

RESOLUTION NO. 2019-4732

**RESOLUTION OF THE COUNCIL OF THE CITY OF KING RATIFYING A
MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF KING AND
SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 521**

WHEREAS, the City of King and Service Employees International Union Local 521 (SEIU) pursuant to Section 3505 of the Meyers-Milias-Brown Act (MMBA) have met and conferred in good faith on issues regarding wages, hours and other terms and conditions of employment; and

WHEREAS, the City and SEIU have successfully negotiated acceptable terms and conditions for employment, including but not limited to wages, hours and working conditions.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of King, as follows:

Section 1. That the Memorandum of Understanding, attached hereto as Exhibit A to this Resolution, is hereby ratified and adopted.

Section 2. That the City and SEIU mutually agree to the terms and conditions contained herein.

Section 3. That this MOU shall supercede all other MOU's executed between the City of King and SEIU.

This resolution was passed and adopted this 9th day of **July, 2019** by the following vote:

AYES, Council Members: LeBarre, Victoria, Acosta, DeLeon

NAYS, Council Members:

ABSENT, Council Members: Cullen

ABSTAIN, Council Members:

APPROVED:



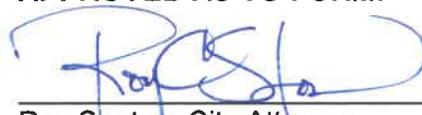
Mike LeBarre, Mayor

ATTEST:



Steven Adams, City Clerk

APPROVED AS TO FORM:



Roy Santos, City Attorney

MEMORANDUM OF UNDERSTANDING

Between

CITY OF KING

And

SERVICE EMPLOYEES INTERNATIONAL UNION

LOCAL 521

July 1, 2019 - June 30, 2022

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ARTICLE I RECOGNITION

SECTION 1 - ADMINISTRATION

- 1.1 The City of King City (hereinafter the "City") recognizes the Service Employee's International Union Local 521 (hereinafter "SEIU") in all matters concerning wages, hours and working conditions.
- 1.2 This Memorandum of Understanding (MOU) is all encompassing and supersedes all previous Memorandum of Understanding entered into between the City and SEIU.
- 1.3 It is agreed that this Memorandum of Understanding (MOU) was negotiated pursuant to Chapter 10 (Section 3500 et. Seq.) of Division 4, Title 1 of the Government Code, and pursuant to Resolution No. 05-4119 Employer - Employee Relations Resolution of the City of King City.
- 1.4 The SEIU recognizes the City Manager and/or designee as the exclusive representative of the City for purposes of executing this MOU.
- 1.5 The City and SEIU agree to make a good faith effort to ensure that all rules, policies and procedures are uniformly and consistently applied to all employees subject to this Memorandum of Understanding.

SECTION 2 - PAYROLL DEDUCTION

- 2.1 The City agrees to deduct as a single bi-weekly deduction, membership dues for SEIU represented City employees and any other such deductions mutually approved by the City and the SEIU Board of Directors and authorized, in writing, by the individual members of SEIU. No deductions shall be taken from the third paycheck of the month, which occurs twice each calendar year.
- 2.2 No employee shall be obligated to pay membership dues to SEIU until the first of the month following thirty (30) calendar days after the employee is hired or joins SEIU.
- 2.3 Any and all Agency fees, if any, ceased and shall not be deducted from and after June 27, 2018, in compliance with Janus v. AFSCME.
- 2.4 Any changes in previously authorized deduction amounts shall be initiated by SEIU no more than once per month and shall provide the city thirty (30) calendar days' notice.
- 2.5 An employee, who has previously authorized the City to make SEIU deductions and who wishes to cancel such authorization, may do so only in writing in accordance with the terms and conditions of membership listed on the membership application. It shall be the responsibility of SEIU to forward such written cancellation and notice to the City on a

- timely basis. Unauthorized deductions shall be the responsibility of SEIU and SEIU agrees to hold the city harmless for any claims of unauthorized deductions.
- 2.6 When the member has no earnings during a particular pay period, no membership dues, deductions or any other authorized deductions shall be withheld from future earnings to cover that period.
- 2.7 It is further agreed that SEIU shall indemnify and hold the City harmless against any and all claims, demands, suits or other forms of liability that shall arise out of, or by reason of, action taken or not taken by the City for the purpose of complying with provisions of this Section.
- 2.8 The City shall notify the designated union representative or shop steward in writing or via email regarding new hires at least ten (10) calendar days prior to the employee's orientation unless there is an urgent need to hire such individual with less notice that was not reasonably foreseeable or the determination of hire was made with less than ten (10) days' notice. Within the earlier of thirty (30) calendar days after the date of hire or by the first pay period of the month following the hire of each newly hired employee, the City will provide the union representative or shop steward with the new employee's name, job title, department, work location, home mailing address, personal email, and work, home and personal cell phone numbers except that per Government Code Section 6254.3, the City will not provide SEIU with the home address or any phone number on file with the City of any employee performing law enforcement-related functions, and the City will not provide the Union with any home address, home telephone number, personal cellular telephone number, or personal email address of any employee who has made a written request to the City regarding non-disclosure of said information.
- 2.9 In compliance with California's AB 119, new hires in the bargaining unit represented by SEIU may receive a union card with her/his new employee orientation packet. SEIU shall be permitted one (1) hour after each new hire orientation session to talk to new Unit members to explain rights and benefits under the MOU.
- 2.10 Upon any change of union officers or shop stewards SEIU shall provide City with a current list of all union representatives/officers and shop stewards and each members' contact information including name, address, title, worksite, phone numbers and email addresses, in writing, within thirty (30) days of such change.

ARTICLE II COMPENSATION

SECTION 1 - SALARY

- 1.1 Effective July 6, 2019, employees shall receive a three percent (3%) base salary increase.
- 1.2 Effective July 4, 2020, employees shall receive a three percent (3%) base salary increase.

- 1.3 Effective July 3, 2021, employees shall receive a three percent (3%) base salary increase.
- 1.4 Effective July 6, 2019 the Code Enforcement Officer position shall receive a 7% equity adjustment.

SECTION 2 - SALARY ADVANCEMENT

- 2.1 Salary advancement shall mean a pay rate increase given to an employee, contingent upon an overall rating of "Meets Job Requirements" or better on a performance evaluation, within the pay range established for the employee's classification.
- 2.2 An employee's step increase shall be effective on the employee's merit date. If a department has not submitted a signed performance evaluation within 30 days of the employee's merit date, a step increase shall be automatically processed by the City's payroll officer.
- 2.3 The City shall retain the flexibility to hire employees with exceptional skills, experience or qualifications at a pay rate above Step A.
- 2.4 The City's full time pay range consists of six (6) merit steps, A through F. Advancement between steps shall require at least twelve months performance at the designated step before eligibility for a merit increase to the next step.
- 2.5 The City Manager may accelerate merit step advances for employees based upon exceptional performance, as recommended and documented by the employee's supervisor.

SECTION 3 - ACTING DUTY PAY

- 3.1 The City Manager may appoint an employee to acting duty status to perform the duties of a higher classification that is a vacant or newly created classification.
- 3.2 An employee may serve in acting duty status only until such time as the City Manager makes a regular appointment to the classification or until such time as the incumbent employee returns to work.
- 3.3 An acting duty appointment may be effective for a period of thirty (30) days. The City Manager may extend an acting duty appointment at the City Manager's sole discretion.
- 3.4 An employee appointed to acting duty status shall be paid at a pay rate not less than the minimum pay rate in the pay range for the acting duty classification, but such acting duty

pay rate shall be at least five percent (5%) more than the employee's prevailing pay rate immediately prior to acquiring acting duty status.

- 3.5 An employee shall not be paid more than the maximum pay rate in the pay range for the acting duty classification.
- 3.6 While serving in acting duty status, the employee shall continue to be eligible to receive any pay adjustments or advancements granted to the employee's permanent classification.
- 3.7 An employee appointed to acting duty status shall receive acting duty pay immediately upon assuming the acting duty position, provided the duration of the assignment is at least a scheduled work shift.
- 3.8 An employee has the right to refuse any acting duty assignment without justification, upon submittal of such in writing to the City Manager.
- 3.9 An employee appointed to acting duty status can discontinue the acting duty assignment by notifying his/her immediate supervisor in writing one (1) week in advance of the employee's intention to return to regular status.
- 3.10 An employee may be removed from acting duty status after serving in the acting assignment for one (1) work week, at any time, at the discretion of the City Manager.

SECTION 4 - ALLOWANCE FOR MILEAGE

- 4.1 The City shall reimburse employees for use of their personal automobile for official City business at the prevailing IRS rate.
- 4.2 Employees may use personal vehicles for official City business only with the expressed approval of a supervisor, and only when proof of a valid California's driver's license and required insurance are on file with the City's payroll officer.

SECTION 5 - COURT SERVICE/JURY DUTY COMPENSATION

- 5.1 Employees summoned to court to (a) perform jury service, or (b) to provide testimony when called on behalf of the City, or (c) as directed by the department director, City Manager or City Attorney shall be paid their prevailing pay rate for such court service.
- 5.2 Pay for jury duty shall be limited to twenty (20) working days in any one calendar year; any extensions of such service must be approved by the City Manager, whose approval shall not be unreasonably withheld.

5.3 Compensation for service under Section 5.2 received by the employee, shall be remitted to the City.

SECTION 6 - OVERTIME POLICY

6.1 Employees are eligible to receive overtime compensation in the form of either regular overtime pay or compensatory time off ("CTO"), at their request, calculated at the regular overtime rate of one and one-half (1 ½) times the employee's regular hourly rate. The option to elect CTO in lieu of regular overtime pay shall be limited to keeping any employee's CTO accrual within existing CTO caps.

6.2 No employee shall work overtime unless authorized in advance to do so by the department head, City Manager or designee.

SECTION 7 - WORKDAY

7.1 For purposes of determining overtime, a workday shall be defined as the twenty-four (24) hour period consisting of the eight (8) hours prior to the start of the work shift and sixteen (16) hours after the start of the work shift.

7.2 Overtime shall not be paid for hours worked during the scheduled work shift.

7.3 The City Manager shall reserve the right to establish the standard work week to facilitate the operations of City Hall.

7.4 Regardless of work schedule, the standard work week shall be 40 hours.

7.5 Public Works maintenance staff shall work a 9-80 schedule.

SECTION 8 - OVERTIME COMPENSATION

8.1 Employees shall receive overtime paid at one and one-half (1 ½) times their prevailing pay rate; or compensatory leave time, credited at one and one half (1 ½) hours, for the overtime work performed as follows:

- a. Work performed in excess of eight (8) hours in a workday in a five (5) day work week;
- b. Work performed in excess of ten (10) hours in a workday in a four (4) day work week;
- c. Work performed in excess of nine (9) hours in any of the eight (8) scheduled nine (9) hour workdays, or in excess of eight (8) hours on the sole scheduled eight (8) hour workday in a 9/80 work week.

- d. Work performed in excess of forty (40) hours in a work week.
- 8.2 For purposes of determining an employee's eligibility for overtime compensation, only actual hours worked shall be considered toward overtime calculation.

SECTION 9 - HOLIDAY COMPENSATION

- 9.1 Full time employees shall be allowed time off with pay at the employee's straight time hourly rate for any holiday provided in this MOU, with the amount of pay equal to the hours that the employees would normally be scheduled to work for that day, unless required to report to work by the department head in order to maintain City services.
- 9.2 Employees required to work on a holiday may, at their option, receive either: (1) paid time at one and one-half (1 ½) times their regular hourly rate; or (2) compensatory time off ("CTO"), credited at one and one-half (1 ½) hours, for each hour worked on the holiday. Employees shall request either compensatory leave or paid time for all hours worked on a holiday. In the absence of an advance written request for (CTO) by an employee, the employee shall be paid for any holiday worked. The right of an employee to elect (CTO) in lieu of pay under this provision shall be subject to and limited to existing (CTO) caps.

SECTION 10 - CALL BACK/STANDBY PAY

- 10.1 Employees "called back" to work due to an emergency, or to complete a critical work assignment shall be paid a minimum of two (2) hours overtime.
- 10.2 Employees required, by virtue of their position or assigned responsibilities to be available on an "on-call" basis during non-work hours, designated days off, Saturday, Sunday and/or holidays, shall be compensated a minimum of four (4) hours overtime, per non-work day.

SECTION 11 - CLASS A/B LICENSE PAY

- 11.1 The City agrees to pay employees required to possess a Class A or B California Driver's License during the course of employment, 2.5% of their prevailing pay rate per month.
- 11.2 To qualify for such compensation, the Class A or B driver's license must be required to perform the duties of the employee's assigned classification.
- 11.3 Employees required to operate vehicles that require possession of a Class A or B driver's license, shall be enrolled in the City's federally mandated drug testing program.
- 11.4 License fees for Class A and or B driver's licenses shall be paid by the City.

SECTION 12 - WASTEWATER PLANT OPERATOR CERTIFICATION

12.1 Employees maintaining a Wastewater Plant Operator Certificate in Training, as part of required job duties, shall receive an additional 2.5% of their prevailing wage rate.

12.2 Employees maintaining current Wastewater Plant Operator's Certificate, Grade 1, 2, 3, 4 or 5, as part of required job duties, shall receive an additional total of 5% of their prevailing wage rate per month.

SECTION 13 - ALLOWANCE FOR UNIFORMS

13.1 The City shall provide uniforms for the following employees affected by this MOU:

- Code Enforcement Officer
- Maintenance Worker I
- Maintenance Worker II
- Senior Maintenance Worker
- Police Clerk I
- Police Clerk Supervisor
- Street Sweeper Operator
- Transit Operator

13.2 Uniforms for covered Public Works employees shall include.

- Five (5) Shirts
- Five (5) Pair of Pants
- One (1) Sweatshirt and
- One (1) All Weather Jacket
- Annually

13.3 Uniforms for Police Department employees shall include.

- Three (3) Shirts
- Three (3) Pair of Pants
- One (1) Sweater or Jacket, and
- Two (2) pairs of shoes or boots
- Annually

13.4 Employees shall not be permitted to wear work uniforms while not on duty.

13.5 City will report to CalPERS the monetary value for providing, maintaining, and replacing uniforms to all employees covered under this Agreement who are required to wear uniforms

provided by the City. The City will report the total bi-weekly amount for the initial cost, and/or maintenance, and/or replacement of uniforms, for each employee. The bi-weekly amounts reported to CalPERS will derive from the City's invoices of total cost per employee for the maintenance of uniforms. The bi-weekly amounts reported to CalPERS will also include the total cost for initially providing uniforms and/or the replacement of uniforms when applicable, and the amounts for the initial cost, and/or replacement. The invoices provided to the City, by its uniform vendor, will include the unit price, which will determine the total cost, per employee. The City will report to CalPERS no more than \$800 per year, per employee, for providing the initial cost, replacement, and maintenance of required uniforms in the manner as described in this paragraph for all employees that receive a uniform.

SECTION 14 - ALLOWANCE FOR SAFETY SHOES

- 14.1 Public Works employees are required to wear safety shoes at all times during the course of a workday.
- 14.2 The City will provide each affected employee with two pairs of safety shoes or boots each calendar year, the cost of each pair not to exceed \$150.

SECTION 15 - BILINGUAL PAY

- 15.1 The City shall provide bilingual incentive pay, in the amount of \$150 per month, to those employees who pass a bilingual proficiency test.
- 15.2 Proficiency tests shall be given annually, at City expense, to those employees requesting proficiency certification for use with public interaction as part of their regular duties.

SECTION 16 - EDUCATION PAY

Employees who possess or receive educational degrees related to their job category will be paid an education allowance in addition to their base pay. Degrees that are a part of the minimum requirement for a job are specifically excluded from qualifying an employee for this allowance. Each employee is encouraged to develop and submit an educational plan to their supervisor for review. The Employee and the City will jointly review the employee's educational plans, review scheduling and agree on a written plan as part of their annual Performance Evaluation. In order to promote diversity of study, the following requirements will apply:

- AA 3%
- BA 5%
- MA 5%

Before an employee embarks on a degree program, the department manager, with concurrence of the City Manager, will determine, in advance, if a proposed degree would qualify the employee for this allowance.

ARTICLE III - BENEFITS

SECTION 1 - HEALTH INSURANCE BENEFITS

- 1.1 The City will maintain health insurance for employees and their eligible dependents that provides at least the same level of benefits as provided as of 7/1/2019.

Employees shall contribute one hundred dollars (\$100.00) per month towards employee only health premium and a flat fee of \$37.50 per month for dependent coverage.

- 1.2 Spouse, domestic partner and dependent coverage shall continue to be available as provided through the City's Plan. An employee's spouse, domestic partner and/or dependent children under age twenty-six (26) who have never been married, as well as children over age twenty-six (26) who have never been married and are incapable of supporting themselves due to physical or mental disabilities existing prior to obtaining age twenty-six (26), are eligible to be enrolled.

- 1.3 City shall pay increased health, vision and dental premiums that may occur until June 2021.

- 1.4 The City and the Union agree to meet and discuss the options available under the Affordable Care Act. Neither party shall refuse to meet and discuss the options, but neither is bound to a course of action under these discussions.

- 1.5 Given the uncertainty and changing dynamics of health care plans, costs and coverage, and the uncertainty of the City's financial capability to address such changes, the parties agree to re-open discussions on any aspect of health care coverage during the life of this Memorandum of Understanding at the request of the either party.

SECTION 2 - LIFE INSURANCE PREMIUM

- 2.1 The City agrees to provide each full-time employee with term life insurance coverage in the amount of two (2) times annual base salary up to a maximum of one hundred and twenty thousand dollars (\$125,000) subject to the eligibility requirements of the insurance carrier.

**SECTION 3 - PUBLIC EMPLOYEE'S RETIREMENT SYSTEM CONTRIBUTION
(P.E.R.S.)**

- 3.1 The City shall enroll all "miscellaneous" employees hired before January 1, 2013 in the 2% at 55 CalPERS Plan, including the following specified public agency contract provisions:
- a. lump sum death benefit of \$500;
 - b. final compensation calculated at average of last consecutive, 36 months of salary;
 - c. retirement COLA maximum of 2%.
- 3.2 Miscellaneous employees hired before January 1, 2013 shall pay 100% percent of the mandatory seven percent (7%), or the applicable percentage as set by CalPERS, of the miscellaneous employee's gross pre-tax salary as the employee's share of the retirement plan to CalPERS.
- 3.3 The City shall enroll all miscellaneous employees hired on or after January 1, 2013 in the 2% at 62 CalPERS Plan, including the following specified public agency contract provisions:
- a. lump sum death benefit of \$500;
 - b. final compensation calculated at average of last consecutive, 36 months of salary;
 - c. retirement COLA maximum of 2%.
- 3.4 Miscellaneous employees hired on or after January 1, 2013 shall pay 100% percent of the mandatory six and one quarter percent (6.25%), or the applicable percentage as set by CalPERS, of the miscellaneous employee's gross pre-tax salary as the employee's share of the retirement plan to CalPERS.

SECTION 4 - DEFERRED COMPENSATION PROGRAMS

- 4.1 The City shall offer deferred compensation programs to SEIU employees as a voluntary employee election.
- 4.2 The City shall match employee contributions to a deferred compensation plan up to an additional 2% of salary for all employees represented by this MOU.

SECTION 5 - STATE DISABILITY INSURANCE

- 5.1 The City shall enroll all SEIU employees in the State disability program.
- 5.2 The City shall pay 100% of the employee's share of State Disability Insurance.

SECTION 6 - EMPLOYEES' ASSISTANCE PROGRAM (EAP)

- 6.1 The City shall offer Employees' Assistance Program in categories to include marriage, family/relationship problems, alcohol/drug abuse, legal matters, financial and credit problems, child care consultation and elder care.
- 6.2 Services shall be provided as defined in the EAP pamphlet on file with the City's Personnel Officer.

ARTICLE IV - LEAVES

SECTION 1 - ANNUAL LEAVE

- 1.1 The City shall provide employees with annual leave as defined herein.
- 1.2 Annual leave shall be defined as the periods of approved absence with pay from regularly scheduled work.
- 1.3 Unless the employee's use of annual leave interferes with departmental operations, the department head shall permit employees to use annual leave at the employee's discretion.
- 1.4 Employees shall be credited with annual leave at the following rates:
 - a. Vacation
 - (1) For employees with less than five (5) years' service, 80 hours per year accumulated to a maximum of 240 hours.
 - (2) For employees with five (5) or more years' service, 120 hours per year accumulated to a maximum of 360 hours.
 - (3) For employees with ten (10) or more years' of service, 144 hours per year accumulated to a maximum of 420 hours.
 - (4) For employees with fifteen (15) or more years' of service, 168 hours per year accumulated to a maximum of 500 hours.

- (5) For employees with twenty-five (25) or more years' of service, 200 hours per year accumulated to a maximum of 600 hours.
- (6) Employees shall not take vacation until employed by the City for six (6) months unless pre-approved by the City Manager at the time of hire.
- (7) Requests for vacation leave must be pre-approved by the employee's supervisor and department head. The City encourages employees to take a minimum of ten (10) days of vacation leave and the City shall not unreasonably deny vacation requests.
- (8) An employee may, at any time, cash out vacation leave up, to a maximum of 20 hours each calendar year. To be eligible the employee must have at least eighty (80) hours of accrued vacation after cashing out the leave. SEIU hours (excluding Floating Holiday) shall be cashed out first before vacation accruals, during the term of this agreement.

b. Sick Leave

- (1) All full time employees shall receive 96 sick leave hours per year, accrued at 3.69 hours per payroll period.

c. Floating Holidays

- (1) Employees shall be credited with three (3) floating holidays (24 hours) on January 1 of each calendar year.
- (2) Floating holidays not taken within the calendar year, January 1 through December 31, shall be forfeited.

- 1.5 Employees shall not accrue vacation or sick leave during any unpaid leave of absence.
- 1.6 Employees shall not use less than one (1) hour of leave at any one time.
- 1.7 Upon termination of employment, the employee shall be compensated 100% for any unused vacation leave. The value of this unused vacation leave shall be calculated at the employee's existing pay rate on the date of the employee's separation from City service.
- 1.8 Upon termination of employment, an employee whose hire date as a full-time permanent employee is prior to January 1, 2021 shall be compensated for 50% of any unused sick leave. The value of this unused sick leave shall be calculated at the employee's existing pay rate on the date of the employee's separation from City service.

- 1.9 Upon termination of employment, an employee whose hire date as a full-time permanent employee is after January 1, 2021, shall receive payment of unused sick leave in direct proportion to the increments and percentages provided in the following formula based upon active service:
- a. After five (5) years of continuous service and separation in good standing, ten percent (10%) of accumulated sick leave.
 - b. After ten (10) years of continuous and separation in good standing, twenty percent (20%) of accumulated sick leave.
 - c. After fifteen (15) years of continuous service and separation in good standing, thirty percent (30%) of accumulated sick leave.
 - d. After twenty (20) years of continuous service and separation in good standing, forty percent (40%) of accumulated sick leave.

SECTION 2 - SICK LEAVE USAGE

- 2.1 Sick leave may be used only in cases of actual personal sickness, quarantine, sickness in the immediate family where the employee must provide care to the immediate family member. Sick leave may also be used for medical, dental and optical appointments.
- 2.2 When an employee uses sick leave in excess of three consecutive (3) workdays, the City Manager may require the employee to present, as soon as reasonably possible, a personal certification and/or doctor's verification that the employee is ill or capable to return to work. In administering this, the City shall, at all times, to the maximum extent possible, respect the privacy of the employee.
- 2.3 When an employee wishes to use accrued sick leave, the employee shall notify the supervisor before, or within one (1) hour after the time set for beginning the work period, of the intended absence due to sickness, unless the employee is incapacitated and physically unable to provide the required notification.
- 2.4 An employee on sick leave shall regularly inform his/her supervisor of their estimated leave status, medical restrictions and their anticipated return to duty. Both the employer and the employee shall remain available to engage in the interactive process regarding the employee's ability to perform essential functions of their position.

SECTION 3 - COMPENSATORY LEAVE

- 3.1 Reasonable requests for use of compensatory leave shall not be denied.
- 3.2 Employees shall not use less than one (1) hour of compensatory leave at any one time.

- 3.3 Employees may use compensatory leave in conjunction with any other authorized paid leave with approval of the department head.
- 3.4 The City shall not require an employee to use compensatory time within the same pay period in which it was earned.
- 3.5 An employee may carry to the next calendar year a maximum of eighty (80) hours of compensatory leave. Exceptions to this policy may be approved by the City Manager, upon recommendation of the department head.
- 3.6 When an employee separates from City service for any reason, the employee shall be paid for any accrued compensatory leave at the employee's rate of pay at the date of separation.

SECTION 4 - HOLIDAY LEAVE

- 4.1 The City shall provide employees holiday pay as stated herein.
- 4.2 The following days shall be approved City holidays:
 - January 1 (New Year's Day)
 - The third Monday in January (Dr. Martin Luther King, Jr.)
 - The third Monday in February (President's Day)
 - The last Monday in May (Memorial Day)
 - July 4 (Independence Day)
 - The first Monday in September (Labor Day)
 - November 11 (Veteran's Day)
 - Thanksgiving Day
 - Day after Thanksgiving
 - December 24 (Christmas Eve)
 - December 25 (Christmas)
 - One day between Christmas Day and New Year's Day
- 4.3 Every day proclaimed by the President, Governor or Mayor of this City as a public holiday.
- 4.4 Under a 4/10 work schedule, when any day, granted as holiday, falls on a Friday, the preceding Thursday shall be considered the holiday; if the holiday falls on a Saturday or Sunday, the following Monday shall be considered the holiday.

- 4.5 Under a 9/80 work schedule, when any day, granted as holiday, falls on the Friday the employee would not be scheduled to work, the preceding Thursday shall be considered the holiday; if the holiday falls on a Saturday or Sunday, the following Monday shall be considered the holiday.
- 4.6 In order to be paid for a holiday, the employee must work the scheduled work period immediately before and after the holiday, unless the employee is absent from the scheduled work period immediately before and after as a result of authorized paid leave.
- 4.7 City operations shall be closed between Christmas day and New Year's Day. Employees will utilize vacation leave, compensatory time, and/or floating holidays for any days that are normally working days during that period. Employees on a 9/80 work week that are not normally scheduled to work on a Friday that falls on a holiday during a calendar year shall instead receive that holiday on one of the days between Christmas day and New Year's Day.

SECTION 5 - BEREAVEMENT LEAVE

- 5.1 Employees shall be entitled to a maximum of five (5) days bereavement leave per incident each calendar year.
- 5.2 Eligibility for bereavement leave shall apply to the death of a member in the immediate family, as defined in Article XIII.

SECTION 6 - WORKER COMPENSATION LEAVE

- 6.1 The City shall provide employees with work related disability leave as defined herein.
- 6.2 In addition to disability payments required by statute, employees substantially disabled by bodily injury or sickness in the scope of employment shall be paid the additional amount necessary to make their after tax pay equal to the after tax pay they would receive were they not disabled to a maximum of seventeen (17) weeks from the date of disability, or until the City's workers compensation administrator terminates temporary disability either by means of a lump sum settlement or a disability retirement, whichever occurs first.
- 6.3 Employees, who are still substantially disabled after seventeen (17) weeks, may apply for long term disability.

- 6.4 The City shall make all reasonable efforts to provide employees with restricted duty assignments when the employee is still substantially disabled after seventeen (17) weeks from the date of disability.
- 6.5 During the time the employee is substantially disabled, the employee shall continue to accrue annual leave, sick leave, and seniority for purposes of pay adjustments or advancements.

SECTION 7 - LONG TERM DISABILITY LEAVE

- 7.1 The City shall provide employees with long term disability insurance.
- 7.2 Employees substantially disabled by bodily injury or sickness outside the course and scope of employment and employees still substantially disabled after seventeen (17) weeks of work disability leave are eligible for long term disability leave.
- 7.3 An employee shall be eligible to receive a monthly disability income ninety (90) days after the occurrence of the disability. Disability income payments shall be based on the employee's actual salary, reduced by any deductible benefits, as described in the City's long term disability insurance plan.
- 7.4 Employees may use accumulated leave before electing to receive long term disability insurance benefits.
- 7.5 Pregnant employees shall be eligible for long term disability leave subject to the same terms and conditions as any other employee substantially disabled by bodily injury or sickness outside the course and scope of employment.
- 7.6 It shall be the employee's responsibility to report to work promptly at the end of long term disability leave. Employees shall receive clearance to return to work from the Personnel Officer.

When an employee enters vocational rehabilitation for an occupation not with the City of King City, the City may pay the employee the state required workers compensation temporary disability payments rather than the two thirds (2/3) long term disability payments. The City shall not implement this condition, if the employee is receiving medical treatment to improve his/her condition; if the employee has a reasonable chance for continued employment with the City; or, if the employee is within ten (10) years of full service retirement.

SECTION 8 - MILITARY LEAVE

- 8.1 The City shall grant military leave to employees as provided in the California Military and Veterans Code Sections 389 through 399.5.
- 8.2 Employees on ordered military leave shall receive monthly salary and benefits based upon the following schedule:
 - a. 3 months of continued salary and benefits for 1-5 years of service.
 - b. 6 months of continued salary and benefits for 6-15 years of service.
 - c. 12 months of continued salary and benefits for 16 or more years of service.

SECTION 9 - LEAVE OF ABSENCE WITHOUT PAY/FAMILY MEDICAL LEAVE ACT/CALIFORNIA FAMILY RIGHTS ACT

- 9.1 The City has the authority to grant or deny an employee's request for leave of absence from work without pay, except that the City shall not unreasonably deny a request for unpaid leave due to the medical disability of the employee or a member of his/her immediate family.
- 9.2 An employee on an unpaid leave for 61 days or more shall not accrue seniority for that portion of the leave over 60 days.
- 9.3 After the expiration of the unpaid leave, the employee shall be assigned to his/her former classification.
- 9.4 Probationary employees are not eligible for unpaid leaves of absence, except as required by law.
- 9.5 Employees requesting family leave shall state in writing the reasons for the request. In all cases, the City Manager shall retain exclusive authority for approving such leave and its duration. The employee shall have no appeal rights with respect to this decision.
- 9.6 The City shall comply with the Family Medical Leave Act of 1993 in all respects.
- 9.7 The City shall comply with the California Family Rights Act of 1993 in all respects.

SECTION 10 - TIME OFF FOR VOTING

Time off with pay to vote at any general, direct primary or presidential primary election shall be granted as provided in the California Election Code. Notice that an employee desires time off shall be in accordance with the provisions of said code.

ARTICLE V - LAYOFF

SECTION 1 - PREREQUISITE FOR LAYOFF

- 1.1 When, as a result of a reduction in workforce (RIF), it becomes necessary to initiate a layoff of employees affected by this MOU, the conditions, contained within this Section, shall be prerequisite to such a layoff.
- 1.2 Management shall meet and consult with the representative of SEIU on alternative courses of action to avoid such layoff.
- 1.3 All non-classified part-time, temporary, seasonal and/or recurrent and probationary employees working in the class shall be released from the class first.
- 1.4 All employees in the class are given the opportunity to seek lateral transfer to existing vacant positions. Such transfer requests shall not be denied except for just cause. The employee shall be required to meet the minimum standards of the class.
- 1.5 Notice of actual layoff shall be given no less than forty-five (45) calendar days before the date of implementation.
- 1.6 Notice of layoff shall include: classification where layoff is to occur; seniority list by total continuous City seniority of employees in the affected class; list of current vacancies in all classes represented by this MOU.
- 1.7 Separate notice shall be provided to any employee in the class who has two (2) or more below standard evaluations within the preceding three (3) years.

SECTION 2 - ORDER OF LAYOFF

- 2.1 Employees who have two (2) or more below standard annual evaluations within the preceding three (3) years shall be laid off first.
- 2.2 Next layoff shall occur on the basis of City-wide seniority, the least senior employee based on total continuous employment shall be laid off first; any subsequent layoff shall proceed to the next, least senior employee.
- 2.3 Where the total and continuous employment of two (2) employees are of the same length, the seniority shall be decided by drawing lots.

SECTION 3 - VOLUNTARY DEMOTION

- 3.1 An employee affected by a Reduction in Force (RIF) may choose voluntary demotion to avoid layoff.
- 3.2 Such voluntary demotion may be to a lower or equal class of previous standing, or to a lower or equal class in the same occupational grouping.
- 3.3 If the voluntary demotion causes a layoff in the lower or equal class, such layoff shall follow the provisions of this Article.
- 3.4 In no event can an employee displace someone with more seniority except as permitted by Section 2.1 of this Article.

SECTION 4 - RECALL

- 4.1 Employees who laterally transfer, take a voluntary demotion, or are affected by a Reduction in Force pursuant to the provisions of this Article, shall have their names placed on a recall list for the classification of original standing.
- 4.2 Such a list shall be in inverse order of layoff, lateral transfer or demotion.
- 4.3 The recall list shall be mandated by the City Manager, and shall be used when any vacancy for that class is to be filled.
- 4.4 The list shall be maintained until all names have been offered an opportunity for recall or at the end of three (3) years, whichever occurs first.
- 4.5 The appointing authority shall offer appointment to the first name on said list. If the individual accepts, he/she shall be appointed within sixty (60) days.
- 4.6 The employee recalled shall be required to take a medical examination to ensure that the employee is capable of performing the duties of the class.
- 4.7 The employee recalled shall be required to meet the minimum standards of the class.

ARTICLE VI - NON-DISCRIMINATION

The City shall not discriminate in the treatment of an employee on the basis of race, color, religion, gender, political party or activity, national origin, sexual preference, age, marital status, medical condition (cancer related), pregnancy, or pregnancy related conditions, physical or mental disability, Union activity or Union membership.

ARTICLE VII - HEALTH AND SAFETY

SECTION 1- SAFETY RESPONSIBILITIES

- 1.1 The City shall make a good faith effort to provide and maintain a safe and healthful place of employment.
- 1.2 Employees shall perform their assigned duties safely using the practices, means, methods, operations, and processes prescribed by law, occupational safety or health standard, City safety order, or safety rules and regulations.
- 1.3 Employees shall report any unsafe practices, equipment or hazardous conditions promptly to their immediate supervisor.
- 1.4 The City shall not require nor permit any employee to enter any employment or job site which is not reasonably safe and healthful.
- 1.5 The City shall not discipline any employee for refusing to perform tasks in the performance of which any law, occupational safety or health standard, or safety order would be violated, or if such violation would create a real hazard to the individual employee.

ARTICLE VIII - DISCIPLINE AND DISCHARGE

SECTION 1 - JUST CAUSE

- 1.1 An SEIU employee may be suspended without pay, demoted or discharged for just cause.
- 1.2 Discipline may be achieved through a permanent or temporary decrease in a step without any loss of work by the employee.
- 1.3 A step decrease shall not affect the employee's merit date.
- 1.4 Employees, other than probationary, shall have the right of appeal pursuant to Article X of this MOU.

SECTION 2 – REPRESENTATION

- 2.1 Employees may be represented by an SEIU representative, legal counsel or a representative of their choice at pre-disciplinary conferences and/or post-disciplinary appeal hearings.

ARTICLE IX - GRIEVANCE PROCEDURE

SECTION 1 - GRIEVANCE DEFINED

- 1.1 Grievance shall be defined as a complaint by an employee that there has been a violation of this Memorandum of Understanding.
- 1.2 The employee, or employees bringing such a claim, shall state in writing, the manner in which the violation affects their wages, hours, working conditions, or job security as specified in this MOU.

SECTION 2 - INFORMAL DISCUSSION OF GRIEVANCE

- 2.1 An employee filing such a grievance, and/or the employee's designated representative, shall first informally discuss the matter with the employee's immediate supervisor within fifteen (15) working days from the incident or decision generating the grievance.
- 2.2 If, after such a discussion, the complaint has not been satisfactorily resolved, the employee shall have the right to file a formal, written grievance.

SECTION 3 - FORMAL GRIEVANCE PROCEDURE

- 3.1 A formal grievance process shall be used to resolve an employee's complaint not satisfactorily resolved through Section 2 of this Article.
- 3.2 An employee shall have the right to present a formal grievance, in writing, within five (5) working days after an unsuccessful resolution of the informal grievance with the immediate supervisor. Should the immediate Supervisor be the City Manager, the grievance shall commence in accordance with Section 3.6 of this article.
- 3.3 All formal grievances shall state in writing the violation of this MOU and the manner in which it affects the employee's wages, hours, working conditions or job security.
- 3.4 The formal grievance shall be presented to the employee's immediate supervisor, who shall discuss the grievance with the employee and/or the employee's designated representative, within five (5) working days after receipt of the formal grievance.
- 3.5 Within ten (10) working days of this discussion, the supervisor shall render a written decision regarding its merits.

- 3.6 If the immediate supervisor's decision does not satisfactorily resolve the complaint, the employee and/or employee's designated representative may present the formal grievance to the City's designated Employee Relations Officer.
- 3.7 The grievance shall be considered resolved and no further review of the subject matter of the grievance shall be permitted under this Article when the employee does not seek further review of the grievance within ten (10) working days after the receipt of the decision of the supervisor.
- 3.8 Failure of the supervisor to render a written decision on the grievance within five (5) working days constitutes a decision denying the grievance.
- 3.9 When the employee presents a formal grievance to the designated Employee Relations Officer, the Employee Relations Officer shall discuss the grievance with the employee and/or the employee's designated representative.
- 3.10 Within ten (10) working days after receipt of the formal grievance, the Employee Relations Officer shall render a written decision regarding its merits.
- 3.11 If the decision of the Employee Relations Officer does not resolve the complaint, the employee and/or the employee's designated representative may present the formal grievance to the City Manager.
- 3.12 The grievance shall be considered resolved and no further review of the subject matter of the grievance shall be permitted when the employee does not seek further review of the grievance within ten (10) working days after receipt of the decision of the Employee Relations Officer.
- 3.13 When the employee presents a formal grievance to the City Manager, the City Manager shall discuss the grievance with the employee and/or the employee's designated representative.
- 3.14 Within ten (10) working days after receipt of the grievance, the City Manager shall render a written decision regarding its merits.
- 3.15 The decision of the City Manager shall resolve the grievance and no further review of the subject matter of the grievance shall be permitted within the City's administrative procedures.

- 3.16 Should the City Manager fail to render a written decision within ten (10) working days, the employee may consider the administrative procedures completed and file for redress of the grievance.
- 3.17 If the decision of the City Manager does not resolve the grievance to the employee's satisfaction, the employee may seek redress of the grievance through regular legal channels.

SECTION 4 - NON-DEPARTMENTAL GRIEVANCES

- 4.1 Grievances resulting from decisions or actions outside the departmental chain-of-command shall be initiated first at the department from which a complaint generates, and shall follow the procedures as detailed in Sections 2 and 3 of this Article.
- 4.2 When the grievance involves an action or decision of the Employee Relations Officer, the grievance shall be first informally discussed with the Employee Relations Officer.
- 4.3 If the informal discussion does not satisfactorily resolve the grievance, the formal grievance procedure detailed in Section 3 shall be initiated.

SECTION 5 - REPRISALS

- 5.1 The City shall not institute any reprisals against any employee or designated representative resulting from the use of the grievance procedure.
- 5.2 The City Manager may designate a third party to serve as the final reviewer for employee grievances.

ARTICLE X - APPEAL PROCEDURES

SECTION 1 - REQUEST FOR DISCIPLINARY HEARING

- 1.1 A non-probationary employee, who believes he or she has been suspended demoted without alleged just cause, shall have the right to appeal the imposition of that disciplinary action.
- 1.2 When an employee, the employee's representative, or the employee's legal counsel requests a disciplinary hearing, the request shall be in writing, signed by the employee, and presented to the Employee Relations Officer within ten (10) days after the notification date of the imposition of the disciplinary action. Any such request shall be addressed to the Employee Relations Officer and shall identify the subject matter of the appeal, the grounds for the appeal, and the relief desired by the employee.

- 1.3 Unless requested to be open to the public by the employee, all disciplinary hearings shall be conducted in private.
- 1.4 If the employee fails to request a disciplinary hearing within the prescribed time, the employee shall have waived the right to a hearing including all rights to further appeal the disciplinary action.

SECTION 2 - SCHEDULING OF DISCIPLINARY HEARING

- 2.1 The City shall schedule any disciplinary hearing dates within ten (10) days after the filing of the employee's request, considering the availability of a hearing officer, the convenience of the employee and the witnesses, if any.

SECTION 3 - HEARING OFFICER

- 3.1 The City Manager shall serve as the hearing officer for disciplinary hearings.
- 3.2 The City Manager may authorize a designee to serve as the hearing officer for any disciplinary hearing that does not involve termination.
- 3.3 The hearing officer shall be a neutral third party for appeals involving termination, selected as follows:
 - a. The hearing officer shall be selected from a list of five (5) names submitted by an outside source mutually agreed upon by the City and SEIU.
 - b. The selection process shall consist of the City and SEIU alternately striking a name from the list until one name remains which will be the appointed hearing officer. A coin toss shall determine which side initiates the above mentioned process.
 - c. The cost for the hearing officer shall be shared equally by the City and SEIU.

SECTION 4 - REPRESENTATION AT DISCIPLINARY HEARING

- 4.1 The employee may appear at the disciplinary hearing with his/her designated SEIU representative and/or representative.
- 4.2 The employee and the City shall have the right to produce and confront witnesses, and to present any relevant oral or documentary evidence.

SECTION 5 - BURDEN OF PROOF AND EVIDENCE

- 5.1 The City shall have the burden of proof at the disciplinary hearing and shall be required to prove the charges against the employee by a preponderance of the evidence.
- 5.2 The disciplinary hearing shall be conducted according to the technical rules of evidence.

SECTION 6 - CONDUCT OF DISCIPLINARY HEARING

- 6.1 The conduct of the disciplinary hearing shall be under the control of the hearing officer with due regard for the rights and privileges of both parties.
- 6.2 During the examination of a witness, the hearing officer may exclude from the hearing any and all witnesses.
- 6.3 The hearing officer shall have the power to issue subpoenas to compel the attendance of witnesses or the production of documents.
- 6.4 Disciplinary hearings shall be recorded.

SECTION 7 - HEARING OFFICER'S DECISION

- 7.1 Within thirty (30) calendar days after the disciplinary hearing, the hearing officer shall issue a written decision containing findings of fact and conclusions of law.
- 7.2 The hearing officer shall have the authority to affirm, revoke or reduce the disciplinary action imposed against the employee.
- 7.3 The hearing officer's decision constitutes a final and binding resolution of any disciplinary action and no further appeal shall be permitted.

ARTICLE XI - CITY RIGHTS

SECTION 1 - EXCLUSIVE MANAGEMENT RIGHTS AND AUTHORITY

- 1.1 The City shall retain the exclusive right to manage and direct the performance of City services and the work force performing such services.
- 1.2 The following matters shall be within the exclusive management authority of the City:
 - a. Determine issues of public policy;
 - b. Determine and change the facilities, methods, means and personnel by which City operations are to be conducted;

- c. Expand or diminish City services;
- d. Determine and change the number of locations, relocations, and types of operations and the processes and materials to be employed in providing all City services, including but not limited to the right to contract or outsource any work or operation;
- e. Determine the size and composition of the work force, to assign work to employees in accordance with requirements as determined by the City, and to establish and change work assignments;
- f. Determine job classifications;
- g. Appoint, transfer, promote, demote, and lay off employees for lack of work or financial resources;
- h. Initiate disciplinary action;
- i. Determine policies, procedures, and standards for selection, training and promotion of employees;
- j. Establish employee standards, including but not limited to quality and quality standards;
- k. Maintain the efficiency of governmental operations;
- l. Exercise complete control and discretion over its organization, and the technology of performing its work and services;
- m. Establish reasonable work and safety rules and regulations in order to maintain the efficiency and economy desirable in the performance of City services; and
- n. Determine any and all necessary actions to carry out its mission in emergencies.

1.3 The exclusive decision making authority of the City and its management on matters involving City rights and authority shall not, in any way, directly or indirectly, be subject to the grievance procedure.

ARTICLE XII - MODIFICATION AND DURATION

SECTION 1 - SEVERABILITY

1.1 Notwithstanding any other provisions of this MOU, in the event that any Article, Section, or Subsection of this MOU shall be declared invalid by any court or by any State or Federal

law or regulation, or should a decision by any court or any State or Federal law or regulation diminish the benefits provided by this MOU, or impose additional obligations on the City, the City and the SEIU shall meet and confer on the affected Article, Section or Subsection.

- 1.2 In such event, all other Articles, Sections or Subsections of this MOU not affected shall continue in full force and effect.

SECTION 2 - DURATION

- 2.1 This MOU shall be binding on the City and the SEIU when approved and adopted by both parties.
- 2.2 Except as otherwise provided herein this MOU shall be in full force and effect from July 1, 2015, and shall remain in full force and effect to and including June 30, 2018.

ARTICLE XIII – INNOVATION IN DELIVERING SERVICES TO SMALL RURAL COMMUNITIES

Recognizing that small cities in our region are still in a slowed economic recovery and that demand for services from the community is increasing, SEIU 521 and the City agree to work collaboratively towards identifying innovative opportunities that could potentially pool resources and staffing without compromising the integrity and/or erosion of bargaining unit work and quality public services to our community.

The parties understand and agree that Article XIII is permissive and not binding, and that both parties will in good faith remain agreeable to discuss/meet and confer about the following items:

- Opportunities where we can explore sharing services with a neighboring City and/or County entity, for the purposes of preserving and improving quality public services;
- Identifying innovative ideas for reducing duplicate/redundant services that SEIU 521 members can provide within neighboring cities;
- Creating opportunities for collaboration and dialogue between government agencies in our region, for shared services as a model for 21st century public services for small rural cities and counties.

Should an opportunity for shared services be agreed upon, the parties agree to jointly recommend to Council and/or Board of Supervisors the proposal, for the purposes of cost savings and increasing quality public services without either party waiving its right to meet and confer on any matter that may impact wages, hours and working conditions, as provided under Meyers Milias

Brown Act (MMBA). The parties further agree that absent mutual consent, proposals of shared services and savings shall not be imposed by the City.

ARTICLE XIV DEFINITION OF TERMS

ACTING DUTY - The temporary assignment of an employee to a higher paid classification to perform the major, essential duties of the classification.

CLASSIFICATION - A position or positions that describes the duties, responsibilities and qualifications for that classification.

DAY - A calendar day of 24 hours.

DEPARTMENT HEAD - An individual assigned to any of the following classifications: City Manager, Chief of Police or any such management or supervisory position designated as the department head by the City Manager.

EMPLOYEE - An individual compensated through the City payroll and appointed to one of the classifications listed in Appendix A.

FULL-TIME - The work period of an employee in the classified service in a classification authorized and budgeted by the City Council to work 40 hours in a designated work week.

IMMEDIATE FAMILY - Shall include an employee's spouse, children, parents, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, the employee's spouse's children or any relative, including a foster child, living in the immediate household.

LEAVE - An authorized absence from work.

MANAGEMENT - An employee assigned to any of the following classifications: City Manager, Chief of Police or any position assigned supervisory or management duties and responsibilities by the City Manager.

POSITION - The duties and responsibilities assigned to an employee within a classification.

PREVAILING RATE - The basic pay rate within a pay range paid to an employee for the performance of the duties of a classification.

SENIORITY - A status acquired by an employee based on the employee's period of continuous service in the job class for the City.

For the City



Steven Adams, City Manager

7/2/19

Date

For the Union



Jay Donato, Internal Organizer

7/11/19

Date



Maricruz Aguilar, Steward

7/10/19

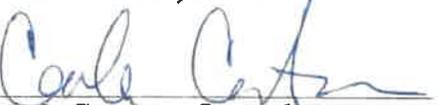
Date



Ramon Ramos, Steward

7-2-19

Date



Carla Castanon, Steward

7-2-19

Date

APPENDIX A

Positions affected by this Memorandum of Understanding shall include:

ACCOUNTANT

ACCOUNTING TECHNICIAN

ADMINISTRATIVE ASSISTANT

ASSISTANT PLANNER

BUILDING INSPECTOR

CODE ENFORCEMENT OFFICER

CUSTOMER SERVICE ASSISTANT

MAINTENANCE WORKER I

MAINTENANCE WORKER II

MAINTENANCE WORKER I/ WASTEWATER SERVICES

MAINTENANCE WORKER II/ WASTEWATER SERVICES

POLICE CLERK I

POLICE CLERK SUPERVISOR

SENIOR ACCOUNTANT

SENIOR MAINTENANCE WORKER

STREET SWEEPER OPERATOR

APPENDIX B

**SALARY SCHEDULE
EFFECTIVE 7/6/19**

Title	A	B	C	D	E	F
Accountant	\$48,180.59	\$50,590.72	\$53,120.26	\$55,777.32	\$58,566.53	\$61,494.85
Accounting Technician	\$40,151.46	\$42,159.32	\$44,268.04	\$46,482.25	\$48,806.60	\$51,248.03
Administrative Assistant	\$40,151.46	\$42,159.32	\$44,268.04	\$46,482.25	\$48,806.60	\$51,248.03
Assistant Planner	\$69,557.60	\$73,036.59	\$76,689.46	\$80,524.33	\$84,551.65	\$88,779.52
Building Inspector	\$61,304.73	\$64,371.01	\$67,590.32	\$70,970.76	\$74,519.29	\$78,246.36
Code Enforcement Officer	\$47,937.67	\$50,334.55	\$52,851.53	\$55,494.79	\$58,270.52	\$61,184.91
Customer Service Assistant	\$40,151.46	\$42,159.32	\$44,268.04	\$46,482.25	\$48,806.60	\$51,248.03
Maintenance Worker I	\$33,057.85	\$34,710.99	\$36,447.58	\$38,269.95	\$40,183.92	\$42,194.09
Maintenance Worker II	\$38,279.23	\$40,193.19	\$42,203.38	\$44,314.41	\$46,530.95	\$48,857.61
Maintenance Worker I/Wastewater Services	\$36,363.64	\$38,182.09	\$40,092.34	\$42,096.95	\$44,202.31	\$46,413.51
Maintenance Worker II/Wastewater Services	\$42,106.40	\$44,212.50	\$46,423.71	\$48,745.85	\$51,184.03	\$53,743.37
Police Clerk I	\$32,475.90	\$34,100.04	\$35,805.34	\$37,596.42	\$39,476.76	\$41,451.00
Police Clerk Supervisor	\$42,143.09	\$44,250.65	\$46,463.70	\$48,786.89	\$51,227.16	\$53,789.16
Senior Accountant	\$50,589.62	\$53,120.26	\$55,776.27	\$58,566.18	\$61,494.85	\$64,569.59
Senior Maintenance Worker	\$44,286.59	\$46,501.96	\$48,827.47	\$51,268.89	\$53,833.21	\$56,525.05
Steet Sweeper Operator	\$38,279.23	\$40,193.19	\$42,203.37	\$44,314.41	\$46,530.95	\$48,857.61

APPENDIX C

**SALARY SCHEDULE
EFFECTIVE 7/4/20**

Title	A	B	C	D	E	F
Accountant	\$49,626.01	\$52,108.44	\$54,713.87	\$57,450.64	\$60,323.53	\$63,339.70
Accounting Technician	\$41,356.00	\$43,424.10	\$45,596.08	\$47,876.72	\$50,270.80	\$52,785.47
Administrative Assistant	\$41,356.00	\$43,424.10	\$45,596.08	\$47,876.72	\$50,270.80	\$52,785.47
Assistant Planner	\$71,644.33	\$75,227.69	\$78,990.14	\$82,940.06	\$87,088.20	\$91,442.91
Building Inspector	\$63,143.87	\$66,302.14	\$69,618.03	\$73,099.88	\$76,754.87	\$80,593.75
Code Enforcement Officer	\$49,375.80	\$51,844.59	\$54,437.08	\$57,159.63	\$60,018.64	\$63,020.46
Customer Service Assistant	\$41,356.00	\$43,424.10	\$45,596.08	\$47,876.72	\$50,270.80	\$52,785.47
Maintenance Worker I	\$34,049.59	\$35,752.32	\$37,541.01	\$39,418.05	\$41,389.44	\$43,459.91
Maintenance Worker II	\$39,427.61	\$41,398.99	\$43,469.48	\$45,643.84	\$47,926.88	\$50,323.34
Maintenance Worker I/Wastewater Services	\$37,454.55	\$39,327.55	\$41,295.11	\$43,359.86	\$45,528.38	\$47,805.92
Maintenance Worker II/Wastewater Services	\$43,369.59	\$45,538.88	\$47,816.42	\$50,208.23	\$52,719.55	\$55,355.67
Police Clerk I	\$33,450.18	\$35,123.04	\$36,879.50	\$38,724.31	\$40,661.06	\$42,694.53
Police Clerk Supervisor	\$43,407.38	\$45,578.17	\$47,857.61	\$50,250.50	\$52,763.97	\$55,402.83
Senior Accountant	\$52,107.31	\$54,713.87	\$57,449.56	\$60,323.17	\$63,339.70	\$66,506.68
Senior Maintenance Worker	\$45,615.19	\$47,897.02	\$50,292.29	\$52,806.96	\$55,448.21	\$58,220.80
Steet Sweeper Operator	\$39,427.61	\$41,398.99	\$43,469.47	\$45,643.84	\$47,926.88	\$50,323.34

APPENDIX D

**SALARY SCHEDULE
EFFECTIVE 7/3/21**

Title	A	B	C	D	E	F
Accountant	\$51,114.79	\$53,671.69	\$56,355.28	\$59,174.16	\$62,133.23	\$65,239.89
Accounting Technician	\$42,596.68	\$44,726.82	\$46,963.96	\$49,313.02	\$51,778.92	\$54,369.04
Administrative Assistant	\$42,596.68	\$44,726.82	\$46,963.96	\$49,313.02	\$51,778.92	\$54,369.04
Assistant Planner	\$73,793.66	\$77,484.52	\$81,359.85	\$85,428.26	\$89,700.85	\$94,186.19
Building Inspector	\$65,038.19	\$68,291.20	\$71,706.57	\$75,292.88	\$79,057.51	\$83,011.56
Code Enforcement Officer	\$50,857.07	\$53,399.92	\$56,070.19	\$58,874.42	\$61,819.19	\$64,911.07
Customer Service Assistant	\$42,596.68	\$44,726.82	\$46,963.96	\$49,313.02	\$51,778.92	\$54,369.04
Maintenance Worker I	\$35,071.07	\$36,824.89	\$38,667.24	\$40,600.59	\$42,631.12	\$44,763.71
Maintenance Worker II	\$40,610.44	\$42,640.96	\$44,773.57	\$47,013.16	\$49,364.68	\$51,833.04
Maintenance Worker I/Wastewater Services	\$38,578.19	\$40,507.38	\$42,533.96	\$44,660.65	\$46,894.23	\$49,240.09
Maintenance Worker II/Wastewater Services	\$44,670.68	\$46,905.04	\$49,250.91	\$51,714.47	\$54,301.14	\$57,016.34
Police Clerk I	\$34,453.68	\$36,176.73	\$37,985.89	\$39,886.04	\$41,880.89	\$43,975.37
Police Clerk Supervisor	\$44,709.60	\$46,945.51	\$49,293.34	\$51,758.01	\$54,346.89	\$57,064.92
Senior Accountant	\$53,670.53	\$56,355.28	\$59,173.04	\$62,132.86	\$65,239.89	\$68,501.88
Senior Maintenance Worker	\$46,983.64	\$49,333.93	\$51,801.06	\$54,391.17	\$57,111.65	\$59,967.43
Steet Sweeper Operator	\$40,610.44	\$42,640.96	\$44,773.56	\$47,013.16	\$49,364.68	\$51,833.04