.27
	Monthly	\$2,7150.07	\$2,850.82	\$2,993.36	\$3,143.03	\$3,300.18	\$3,4651.19
	Bi-Weekly	\$1,253.11	\$1,315.76	\$1,381.55	\$1,450.63	\$1,523.16	\$1,599.32
	Hourly	\$15.6638	\$16.4470	\$17.2693	\$18.1328	\$19.0395	\$19.9914
21	<b>Account Clerk I Maintenance Worker I</b>						
	Annually	\$34,209.83	\$35,920.32	\$37,716.34	\$39,602.16	\$41,582.27	\$43,661.37
	Monthly	\$2,850.82	\$2,993.36	\$3,143.03	\$3,300.18	\$3,4651.19	\$3,638.45
	Bi-Weekly	\$1,315.76	\$1,381.55	\$1,450.63	\$1,523.16	\$1,599.32	\$1,679.28
	Hourly	\$16.4470	\$17.2693	\$18.1328	\$19.0395	\$19.9914	\$20.9910
22							
	Annually	\$35,920.32	\$37,716.34	\$39,602.16	\$41,582.27	\$43,661.37	\$45,844.45
	Monthly	\$2,993.36	\$3,143.03	\$3,300.18	\$3,4651.19	\$3,638.45	\$3,821.29
	Bi-Weekly	\$1,381.55	\$1,450.63	\$1,523.16	\$1,599.32	\$1,679.28	\$1,763.25
	Hourly	\$17.2693	\$18.1328	\$19.0395	\$19.9914	\$20.9910	\$22.0406
23	<b>Account Clerk II Maintenance Worker II Code Enforcement Officer Community Development Assistant</b>						
	Annually	\$37,716.34	\$39,602.16	\$41,582.27	\$43,661.37	\$45,844.45	\$48,136.67
	Monthly	\$3,143.03	\$3,300.18	\$3,4651.19	\$3,638.45	\$3,821.29	\$4,011.39
	Bi-Weekly	\$1,450.63	\$1,523.16	\$1,599.32	\$1,679.28	\$1,763.25	\$1,851.41
	Hourly	\$18.1328	\$19.0395	\$19.9914	\$20.9910	\$22.0406	\$23.1426
24	<b>Water Operator Apprentice</b>						
	Annually	\$39,602.16	\$41,582.27	\$43,661.37	\$45,844.45	\$48,136.67	\$50,543.50
	Monthly	\$3,300.18	\$3,4651.19	\$3,638.45	\$3,821.29	\$4,011.39	\$4,211.96

	Bi-Weekly	\$1,523.16	\$1,599.32	\$1,679.28	\$1,763.25	\$1,851.41	\$1,943.98
	Hourly	\$19.0395	\$19.9914	\$20.9910	\$22.0406	\$23.1426	\$24.2997
25	<b>Equipment Mechanic Account Clerk III Maintenance Worker III</b>						
	Annually	\$41,582.27	\$43,661.37	\$45,844.45	\$48,136.67	\$50,543.50	\$53,070.68
	Monthly	\$3,4651.19	\$3,638.45	\$3,821.29	\$4,011.39	\$4,211.96	\$4,422.56
	Bi-Weekly	\$1,599.32	\$1,679.28	\$1,763.25	\$1,851.41	\$1,943.98	\$2,041.18
	Hourly	\$19.9914	\$20.9910	\$22.0406	\$23.1426	\$24.2997	\$25.5147
26	<b>Water Operator I Accounting Technician</b>						
	Annually	\$43,661.37	\$45,844.45	\$48,136.67	\$50,543.50	\$53,070.68	\$55,724.21
	Monthly	\$3,638.45	\$3,821.29	\$4,011.39	\$4,211.96	\$4,422.56	\$4,643.68
	Bi-Weekly	\$1,679.28	\$1,763.25	\$1,851.41	\$1,943.98	\$2,041.18	\$2,143.23
	Hourly	\$20.9910	\$22.0406	\$23.1426	\$24.2997	\$25.5147	\$26.7904
27	<b>Public Utilities Coordinator</b>						
	Annually	\$45,844.45	\$48,136.67	\$50,543.50	\$53,070.68	\$55,724.21	\$58,510.42
	Monthly	\$3,821.29	\$4,011.39	\$4,211.96	\$4,422.56	\$4,643.68	\$4,875.87
	Bi-Weekly	\$1,763.25	\$1,851.41	\$1,943.98	\$2,041.18	\$2,143.23	\$2,250.40
	Hourly	\$22.0406	\$23.1426	\$24.2997	\$25.5147	\$26.7904	\$28.1300
28	<b>Water Operator II</b>						
	Annually	\$48,136.67	\$50,543.50	\$53,070.68	\$55,724.21	\$58,510.42	\$61,435.94
	Monthly	\$4,011.39	\$4,211.96	\$4,422.56	\$4,643.68	\$4,875.87	\$5,119.66
	Bi-Weekly	\$1,851.41	\$1,943.98	\$2,041.18	\$2,143.23	\$2,250.40	\$2,362.92
	Hourly	\$23.1426	\$24.2997	\$25.5147	\$26.7904	\$28.1300	\$29.5365
29	<b>Assistant Engineer</b>						
	Annually	\$50,543.50	\$53,070.68	\$55,724.21	\$58,510.42	\$61,435.94	\$64,507.74
	Monthly	\$4,211.96	\$4,422.56	\$4,643.68	\$4,875.87	\$5,119.66	\$5,375.65
	Bi-Weekly	\$1,943.98	\$2,041.18	\$2,143.23	\$2,250.40	\$2,362.92	\$2,481.07
	Hourly	\$24.2997	\$25.5147	\$26.7904	\$28.1300	\$29.5365	\$31.01
30	<b>Water Operator III</b>						
	Annually	\$53,070.68	\$55,724.21	\$58,510.42	\$61,435.94	\$64,507.74	\$67,733.12
	Monthly	\$4,422.56	\$4,643.68	\$4,875.87	\$5,119.66	\$5,375.65	\$5,644.43
	Bi-Weekly	\$2,041.18	\$2,143.23	\$2,250.40	\$2,362.92	\$2,481.07	\$2,605.11
	Hourly	\$25.5147	\$26.7904	\$28.1300	\$29.5365	\$31.01	\$32.5639
31							
	Annually	\$55,724.21	\$58,510.42	\$61,435.94	\$64,507.74	\$67,733.12	\$71,119.78
	Monthly	\$4,643.68	\$4,875.87	\$5,119.66	\$5,375.65	\$5,644.43	\$5,926.65
	Bi-Weekly	\$2,143.23	\$2,250.40	\$2,362.92	\$2,481.07	\$2,605.11	\$2,735.38
	Hourly	\$26.7904	\$28.1300	\$29.5365	\$31.01	\$32.5639	\$34.1922
32	<b>Water Operator IV</b>						
	Annually	\$58,510.42	\$61,435.94	\$64,507.74	\$67,733.12	\$71,119.78	\$74,675.78
	Monthly	\$4,875.87	\$5,119.66	\$5,375.65	\$5,644.43	\$5,926.65	\$6,222.98
	Bi-Weekly	\$2,250.40	\$2,362.92	\$2,481.07	\$2,605.11	\$2,735.38	\$2,872.15
	Hourly	\$28.1300	\$29.5365	\$31.01	\$32.5639	\$34.1922	\$35.9018



Effective: January 1, 2021  
Approved: September 5, 2019  
Revised: September 5, 2019

<b>Grade</b>	<b>Position</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
18	<b>Office Assistant Bus Driver</b>						
	Annually	\$30,733.81	\$32,270.50	\$33,884.02	\$35,578.22	\$37,357.13	\$39,224.99
	Monthly	\$2,561.15	\$2,689.21	\$2,823.67	\$2,964.85	\$3,113.09	\$3,268.75
	Bi-Weekly	\$1,182.07	\$1,241.17	\$1,303.23	\$1,368.39	\$1,436.81	\$1,508.65
	Hourly	\$14.7759	\$15.5147	\$16.2904	\$17.1049	\$17.9602	\$18.8582
19	<b>Custodian Lead Bus Driver</b>						
	Annually	\$32,270.50	\$33,884.02	\$35,578.22	\$37,357.13	\$39,224.99	\$41,186.25
	Monthly	\$2,689.21	\$2,823.67	\$2,964.85	\$3,113.09	\$3,268.75	\$3,432.19
	Bi-Weekly	\$1,241.17	\$1,303.23	\$1,368.39	\$1,436.81	\$1,508.65	\$1,584.09
	Hourly	\$15.5147	\$16.2904	\$17.1049	\$17.9602	\$18.8582	\$19.8011
20	<b>Maintenance Worker I (Street Sweeper)</b>						
	Annually	\$33,884.02	\$35,578.22	\$37,357.13	\$39,224.99	\$41,186.25	\$43,245.56
	Monthly	\$2,823.67	\$2,964.85	\$3,113.09	\$3,268.75	\$3,432.19	\$3,603.80
	Bi-Weekly	\$1,303.23	\$1,368.39	\$1,436.81	\$1,508.65	\$1,584.09	\$1,663.29
	Hourly	\$16.2904	\$17.1049	\$17.9602	\$18.8582	\$19.8011	\$20.7911
21	<b>Account Clerk I Maintenance Worker I</b>						
	Annually	\$35,578.22	\$37,357.13	\$39,224.99	\$41,186.25	\$43,245.56	\$45,407.82
	Monthly	\$2,964.85	\$3,113.09	\$3,268.75	\$3,432.19	\$3,603.80	\$3,783.99
	Bi-Weekly	\$1,368.39	\$1,436.81	\$1,508.65	\$1,584.09	\$1,663.29	\$1,746.45
	Hourly	\$17.1049	\$17.9602	\$18.8582	\$19.8011	\$20.7911	\$21.8307
22							
	Annually	\$37,357.13	\$39,224.99	\$41,186.25	\$43,245.56	\$45,407.82	\$47,678.23
	Monthly	\$3,113.09	\$3,268.75	\$3,432.19	\$3,603.80	\$3,783.99	\$3,973.19
	Bi-Weekly	\$1,436.81	\$1,508.65	\$1,584.09	\$1,663.29	\$1,746.45	\$1,833.78
	Hourly	\$17.9602	\$18.8582	\$19.8011	\$20.7911	\$21.8307	\$22.9222
23	<b>Account Clerk II Maintenance Worker II Code Enforcement Officer Community Development Assistant</b>						
	Annually	\$39,224.99	\$41,186.25	\$43,245.56	\$45,407.82	\$47,678.23	\$50,062.14

	Monthly	\$3,268.75	\$3,432.19	\$3,603.80	\$3,783.99	\$3,973.19	\$4,171.84
	Bi-Weekly	\$1,508.65	\$1,584.09	\$1,663.29	\$1,746.45	\$1,833.78	\$1,925.47
	Hourly	\$18.8582	\$19.8011	\$20.7911	\$21.8307	\$22.9222	\$24.0683
24	<b>Water Operator Apprentice</b>						
	Annually	\$41,186.25	\$43,245.56	\$45,407.82	\$47,678.23	\$50,062.14	\$52,565.24
	Monthly	\$3,432.19	\$3,603.80	\$3,783.99	\$3,973.19	\$4,171.84	\$4,380.44
	Bi-Weekly	\$1,584.09	\$1,663.29	\$1,746.45	\$1,833.78	\$1,925.47	\$2,021.74
	Hourly	\$19.8011	\$20.7911	\$21.8307	\$22.9222	\$24.0683	\$25.2718
25	<b>Equipment Mechanic Account Clerk III Maintenance Worker III</b>						
	Annually	\$43,245.56	\$45,407.82	\$47,678.23	\$50,062.14	\$52,565.24	\$55,193.51
	Monthly	\$3,603.80	\$3,783.99	\$3,973.19	\$4,171.84	\$4,380.44	\$4,599.46
	Bi-Weekly	\$1,663.29	\$1,746.45	\$1,833.78	\$1,925.47	\$2,021.74	\$2,122.83
	Hourly	\$20.7911	\$21.8307	\$22.9222	\$24.0683	\$25.2718	\$26.5353
26	<b>Water Operator I Accounting Technician</b>						
	Annually	\$45,407.82	\$47,678.23	\$50,062.14	\$52,565.24	\$55,193.51	\$57,953.18
	Monthly	\$3,783.99	\$3,973.19	\$4,171.84	\$4,380.44	\$4,599.46	\$4,829.43
	Bi-Weekly	\$1,746.45	\$1,833.78	\$1,925.47	\$2,021.74	\$2,122.83	\$2,228.97
	Hourly	\$21.8307	\$22.9222	\$24.0683	\$25.2718	\$26.5353	\$27.8621
27	<b>Public Utilities Coordinator</b>						
	Annually	\$47,678.23	\$50,062.14	\$52,565.24	\$55,193.51	\$57,953.18	\$60,850.84
	Monthly	\$3,973.19	\$4,171.84	\$4,380.44	\$4,599.46	\$4,829.43	\$5,070.90
	Bi-Weekly	\$1,833.78	\$1,925.47	\$2,021.74	\$2,122.83	\$2,228.97	\$2,340.42
	Hourly	\$22.9222	\$24.0683	\$25.2718	\$26.5353	\$27.8621	\$29.2552
28	<b>Water Operator II</b>						
	Annually	\$50,062.14	\$52,565.24	\$55,193.51	\$57,953.18	\$60,850.84	\$63,893.38
	Monthly	\$4,171.84	\$4,380.44	\$4,599.46	\$4,829.43	\$5,070.90	\$5,324.45
	Bi-Weekly	\$1,925.47	\$2,021.74	\$2,122.83	\$2,228.97	\$2,340.42	\$2,457.44
	Hourly	\$24.0683	\$25.2718	\$26.5353	\$27.8621	\$29.2552	\$30.7180
29	<b>Assistant Engineer</b>						
	Annually	\$52,565.24	\$55,193.51	\$57,953.18	\$60,850.84	\$63,893.38	\$67,088.05
	Monthly	\$4,380.44	\$4,599.46	\$4,829.43	\$5,070.90	\$5,324.45	\$5,590.67
	Bi-Weekly	\$2,021.74	\$2,122.83	\$2,228.97	\$2,340.42	\$2,457.44	\$2,580.31
	Hourly	\$25.2718	\$26.5353	\$27.8621	\$29.2552	\$30.7180	\$32.2539
30	<b>Water Operator III</b>						
	Annually	\$55,193.51	\$57,953.18	\$60,850.84	\$63,893.38	\$67,088.05	\$70,442.44
	Monthly	\$4,599.46	\$4,829.43	\$5,070.90	\$5,324.45	\$5,590.67	\$5,870.20

	Bi-Weekly	\$2,122.83	\$2,228.97	\$2,340.42	\$2,457.44	\$2,580.31	\$2,709.32
	Hourly	\$26.5353	\$27.8621	\$29.2552	\$30.7180	\$32.2539	\$33.8666
31							
	Annually	\$57,953.18	\$60,850.84	\$63,893.38	\$67,088.05	\$70,442.44	\$73,964.57
	Monthly	\$4,829.43	\$5,070.90	\$5,324.45	\$5,590.67	\$5,870.20	\$6,163.71
	Bi-Weekly	\$2,228.97	\$2,340.42	\$2,457.44	\$2,580.31	\$2,709.32	\$2,844.79
	Hourly	\$27.8621	\$29.2552	\$30.7180	\$32.2539	\$33.8666	\$35.5599
32	<b>Water Operator IV</b>						
	Annually	\$60,850.84	\$63,893.38	\$67,088.05	\$70,442.44	\$73,964.57	\$77,662.81
	Monthly	\$5,070.90	\$5,324.45	\$5,590.67	\$5,870.20	\$6,163.71	\$6,471.90
	Bi-Weekly	\$2,340.42	\$2,457.44	\$2,580.31	\$2,709.32	\$2,844.79	\$2,987.03
	Hourly	\$29.2552	\$30.7180	\$32.2539	\$33.8666	\$35.5599	\$37.3379

Effective: January 1, 2022  
Approved: September 5, 2019  
Revised: September 5, 2019

<u>Grade</u>	<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
18	<b>Office Assistant Bus Driver</b>						
	Annually	\$31,655.82	\$33,238.62	\$34,900.54	\$36,645.57	\$38,477.84	\$40,401.74
	Monthly	\$2,637.99	\$2,769.88	\$2,908.38	\$3,053.80	\$3,206.49	\$3,366.81
	Bi-Weekly	\$1,217.53	\$1,278.41	\$1,342.33	\$1,409.44	\$1,479.92	\$1,553.91
	Hourly	\$15.2191	\$15.9801	\$16.7791	\$17.6181	\$18.4990	\$19.4239
19	<b>Custodian Lead Bus Driver</b>						
	Annually	\$33,238.62	\$34,900.56	\$36,645.57	\$38,477.84	\$40,401.74	\$42,421.84
	Monthly	\$2,769.88	\$2,908.38	\$3,053.80	\$3,206.49	\$3,366.81	\$3,535.15
	Bi-Weekly	\$1,278.41	\$1,342.33	\$1,409.44	\$1,479.92	\$1,553.91	\$1,631.61
	Hourly	\$15.9801	\$16.7791	\$17.6181	\$18.4990	\$19.4239	\$20.3951
20	<b>Maintenance Worker I (Street Sweeper)</b>						
	Annually	\$34,900.54	\$36,645.57	\$38,477.84	\$40,401.74	\$42,421.84	\$44,542.93
	Monthly	\$2,908.38	\$3,053.80	\$3,206.49	\$3,366.81	\$3,535.15	\$3,711.91
	Bi-Weekly	\$1,342.33	\$1,409.44	\$1,479.92	\$1,553.91	\$1,631.61	\$1,713.19
	Hourly	\$16.7791	\$17.6181	\$18.4990	\$19.4239	\$20.3951	\$21.4149
21	<b>Account Clerk I Maintenance Worker I</b>						
	Annually	\$36,645.57	\$38,477.84	\$40,401.74	\$42,421.84	\$44,542.93	\$46,770.05
	Monthly	\$3,053.80	\$3,206.49	\$3,366.81	\$3,535.15	\$3,711.91	\$3,897.50

	Bi-Weekly	\$1,409.44	\$1,479.92	\$1,553.91	\$1,631.61	\$1,713.19	\$1,798.85
	Hourly	\$17.6181	\$18.4990	\$19.4239	\$20.3951	\$21.4149	\$22.4856
22							
	Annually	\$38,477.84	\$40,401.74	\$42,421.84	\$44,542.93	\$46,770.05	\$49,108.58
	Monthly	\$3,206.49	\$3,366.81	\$3,535.15	\$3,711.91	\$3,897.50	\$4,092.38
	Bi-Weekly	\$1,479.92	\$1,553.91	\$1,631.61	\$1,713.19	\$1,798.85	\$1,888.79
	Hourly	\$18.4990	\$19.4239	\$20.3951	\$21.4149	\$22.4856	\$23.6099
23	<b>Account Clerk II Maintenance Worker II Code Enforcement Officer Community Development Assistant</b>						
	Annually	\$40,401.74	\$42,421.84	\$44,542.93	\$46,770.05	\$49,108.58	\$51,564.00
	Monthly	\$3,366.81	\$3,535.15	\$3,711.91	\$3,897.50	\$4,092.38	\$4,297.00
	Bi-Weekly	\$1,553.91	\$1,631.61	\$1,713.19	\$1,798.85	\$1,888.79	\$1,983.23
	Hourly	\$19.4239	\$20.3951	\$21.4149	\$22.4856	\$23.6099	\$24.7904
24	<b>Water Operator Apprentice</b>						
	Annually	\$42,421.84	\$44,542.93	\$46,770.05	\$49,108.58	\$51,564.00	\$54,142.20
	Monthly	\$3,535.15	\$3,711.91	\$3,897.50	\$4,092.38	\$4,297.00	\$4,511.85
	Bi-Weekly	\$1,631.61	\$1,713.19	\$1,798.85	\$1,888.79	\$1,983.23	\$2,082.39
	Hourly	\$20.3951	\$21.4149	\$22.4856	\$23.6099	\$24.7904	\$26.0299
25	<b>Equipment Mechanic Account Clerk III Maintenance Worker III</b>						
	Annually	\$44,542.93	\$46,770.05	\$49,108.58	\$51,564.00	\$54,142.20	\$56,849.32
	Monthly	\$3,711.91	\$3,897.50	\$4,092.38	\$4,297.00	\$4,511.85	\$4,737.44
	Bi-Weekly	\$1,713.19	\$1,798.85	\$1,888.79	\$1,983.23	\$2,082.39	\$2,186.51
	Hourly	\$21.4149	\$22.4856	\$23.6099	\$24.7904	\$26.0299	\$27.3314
26	<b>Water Operator I Accounting Technician</b>						
	Annually	\$46,770.05	\$49,108.58	\$51,564.00	\$54,142.20	\$56,849.32	\$59,691.78
	Monthly	\$3,897.50	\$4,092.38	\$4,297.00	\$4,511.85	\$4,737.44	\$4,974.31
	Bi-Weekly	\$1,798.85	\$1,888.79	\$1,983.23	\$2,082.39	\$2,186.51	\$2,295.84
	Hourly	\$22.4856	\$23.6099	\$24.7904	\$26.0299	\$27.3314	\$28.6980
27	<b>Public Utilities Coordinator</b>						
	Annually	\$49,108.58	\$51,564.00	\$54,142.20	\$56,849.32	\$59,691.78	\$62,676.37
	Monthly	\$4,092.38	\$4,297.00	\$4,511.85	\$4,737.44	\$4,974.31	\$5,223.03
	Bi-Weekly	\$1,888.79	\$1,983.23	\$2,082.39	\$2,186.51	\$2,295.84	\$2,410.63
	Hourly	\$23.6099	\$24.7904	\$26.0299	\$27.3314	\$28.6980	\$30.1329

28	<b>Water Operator II</b>						
	Annually	\$51,564.00	\$54,142.20	\$56,849.32	\$59,691.78	\$62,676.37	\$65,810.18
	Monthly	\$4,297.00	\$4,511.85	\$4,737.44	\$4,974.31	\$5,223.03	\$5,484.18
	Bi-Weekly	\$1,983.23	\$2,082.39	\$2,186.51	\$2,295.84	\$2,410.63	\$2,531.16
	Hourly	\$24.7904	\$26.0299	\$27.3314	\$28.6980	\$30.1329	\$31.6395
29	<b>Assistant Engineer</b>						
	Annually	\$54,142.20	\$56,849.32	\$59,691.78	\$62,676.37	\$65,810.18	\$69,100.69
	Monthly	\$4,511.85	\$4,737.44	\$4,974.31	\$5,223.03	\$5,484.18	\$5,758.39
	Bi-Weekly	\$2,082.39	\$2,186.51	\$2,295.84	\$2,410.63	\$2,531.16	\$2,657.72
	Hourly	\$26.0299	\$27.3314	\$28.6980	\$30.1329	\$31.6395	\$33.2215
30	<b>Water Operator III</b>						
	Annually	\$56,849.32	\$59,691.78	\$62,676.37	\$65,810.18	\$69,100.69	\$72,555.71
	Monthly	\$4,737.44	\$4,974.31	\$5,223.03	\$5,484.18	\$5,758.39	\$6,046.31
	Bi-Weekly	\$2,186.51	\$2,295.84	\$2,410.63	\$2,531.16	\$2,657.72	\$2,790.60
	Hourly	\$27.3314	\$28.6980	\$30.1329	\$31.6395	\$33.2215	\$34.8826
31							
	Annually	\$59,691.78	\$62,676.37	\$65,810.18	\$69,100.69	\$72,555.71	\$76,183.51
	Monthly	\$4,974.31	\$5,223.03	\$5,484.18	\$5,758.39	\$6,046.31	\$6,348.63
	Bi-Weekly	\$2,295.84	\$2,410.63	\$2,531.16	\$2,657.72	\$2,790.60	\$2,930.13
	Hourly	\$28.6980	\$30.1329	\$31.6395	\$33.2215	\$34.8826	\$36.6267
32	<b>Water Operator IV</b>						
	Annually	\$62,676.37	\$65,810.18	\$69,100.69	\$72,555.71	\$76,183.51	\$79,992.69
	Monthly	\$5,223.03	\$5,484.18	\$5,758.39	\$6,046.31	\$6,348.63	\$6,666.06
	Bi-Weekly	\$2,410.63	\$2,531.16	\$2,657.72	\$2,790.60	\$2,930.13	\$3,076.64
	Hourly	\$30.1329	\$31.6395	\$33.2215	\$34.8826	\$36.6267	\$38.4580