

RESOLUTION NO. 5846

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAUSALITO
AUTHORIZE THE CITY MANAGER TO EXECUTE THE MEMORANDUM OF
UNDERSTANDING BETWEEN THE CITY OF SAUSALITO AND THE
SERVICE EMPLOYEES' INTERNATIONAL UNION (SEIU), LOCAL 1021
FOR JULY 1, 2019 THROUGH JUNE 30, 2022

WHEREAS, the City's current Memorandum of Understanding with the Service International Employees' Service Union (SEIU), Local 1021 has expired on June 30, 2019; and


WHEREAS, representatives of the Service Employees' International Group (SEIU) have met and conferred in good faith regarding wages, hours and other terms and conditions of employment for the employees in said representation unit in an attempt to reach and enter into Memorandum of Understanding (the "MOU") pursuant to the Section 3500, *et seq.* of the Government Code of the State of California; and

WHEREAS, the parties have reached agreement on successor Memorandum of Understanding;

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Sausalito hereby authorizes the City Manager to execute the Memorandum of Understanding between the City of Sausalito and the Service Employees' International Union (SEIU) Local 1021 consistent with the modifications set forth in Attachment 1, attached hereto and incorporated herein by this reference; and resulting changes to the City's Salary Plan for July 1, 2019 through June 30, 2022.

APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Sausalito held on the 10th day of September, 2019 by the following vote:

AYES:	Councilmember:	Cox, Hoffman, Withy, Cleveland-Knowles, Mayor Burns
NOES:	Councilmember:	None
ABSENT:	Councilmember:	None
ABSTAIN:	Councilmember:	None



JOE BURNS
MAYOR

ATTEST:



SERGE AVILA
ACTING CITY CLERK

MEMORANDUM OF UNDERSTANDING

between

SERVICE EMPLOYEES' INTERNATIONAL UNION Local 1021

and The City of Sausalito

July 1, 2019 through June 30, 2022

MEMORANDUM OF UNDERSTANDING
SERVICE EMPLOYEES' INTERNATIONAL UNION, Local 1021
July 1, 2019 through June 30, 2022

Section 1. Recognition6

 1.1 Union Recognition6

 1.2 Union Rights.....6

 1.2.1 New Employee Orientation6

 1.2.2 Bulletin Boards.....7

 1.3 Dues Deduction.....7

 1.3.1 Dues Processing7

 1.3.2 Data Pertaining to Deductions.....8

 1.4 COPE Contributions.....8

 1.5 City Recognition8

Section 2. No Discrimination8

Section 3. Probationary Status8

 3.1 Classification of Employees.....8

 3.2 Probationary Period.....9

 3.3 Out of Class Pay9

 3.4 Acting Pay9

Section 4. Disciplinary Action10

 4.1 Discipline.....10

 4.2 Appeal Procedure10

 4.3 Other Disciplinary Action10

Section 5. Salaries11

 5.1 Pay Periods.....11

 5.2 Definition of Year11

SEIU Local 1021

July 1, 2019 through June 30, 2022

5.3	Salary Schedules.....	11
5.3 (a)	Salaries effective August 28, 2019:.....	11
5.3 (b)	Salaries effective July 1, 2020:.....	11
5.3 (c)	Salaries effective July 1, 2021:.....	11
5.3 (d)	One-Time Bonus:.....	11
5.4	Promotions.....	11
5.5	Y Rate	11
5.6	Longevity Pay	12
Section 6.	Hours of Work.....	12
6.1	Normal Schedule.....	12
6.2	Normal Workday.....	12
6.3	Overtime	12
6.4	Compensatory Time Off.....	12
6.5	Call Back	13
6.6	Work Hours	13
6.7	Meal Allowance.....	13
Section 7.	Holidays	13
7.1	"5-40" and 37 ½ hour schedules.....	13
7.2	"4-10" schedule.....	14
7.3	"9-80" schedule.....	15
7.4	Holidays on Saturday or Sunday	15
7.5	Holiday Compensation.....	15
7.6	Floating Holiday Use and Accrual.....	16
Section 8.	Sick Leave.....	16
Section 9.	Non-Paid Status	17
Section 10.	Vacations	17

SEIU Local 1021

July 1, 2019 through June 30, 2022

Section 11. Miscellaneous Leaves.....	18
11.1 Jury Service, Witness or Attendance in Court	18
11.2 Unpaid Leaves of Absence.....	18
11.3 Personal Necessity Leave.....	19
11.4 Family Leave	19
11.5 Bereavement Leave	19
11.6 Catastrophic Leave	19
Section 12. Reduction in Force and Re-Employment	20
12.1 Layoff Procedure	20
12.2 Notice of Layoff	20
12.3 Re-employment	20
Section 13. Grievance Procedure.....	21
13.1 Definition	21
13.2 Procedure	21
13.3 Extension of Time Limits.....	22
13.4 Compensation Complaints.....	22
Section 14. Health and Welfare Benefits.....	22
Section 15. Retirement Benefits.....	26
15.3 Retiree Sick Leave Conversion	28
15.4 457 Deferred Compensation Plan.....	28
Section 16. Reclassifications	28
Section 17. Educational Reimbursement.....	29
Section 18. Clothing, Uniform and Boot Allowances	29
18.1 Clothing and Uniform Allowance.....	29
18.2 Boot Allowance.....	29
Section 19. Commuter Check Program.....	30

SEIU Local 1021

July 1, 2019 through June 30, 2022

Section 20. Miscellaneous Provisions30

 20.1 Job Announcements30

 20.2 Part-time Pro-ration30

 20.3 Class B Driver's License30

 20.4 DOT Drug Testing.....30

 20.5 Employee Eyeglasses31

 20.6 Labor / Management Meetings Outside Negotiations Process31

 20.7 Performance Evaluations.....31

Section 21. Affordable Housing31

Section 22. Separability of Provisions.....31

Section 23. Severability-Pension Reform.....31

Section 24. Severability-Health Care Reform.....32

Section 25. Scope of Memorandum of Understanding32

Section 26. Duration.....32

Section 27. Reorganization.....32

Section 28. Signature Page33

Appendix A – Salary Schedule Effective August 28, 2019.....35

Appendix B – Salary Schedule Effective July 1, 2020.....42

Appendix C – Salary Schedule Effective July 1, 202148

MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF SAUSALITO

and

SEIU, LOCAL 1021

GENERAL AND MID-MANAGEMENT UNIT

July 1, 2019 through June 30, 2022

This Memorandum of Understanding is entered into pursuant to the provisions of Section 3500, et. seq. of the Government Code of the State of California.

The parties have met and conferred in good faith regarding wages, hours and other terms and conditions of employment for the employees in said representation unit, and have freely exchanged information, opinions and proposals and have endeavored to reach agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

This Memorandum of Understanding shall be presented to the Sausalito City Council as the joint recommendation of the undersigned parties for salary and employee benefit adjustments for the period commencing July 1, 2019 through June 30, 2022.

SECTION 1. RECOGNITION

1.1 UNION RECOGNITION

The SEIU, Local 1021, hereinafter referred to as the "Union," is recognized as the majority employee organization for the General Employees Bargaining Unit comprised of employees as defined in Section 3.1 and employees assigned to those classifications listed in Section 5.3. Newly hired employees in the specified classifications shall be notified that the Union is the recognized bargaining representative for employees in that classification. The Union shall be notified by the City of the name and classification of all newly hired employees and terminating employees. Upon the request of the Union, the City shall forward to the Union a listing of employees in those classifications represented by the Union.

The Union may, by written notice to the City, designate certain of its members as Employee Representatives. Such Representatives shall be permitted reasonable time during working hours for Union business within the scope of representation including the right to assist members to process informal grievances. The Representative shall secure permission from his/her supervisor before leaving a work assignment. Such permission shall not be unreasonably withheld.

1.2 UNION RIGHTS

1.2.1 NEW EMPLOYEE ORIENTATION

- a. As part of the new employee orientation process, the City shall notify new employees represented by SEIU that the Union is the recognized employee organization for the employee's classification. Within 45

SEIU Local 1021

July 1, 2019 through June 30, 2022

calendar days of hire into an SEIU bargaining unit position, the Union shall have the opportunity to make a 30-minute presentation to new employees. One Union designee shall be granted 30 minutes of release time to meet with new employees for this purpose. The City shall notify the Union as soon as reasonably possible of a new employee's start date. In all cases, the City shall notify the Union of a new employee's start date within two working days of the new employee clearing their background check.

- b. As part of the new employee orientation process, each new employee shall receive a copy of the Union's standard introductory packet, copies of which shall be provided by the Union to the City. The Union shall be responsible for providing the City with updated packets, as necessary.
- c. City management/designees shall not be present at any orientation program or makeup session conducted by the Union with employees.

1.2.2 BULLETIN BOARDS

The City shall provide bulletin board spaces for the posting of Union materials. Bulletin boards shall be located in mutually acceptable areas.

1.3 DUES DEDUCTION

1.3.1 DUES PROCESSING

- a. The employer shall honor an employee's check-off authorization for dues, COPE or other Union-sponsored program, which are submitted in writing, through electronically recorded phone calls, via online deduction authorization, or by any other means of indicating agreement allowable under state and federal law, regardless of whether the employee is a member of the Union.
- b. Deductions for dues, COPE or other Union-sponsored program shall start the first full pay period after the 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 deduction from the employee's earnings occurs.
- c. Requests to authorize dues/other deduction(s), or requests to change status regarding such deductions, shall be directed to the Union rather than the employer. The employer shall rely on the Union's explanations in a certified list, submitted by a representative of the Union who has authority to bind the Union, regarding whether an authorization/change in deduction(s) has been requested by the employee.
- d. The Union is responsible to obtain and maintain voluntary written authorization for membership dues deductions. Membership dues deductions shall automatically renew unless written notice is provided by the authorized representative of the Union certifying a change in membership dues. The City shall honor any changes to membership dues deduction amounts provided by the Union. The Union shall not be required to provide the employer a copy of the employee's authorization unless a dispute arises about the existence or terms of the authorization.

SEIU Local 1021

July 1, 2019 through June 30, 2022

- e. The Union shall indemnify, defend, and hold the City harmless against any claims made and/or any suit against the City which may arise as a result of its deductions for membership dues or other programs sponsored by the Union.

1.3.2 DATA PERTAINING TO DEDUCTIONS

The employer shall produce to SEIU Local's 1021 Membership Department every thirty (30) days, on a regular ongoing basis, a malleable electronic file containing the following information for all current employees covered by this Agreement:

1. Full Name (first, middle, last, suffix)
2. Employee Number (if the City adopts Employee numbers)
3. Job Title
4. Department
5. Work Location
6. Telephone numbers, including personal cellphone, home phone and work phone
7. Personal email address, as provided by the employee
8. Home Address

1.4 COPE CONTRIBUTIONS

The City will cooperate with the Union to allow Union Committee on Political Education (COPE) contributions to be made through payroll deduction.

1.5 CITY RECOGNITION

The City Manager, or any management representative duly authorized by the City Manager, is the representative of the City of Sausalito, hereinafter referred to as the "City," in employer-employee relations.

SECTION 2. NO DISCRIMINATION

There shall be no discrimination by the Union or City or by anyone employed by the City against any employee or applicant for employment on the basis of any status protected by Federal, State or local law, or legitimate Union activities, including the protections for union activity set forth in the Meyers-Milias-Brown Act (Cal. Govt. Code § 3500 *et seq.*) The protected statuses as of July 2019 include, but are not limited to, race, color, ancestry, national origin, religion, creed, sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, gender identity, gender expression, genetic information, marital status, and military or veteran status. And, to the extent prohibited by applicable State and federal law, there shall be no discrimination because of age, physical or mental disability or medical condition.

SECTION 3. PROBATIONARY STATUS

3.1 CLASSIFICATION OF EMPLOYEES

A probationary or permanent full-time employee is defined as an employee in an authorized position who is required to be brought into membership in the State Public Employees Retirement System. Probationary or

SEIU Local 1021

July 1, 2019 through June 30, 2022

permanent full-time employees shall be compensated at the monthly rates described in sections of this Memorandum of Understanding and such employees are entitled to all employee benefits, in accordance with the various provisions of this Memorandum of Understanding. "Authorized Position" means a position listed in Section 5 "Salaries" that has received funding in the City's annual budget.

3.2 PROBATIONARY PERIOD

All appointments to positions shall be tentative and subject to a probationary period. The probationary period for original appointments shall be for a period of twelve (12) months and the period for promotional appointments shall be six (6) months.

During the original probationary period an employee may be terminated at any time without the right of appeal in any manner except as mandated by state or federal law. Notification of termination in writing shall be served on the probationer.

An employee who has previously completed the requisite probationary period and who is rejected during a subsequent probationary period for a promotional appointment shall be reinstated to the former position from which the employee was appointed unless the employee is discharged for cause or unless the former position has been eliminated by the City.

3.3 OUT OF CLASS PAY

Employees assigned by the department head or City Manager to work out of class shall be paid an additional 5% (five percent) of their regular rate of pay. No employee shall be assigned to work out of class for longer than one (1) year unless special circumstances exist that requires such a lengthy assignment. In the event that an employee is assigned to work out of class for more than one (1) year, the employee shall be paid an additional 10% (ten percent) of their regular rate of pay.

Unless otherwise determined by CalPERS, the 5% or 10% out of class premium is not pensionable compensation.

3.4 ACTING PAY

When an employee is assigned to perform the full range of duties and responsibilities of a higher job classification during the temporary or permanent absence of an employee, said employee will be compensated at 5% above their base salary. If the employee is placed in an acting assignment as a result of a vacancy in the higher-level position and the City is actively recruiting to fill that vacancy, such acting assignment will be limited to 960 hours per fiscal year, consistent with CalPERS regulations.

SECTION 4. DISCIPLINARY ACTION

4.1 DISCIPLINE

A permanent employee (i.e. an employee who has completed their probationary period as set forth in section 3.2) may be dismissed, suspended, demoted, or reduced in pay only for cause by the employee's department head. Written notice of the proposed disciplinary action shall be given to the employee and shall include a statement of the reasons for the proposed action.

4.2 APPEAL PROCEDURE

Step 1. The City will provide a copy of the "Skelly" Notice of Intent to discipline and documentation that was relied upon to the employee. The Notice of Intent to Discipline will describe the employee's right to a Union representative and the City's obligation to provide the Notice to the Union representative at the Request of the employee (e.g., "You have the right to request a Union representative to attend the Skelly meeting. The City will provide a copy of this Notice to the Union based upon your request.") Within ten (10) calendar days after submission of the notice of the dismissal, suspension, demotion or reduction in pay the employee may submit a written reply and/or request for a "Skelly" hearing to the City Manager in response to the charges made against him or her. The City Manager shall investigate the issues involved and, within ten (10) working days of receipt of the written request from the employee, schedule a meeting with the employee and the Union representative. At this meeting, the City Manager shall attempt to reach a satisfactory resolution of the appeal. The City Manager shall have ten (10) working days following this meeting in which to reply in writing.

Step 2. If the employee and Union are not satisfied with the City Manager's response in Step 1, the Union may, within ten (10) calendar days of the City Manager's reply, request review by a disinterested third party selected from a list of ten (10) candidates provided by the State Mediation and Conciliation Service. If the parties cannot mutually agree on the party to be selected, it shall be determined by lot which party may first strike a name from the list. The parties shall alternately strike one (1) name and the last name remaining shall be selected. Each side will bear its own costs for said mediation, and the actual cost for the service will be shared equally between the City and the Union. The report of the disinterested third party shall be advisory only and shall not be binding.

Step 3. The report of the disinterested third party shall be submitted to the Union and to the City Manager. The City Manager shall consider the report of the disinterested third party and, within ten (10) working days, notify the Union in writing whether or not his or her previous position has been modified.

Step 4. If the employee and the Union are not satisfied with the City Manager's position in response to the report of the disinterested third party, the Union may, within ten (10) calendar days submit a written request for a hearing before the City Council. Upon such a request, the City Council shall schedule a hearing within thirty (30) calendar days. The decision of the City Council shall be final.

4.3 OTHER DISCIPLINARY ACTION

When the department head imposes discipline, other than what is specified in Section 4.1, the employee may submit, within ten (10) calendar days of the discipline, a written request for an administrative appeal to the City Manager. The City Manager shall review the discipline and pertinent information and then shall render a decision within 10 working days of receipt of the request for an administrative appeal. The City Manager's decision shall be final.

SEIU Local 1021

July 1, 2019 through June 30, 2022

SECTION 5. SALARIES

5.1 PAY PERIODS

Salaries are paid on a bi-weekly basis. Each pay period shall begin at 00:01 a.m. Sunday and continue up to and including 24:00 midnight Saturday two weeks following. Each payment shall be made not later than the Friday following the ending of each payroll period and shall include payment for all earnings during that payroll period. There are twenty-six (26) pay periods per year.

5.2 DEFINITION OF YEAR

For purposes of calculating pay and benefits, the end of the year shall be defined as the last day of the last full pay period of the fiscal year.

5.3 SALARY SCHEDULES

Effective July 1, 2012, the City implemented a seven (7) step compensation system for each job classification by adding two lower steps to the current five (5) step classification system.

5.3 (A) SALARIES EFFECTIVE AUGUST 28, 2019:

Effective August 28, 2019, SEIU bargaining unit employees' monthly compensation shall be increased by 2.5%. The monthly compensation in the job classification represented by the SEIU bargaining unit is delineated on the table attached as Appendix A.

5.3 (B) SALARIES EFFECTIVE JULY 1, 2020:

Effective July 1, 2020, SEIU bargaining unit employees' monthly compensation shall be increased by 2.5%. The monthly compensation in the job classification represented by the SEIU bargaining unit is delineated on the table attached as Appendix B.

5.3 (C) SALARIES EFFECTIVE JULY 1, 2021:

Effective July 1, 2021, SEIU bargaining unit employees' monthly compensation shall be increased by 2.5%. The monthly compensation in the job classification represented by the SEIU bargaining unit is delineated on the table attached as Appendix C.

5.3 (D) ONE-TIME BONUS:

Effective the first full pay period following adoption of the MOU, the City will pay each bargaining unit member in paid status a one-time non-pensionable lump sum in the amount of \$418.

5.4 PROMOTIONS

An employee who receives a promotion from one (1) classification to a classification with a greater pay rate shall receive a promotional rate increase to a new rate which shall place the employee at the appropriate step in the new classification to provide a minimum of a five percent (5%) increase in pay.

5.5 Y RATE

Any employee occupying a position which is reallocated to a class, the maximum salary for which is less than the incumbent's present salary, or occupying a position in a class, the salary rate or range for which is reduced, shall

SEIU Local 1021

July 1, 2019 through June 30, 2022

continue to receive his or her present salary with no increase in pay until the salary range exceeds the incumbent's salary. Such salary shall be designated as a "Y" rate.

5.6 LONGEVITY PAY

Effective the first full pay period following ratification of this agreement by SEIU Local 1021 membership and adoption by the City Council, employees in this bargaining unit shall be awarded longevity pay of 0.375% of salary per pay period after completion of five (5) years of service, 0.75% of salary per pay period after completion of ten (10) years of service, 1.125% of salary per pay period after completion of fifteen (15) years of service and 1.5% of salary per pay period after completion of twenty (20) years of service. Any longevity pay benefit shall be implemented effective the first full pay period following completion of the applicable years of service (e.g. an employee who completes five years of service on July 7, 2019 shall have their longevity benefit implemented effective the second pay period of July 2019).

SECTION 6. HOURS OF WORK

6.1 NORMAL SCHEDULE

The normal schedule for employees occupying full-time positions shall consist of either eighty (80) hours, or seventy-five (75) hours for employees assigned to the library, to be worked within a fourteen (14) day work period.

6.2 NORMAL WORKDAY

The normal workday shall not exceed ten (10) hours. Employees shall receive at least one-half (1/2) hour off without pay during the above normal workday for lunch or dinner, with the length of any given lunch or dinner period to be determined by the employee's supervisor and based on workload demands.

6.3 OVERTIME

All employees shall be paid overtime in accordance with the Fair Labor Standards Act. Employees assigned to work more than the number of hours per day or hours per period as specified in Sections 6.1 and 6.2 above shall be paid overtime at the rate of one and one-half (1 ½) times their regular rate of pay for each one-quarter (1/4) of an hour or portion thereof for such time worked in excess of the normal day or period. Employees may agree to work outside their normal schedule or workday in exchange for an equal amount of time off during the pay period.

6.4 COMPENSATORY TIME OFF

Employees assigned to work overtime may elect to be paid in either overtime pay or compensatory time off. However in no case shall compensatory time balances exceed eighty (80) hours at any time. Compensatory time off balances may not exceed forty (40) hours at the end of each calendar year. By December 31 of each year, each employee's compensatory time off bank shall be reduced to a year-end cap of forty (40) hours, and the employee shall be paid in cash for any compensatory hours reduced to achieve the year-end cap of forty (40) hours.

6.5 CALL BACK

Call back pay shall be paid to permanent full-time employees who are called into work while off duty. Such call back pay shall be paid at one and one-half (1 ½) times the regular rate of pay. A minimum of three (3) hours of call back pay at the one and one-half (1 ½) rate shall be paid for recall. Compensation shall begin at the time initial contact is made while off duty and end when the employee has returned home. The City shall have the right to establish reasonable travel time for call back pay purposes only between employees' homes and the place of work. If call back time exceeds three (3) hours, at the beginning of the fourth hour, additional overtime shall begin being earned at the rate of each one-quarter (1/4) of an hour or each portion thereof.

6.6 WORK HOURS

The normal workday provided for in Section 6.2 may be adjusted on an individual employee basis to allow consideration of commute, child care or other personal matters, with the prior approval of the department head.

In the event of disagreement between the employee and the department head, the employee may appeal the department head's decision to the City Manager. In such case, the employee may have his/her employee representative present during the appeal.

6.7 MEAL ALLOWANCE

The City will pay a meal allowance up to \$12.00 for employees who work four (4) or more paid hours of overtime. Employees shall be provided with a meal appropriate for the time of day for each four (4) hour period of overtime worked outside of the employee's regular work hours.

SECTION 7. HOLIDAYS

7.1 "5-40" AND 37 ½ HOUR SCHEDULES

Permanent and probationary full-time employees assigned to work a "5-40" or 37.5 hour per week schedule are entitled to take the following authorized holidays off work at full pay, not to exceed the normal work schedule for any one (1) day (one day = 8 hours for employees on the "5-40" schedule; one day = 7½ hours for employees on the 37½ hour schedule):

January 1	New Years' Day
Third Monday in January	Martin Luther King, Jr.'s Birthday
Third Monday in February	Washington's Birthday
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
Fourth Thursday in November	Thanksgiving Day

Friday after the fourth Thursday in November	Day after Thanksgiving
December 24	Christmas Eve
December 25	Christmas Day
Floating Holiday Hours	Sixteen (16) Hours for employees on "5-40" schedule; fifteen (15) hours for employees on the 37½ hour schedule

7.2 "4-10" SCHEDULE

Permanent and probationary full-time employees assigned to work a "4-10" schedule are entitled to take the following nine (9) authorized ten-hour holidays off work at full pay plus six (6) hours of floating holiday time.

The floating holiday hours shall be taken on a day mutually agreeable between the individual employee and the employee's supervisor and shall be taken within the calendar year in which they are earned.

January 1	New Years' Day
Third Monday in February	Washington's Birthday
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
Fourth Thursday in November	Thanksgiving Day
Friday after the fourth Thursday in November	Day after Thanksgiving
December 24	Christmas Eve
December 25	Christmas Day
Floating Holiday Hours	Six (6) hours

7.3 "9-80" SCHEDULE

Employees assigned to work a "9-80" schedule are entitled to the following nine (9) authorized nine (9) hour holidays plus fifteen (15) hours of floating holiday time. When a holiday falls on an eight (8) hour workday, the last nine (9) hour workday before the holiday shall be an eight (8) hour work day.

January 1	New Years' Day
Third Monday in February	President's Day
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
Fourth Thursday in November	Thanksgiving Day
Friday after the fourth Thursday in November	Day after Thanksgiving
December 24	Christmas Eve
December 25	Christmas Day
Floating Holiday Hours	Fifteen (15) hours

7.4 HOLIDAYS ON SATURDAY OR SUNDAY

When a holiday falls on Sunday, the following Monday shall be observed. When a holiday falls on Saturday, the previous Friday shall be observed.

7.5 HOLIDAY COMPENSATION

(a) If the authorized holiday falls on the employee's regular day off, and the employee is not required to work, the employee shall receive, in addition to their regular compensation, either holiday pay which shall be paid at straight time for each hour that would have been spent on duty during the holiday had the employee been required to work, or a floating holiday off in lieu of the holiday pay equal to the number of hours that would have been spent on duty during the holiday had the employee been required to work. The choice of whether to be compensated through either holiday pay or an in-lieu day off shall be made by the employee. Requests to use an in-lieu day off shall be subject to provisions of section 7.6 below.

(b) If the authorized holiday falls on a scheduled work day and the employee is required to work, the employee shall receive as a holiday premium, in addition to regular salary, one and one-half (1-1/2) times the regular rate of pay for the hours worked.

(c) If the authorized holiday falls on a regular day off and the employee is required to work, the employee shall receive overtime pay at one and one-half (1-1/2) times the regular rate of pay for each hour worked plus

SEIU Local 1021

July 1, 2019 through June 30, 2022

either holiday pay at straight time for each hour worked or a floating holiday off in-lieu at straight time as provided in subsection 7.5(a) above.

7.6 FLOATING HOLIDAY USE AND ACCRUAL

Floating holiday hours shall be taken on a day mutually agreeable between the individual employee and the employee's supervisor and shall be taken within the calendar year in which they are earned.

Newly hired employees are eligible for accrual and usage of holiday hours as follows:

Employees hired between January 1 and June 30 of any year shall accrue one hundred percent (100%) of floating holiday hours.

Employees hired between July 1 and November 15 of any year shall accrue fifty percent (50%) of floating holiday hours.

Employees hired between November 15 and December 31 shall not accrue floating holiday hours for the calendar year in which they were hired.

SECTION 8. SICK LEAVE

Employees assigned to an eighty (80) hour per fourteen (14) day work period schedule shall accrue ninety-six (96) hours of sick leave per year. Employees assigned to a thirty-seven and one-half (37-1/2) hour week schedule shall accrue ninety (90) hours of sick leave per year. Sick leave shall be accrued on a pay-period basis and recorded in the books by the number of hours accrued.

Probationary employees shall start accruing sick leave on the first (1st) day of the first (1st) full pay period following their appointment to an authorized position. On the first (1st) day of the second (2nd) calendar month following their appointment to an authorized position, probationary and permanent employees shall be entitled to receive sick leave with pay.

Sick leave may be taken for any reason permitted under Federal or State law including the following:

- An employee's illness or injury. Leaves of more than five (5) working days require a doctor's certificate indicating absence from work was necessary.
- An employee's dental, eye or other physical or medical examination or treatment by a licensed practitioner. Leaves for this purpose will normally be limited to three (3) hours per appointment. For leaves of longer than three (3) hours per appointment, the employee will provide a doctor's note.
- Providing necessary care for an ill or injured member of the immediate family. Absences of more than three (3) working days or shift for this reason require a doctor's statement, indicating that the employee's presence was required at home. Leaves for this purpose shall be granted in accordance with the requirements of state and federal law.

Sick leave accrual is unlimited and can be carried forward to subsequent years. Sick leave cannot be "cashed out" except as set forth in Section 15.3 of this Memorandum of Understanding.

SEIU Local 1021

July 1, 2019 through June 30, 2022

SECTION 9. NON-PAID STATUS

When a permanent employee is on non-workers' compensation disability leave (non-paid status from the City of Sausalito having used up all vacation, sick-leave, compensatory time and catastrophic leave) no benefits will accrue, including vacation time, sick leave time and PERS service credit; however, an employee on non-workers' compensation disability leave may exchange his or her disability check dollar for dollar for a sick leave check to insure continuation of benefits.

The dollar amount of the endorsed disability check shall be divided by the employee's hourly equivalent wage rate to determine the number of hours of sick leave to be reimbursed to the employee computed to the nearest one-quarter (1/4) of an hour or portion thereof.

SECTION 10. VACATIONS

Employees shall earn vacation in accordance with the following schedules dependent upon years of service:

Employees on a 75 Hour per Fourteen Day Work Period Schedule	Working Hours Earned/ Bi-weekly pay period	Working Hours Earned/Year
Prior to completing 5 years	4.33	112.5
After completing 5 years	4.90	127.5
After completing 10 years	5.77	150
After completing 20 years	6.35	165

Employees on an 80 Hour per Fourteen Day Work Period Schedule	Working Hours Earned/ bi-weekly pay period	Working Hours Earned/Year
Prior to completing 5 years	4.62	120
After completing 5 years	5.23	136
After completing 10 years	6.15	160
After completing 20 years	6.77	176

SEIU Local 1021

July 1, 2019 through June 30, 2022

Probationary employees shall start earning vacation leave on the first (1st) day of the first (1st) full pay period following their appointment to an authorized position. On the first (1st) day of the seventh (7th) calendar month following their appointment to an authorized position, vacation shall be available in increments of not less than two (2) hours at a time. Vacation leave shall be accrued on a pay-period basis and recorded in the books by the number of hours accrued.

The times during which an employee may take vacations shall be determined by the department head, provided that if the requirements of City service are such that part or all of an employee's vacation must be deferred beyond a particular fiscal year, the employee may take the vacation during the following fiscal year.

It is the policy of the City that employees take their normal vacation each year; provided, however, that for reasons deemed sufficient by the department head an employee may take less than the normal vacation one (1) year with a correspondingly longer vacation the following year.

Effective January 1, 2020, vacation accruals shall be capped at two hundred and forty (240) hours. Employees who accrue leave up to that cap will not be permitted to accrue additional vacation leave until they fall below the two hundred and forty (240) hour cap. Effective the first full pay period in October 2019, employees may make a one-time election to cash out vacation balances in excess of 200 hours. Thereafter, in December of each year, effective the first payroll period in December, employees will be able to cash-in up to 80 hours of vacation time as long as they have 40 hours remaining in their bank of vacation hours at the time they have cashed in the vacation.

Holidays specified in Section 7 of this Memorandum of Understanding which fall during the employee's vacation shall not be charged as a day of vacation.

Upon termination of an employee's service with the City, he/she shall be paid a lump sum for all accrued vacation that has been earned in accordance with this Memorandum of Understanding prior to the termination.

SECTION 11. MISCELLANEOUS LEAVES

11.1 JURY SERVICE, WITNESS OR ATTENDANCE IN COURT

A probationary or permanent employee shall be granted leave of absence with full pay for (1) jury service, (2) appearance legally required of them as a witness on behalf of the City, or (3) attendance in court resulting from their official duties. In the event an employee receives extra compensation in the form of an appearance allowance or a salary or wage allowance for such duty, any such allowance shall be endorsed over to the City. Reimbursements to the employee from outside sources for travel and meal expenses incurred while on such duty shall be kept by the employee.

11.2 UNPAID LEAVES OF ABSENCE

Upon written request of a permanent employee, the City Manager may approve in writing a leave of absence without pay for a period not to exceed six (6) months.

11.3 PERSONAL NECESSITY LEAVE

An employee shall be entitled to use up to three (3) days of accrued vacation when unanticipated events require that the employee be absent from work. Personal Necessity Leave may also be used for pre-scheduled purposes not covered by the provisions of Section 8, "Sick Leave". Such time off shall be in increments of not less than one (1) hour. Personal Necessity Leave shall be prorated for employees working less than a forty (40) hour week. An employee desiring to use Personal Necessity Leave shall so inform his/her department head as far in advance as possible.

11.4 FAMILY LEAVE

Eligible employees are entitled to take up to twelve (12) weeks of unpaid Family Medical Leave during any twelve (12) month period in accordance with the provisions of the Family and Medical Leave Act of 1993 (federal) and the California Family Rights Act of 1991.

11.5 BEREAVEMENT LEAVE

In the case of death within the immediate family of an employee, such employee shall be entitled to remain absent from duty with pay in order to attend the funeral or memorial service for a period not to exceed the following:

- Death of spouse or child Five (5) work days
- Death of a parent or sibling Three (3) work days
- Death of grandparent, aunt, uncle, niece, nephew One (1) work day

For purposes of this section registered domestic partners shall be equivalent to a spouse and step and foster parent/child relationships which have been equivalent to natural relationships will be treated the same as parents/children. Additional days may be approved by the department head if warranted by special circumstances.

Leave of absence with pay because of death in an employee's immediate family is allowed solely for the purpose of arranging and/or attending funeral and memorial services and attending to legal issues relating to the death. Such leave shall not be charged against vacation or sick leave which an employee may be entitled to but shall be in addition thereto.

11.6 CATASTROPHIC LEAVE

The City has established a Catastrophic Leave Bank to allow employees to transfer earned compensatory time or vacation leave to another employee. Such transfer of time shall be limited to situations where the recipient of the transfer is, by reason of illness or injury, threatened with the loss of earnings due to his/her exhaustion of employment benefits. Such time transfer request must be in writing, and subject to the approval of the City Manager or designee. Such approval shall not be unreasonably denied. Such transfer shall be credited to the recipient at the donor's rate of pay. The use or receipt of time so transferred shall not preclude possible medical separation of the recipient employee. The City reserves the right to require medical verification by a qualified medical practitioner of the recipient employee's medical condition. While on catastrophic leave the employee shall continue to accrue benefits.

SEIU Local 1021

July 1, 2019 through June 30, 2022

SECTION 12. REDUCTION IN FORCE AND RE-EMPLOYMENT

12.1 LAYOFF PROCEDURE

Whenever in the judgment of the City Council it becomes necessary in the interest of economy or efficiency or in the interest or mandate of the public, the City Council may abolish any position or employment in the competitive service, and the employee holding such position or employment may be laid off.

Layoffs shall be by job classification according to reverse order of seniority as determined by total full-time employment with the City and ability to perform the remaining duties or job. The City shall prepare a seniority list prior to the notice of an employee to be reduced-in-force. A copy of the seniority list shall be provided to the Union.

An employee occupying a higher classification, whose position is eliminated, may elect to displace an employee in a lower classification provided that the two (2) classifications are in the same general family of jobs and responsibilities, that the basic qualifications of the lower position are met by the employee electing to fill the lower classification and that the employee has more total City service than the displaced employee.

12.2 NOTICE OF LAYOFF

Employees to be laid off shall be given at least fourteen (14) calendar days' prior notice. A copy of the notice shall be forwarded to the Union.

12.3 RE-EMPLOYMENT

The names of permanent and probationary employees who are laid off or demoted in lieu of layoff shall be placed upon reemployment lists for one (1) year for those classes requiring basically the same qualifications, duties and responsibilities of the class from which layoff or demotion in lieu of layoff was made. Placement on the reemployment list for a given class shall be in the reverse order of layoff from the classes, i.e., the last person laid off shall be first on the list, the second-to-last person laid off shall be second, and so on. Such reemployment list(s) shall take precedence over all other employment lists for the same classifications when vacancies are to be filled. Persons appointed to permanent positions of the same or similar classifications as that from which laid off or demoted shall, upon such appointment, be dropped from the list. The City shall notify the person in writing of the offer for reemployment and the date by which he or she must respond. Such notice shall be sent to the last address provided to the City by the employee.

Should the person not accept the reappointment within seven (7) calendar days after the date of the offer or should the person decline or be unable to begin work within two (2) weeks after the date of the acceptance of the offer, the person shall be considered unavailable for employment, shall forfeit the right to reemployment and be removed from the reemployment list. Whenever a person is unavailable for reemployment, the next person who is eligible on the reemployment list shall be offered reemployment in the same manner and under the same conditions as above.

Permanent employees re-appointed to the class from which laid off or demoted will not be required to undergo a new probationary period. Employees who had not completed their probationary period in the class from which laid off or demoted shall, upon reappointment to such class, start a new probationary period if at the time of layoff or demotion the employee completed less than six (6) months (three (3) months on a promotional probation) of the probationary period. All offers of re-employment following layoff of more than thirty days shall be contingent

SEIU Local 1021

July 1, 2019 through June 30, 2022

upon the employee establishing that he/she remains physically qualified to perform the physical requirements of the position by submitting to a physical examination by the City to determine that the employee remains physically qualified for the position.

Former employees appointed from a reemployment list shall receive a rate of pay at least equal to the rate received at the time of layoff (provided such rate does not exceed the maximum rate established for the class) and shall be restored all rights accorded prior to being laid off such as credit for years of service, for vacation, and for sick leave. However, such re-employed employees shall not be eligible for benefits for which they received compensation at the time of or subsequent to the date they were laid off.

SECTION 13. GRIEVANCE PROCEDURE

13.1 DEFINITION

A grievance is any dispute that involves the interpretation or application of any provision of this Memorandum of Understanding or any addenda or supplementary letter attached to this Memorandum of Understanding.

13.2 PROCEDURE

A grievance shall be filed according to the following procedures:

Step 1. The Union, on behalf of any employee who claims that he/she has a grievance, may within sixty (60) calendar days of the event giving rise to the grievance, present the grievance informally either orally or in writing to the immediate supervisor of the alleged affected employee(s) or who is directly involved in the event. Grievances not presented within the time period shall be deemed to be waived and the event giving rise to the grievance shall remain unaltered in any respect. If the grievance is not resolved orally, the supervisor shall give a written answer to the Union within ten (10) calendar days from the receipt of the grievance by the supervisor. When the immediate supervisor is also the department head, the grievance shall be presented directly as provided in paragraph (3).

Step 2. If the grievance is not resolved with the immediate supervisor, the Union may, within ten (10) calendar days from receipt of the supervisor's answer forward the grievance in writing to the department head for consideration. If the grievance is not submitted within ten (10) calendar days from the date of receiving the decision from the immediate supervisor, the immediate supervisor's decision shall be final and binding. Answer to the grievance shall be made in writing by the department head, after conferring with the Union, within fifteen (15) calendar days from receipt of the Union.

Step 3. If the department head does not resolve the grievance, the grievance may be forwarded within ten (10) calendar days to the City Manager for consideration. If the grievance is not submitted within ten (10) calendar days from the date of receiving the decision from the department head, the department head's decision shall be final and binding. The City Manager shall answer the grievance, after conferring with the Union, within fifteen (15) working days after receipt from the Union.

Step 4. At the Union's request, the matter may be referred to mediation with a neutral third party. The City and the Union may mutually agree to the selection of a mediator or may request a list of nine (9) candidates from the State Mediation and Conciliation Service. If the parties cannot mutually agree on the party to be selected, it shall be determined by lot which party may first strike a name from the list. The parties shall alternately strike one (1)

SEIU Local 1021

July 1, 2019 through June 30, 2022

name and the last name remaining shall be selected. Each side will bear its own costs for said mediation, and the actual cost for the service will be shared equally between the City and the Union.

Step 5. If the parties are unable to resolve their dispute through mediation or if the parties do not elect to participate in mediation, the Union may, within ten (10) calendar days following the latter of (i) the receipt of the City Manager's report at Step 3 or (ii) the completion of the mediation process, if applicable, submit a written request for a hearing before the City Council. Upon such a request, the City Council shall schedule a hearing within thirty (30) calendar days. The decision of the City Council shall be final.

13.3 EXTENSION OF TIME LIMITS

The above-specified time limits may be extended by mutual agreement between the parties. Failure of the employee or the Union to act within the specified time limits, unless extended, shall dismiss and nullify the grievance. Failure by the City to observe such time limits, unless extended, shall cause the grievance to be moved to the next level of the grievance procedure.

13.4 COMPENSATION COMPLAINTS

All complaints involving or concerning the payment of compensation after the effective date of this Memorandum of Understanding shall be initially filed in writing with the department head. Only complaints which allege that employees are not being compensated in accordance with the provisions of this Memorandum of Understanding shall be considered as grievances. Any other matters of compensation are to be resolved in the meet and confer process and, if not detailed in the Agreement which results from such meet and confer process, shall be deemed withdrawn until the meet and confer process is next opened for such discussion. No adjustment shall be retroactive for more than sixty (60) days from the date upon which the complaint was filed.

SECTION 14. HEALTH AND WELFARE BENEFITS

14.1 CAFETERIA PLAN OF BENEFITS

The City shall maintain a Cafeteria Plan of Benefits account for each employee.

14.1.1 CAFETERIA PLAN OF BENEFITS FOR EMPLOYEES HIRED PRIOR TO JULY 1, 2012

The City shall make a direct contribution equal to the minimum employer contribution for agencies participating in the Public Employees Medical and Hospital Care Act (PEMHCA) on behalf of each active employee and qualified retiree.

The City shall continue to credit the benefits account of each employee hired prior to July 1, 2012, based upon their eligible and elected coverage, each pay period, in the amounts as listed below:

CATEGORY*	AMOUNT PAID PER PAY PERIOD July 1, 2019 – December 31, 2019
Single Employee	413.75
Employee + One Dependent	771.05
Employee + More than One Dependent	981.75
* The City increased each category in the Cafeteria Plan by an amount equal to the cost of Life Insurance premiums	

The above amounts are inclusive of the PEMHCA statutory minimum contribution.

Effective the first full pay period in January 2020 through the last pay period in December 2020, the City shall increase each category of the Cafeteria Plan listed above by the entire sum of the premium rate increase for the year 2020 for the CalPERS Kaiser Medical Plan, up to a maximum 5% increase in the City contribution, and will credit the benefits account of each employee, based upon their eligible and elected coverage, each pay period, in those amounts

Effective the first full pay period in January 2021 through the last pay period in December 2021, the City shall increase each category of the Cafeteria Plan listed above by the entire sum of the premium rate increase for the year 2021 for the CalPERS Kaiser Medical Plan, up to a maximum 5% increase in the City contribution, and will credit the benefits account of each employee, based upon their eligible and elected coverage, each pay period, in those amounts.

Effective the first full pay period in January 2022 through the last pay period in December 2022, the City shall increase each category of the Cafeteria Plan listed above by the entire sum of the premium rate increase for the year 2022 for the CalPERS Kaiser Medical Plan, up to a maximum 5% increase in the City contribution, and will credit the benefits account of each employee, based upon their eligible and elected coverage, each pay period, in those amounts.

14.1.2 CAFETERIA PLAN OF BENEFITS FOR EMPLOYEES HIRED AFTER JULY 1, 2012

The City shall make a direct contribution equal to the minimum employer contribution for agencies participating in the Public Employees Medical and Hospital Care Act (PEMHCA) on behalf of each active employee and qualified retiree.

SEIU Local 1021

July 1, 2019 through June 30, 2022

The City shall continue to credit the benefits account of each employee hired after July 1, 2012, based upon their eligible and elected coverage, each pay period, in the amounts as listed below:

CATEGORY*	AMOUNT PAID PER PAY PERIOD July 1, 2019 – December 30, 2019
Single Employee	358.41
Employee + One Dependent	675.58
Employee + More than One Dependent	866.05
* The City increased each category in the Cafeteria Plan by an amount equal to the cost of Life Insurance premiums	

The above amounts are inclusive of the PEMHCA statutory minimum contribution.

Effective the first full pay period in January 2020 through the last pay period in December 2020, the City shall increase each category of the Cafeteria Plan listed above by 90% of the premium rate increase for the year 2020 for the CalPERS Kaiser Medical Plan, up to a maximum 5% increase in the City contribution, and will credit the benefits account of each employee, based upon their eligible and elected coverage, each pay period, in those amounts.

Effective the first full pay period in January 2021 through the last pay period in December 2021, the City shall increase each category of the Cafeteria Plan listed above by 90% of the premium rate increase for the year 2021 for the CalPERS Kaiser Medical Plan, up to a maximum 5% increase in the City contribution, and will credit the benefits account of each employee, based upon their eligible and elected coverage, each pay period, in those amounts.

Effective the first full pay period in January 2022 through the last pay period in December 2022, the City shall increase each category of the Cafeteria Plan listed above by 90% of the premium rate increase for the year 2022 for the CalPERS Kaiser Medical Plan, up to a maximum 5% increase in the City contribution, and will credit the benefits account of each employee, based upon their eligible and elected coverage, each pay period, in those amounts.

14.1.3 CAFETERIA PLAN OF BENEFITS FOR ALL EMPLOYEES

The Cafeteria Plan shall include the following benefits options (and includes the PERS Minimum Employer Contribution for health care):

- Health Care insurance (employee must select this option unless evidence of comparable coverage from another source is provided)
- Dental insurance with a maximum annual dental benefit of at least \$1,500 per year
- Vision care
- Life insurance and Accidental Death and Dismemberment insurance (employee must select this option)

SEIU Local 1021

July 1, 2019 through June 30, 2022

- Long-term disability
- Dependent care (Child Care, etc.) assistance reimbursement of costs: Dependent care expenses must qualify in accordance with the regulations set forth in Internal Revenue Code paragraph 129. The amount designated for dependent care assistance by an individual employee may not exceed the maximum amount established by the Internal Revenue Code during each taxable year.
- Flexible spending account, subject to any IRS limitations

The dental plan offered by the City beginning in 2020 will be selected by Union membership. SEIU shall provide notice of its decision to the City no later than September 15, 2019. Should SEIU not provide notice of a change in dental benefit by September 15, 2019, the City shall maintain the current dental benefit during the term of the contract.

An employee may select more benefits than covered by the amount credited to their account by the City. The additional cost for such benefits shall be deducted from the employee's check in pre-tax dollars.

Any unused cafeteria plan benefit will be cashed out to the employee through payroll and reported as additional compensation for income tax purposes.

Probationary employees shall be placed on the rolls of the various insurance plans as soon as possible pursuant to insurance company policies.

Employees shall be eligible to receive flu shots and poison oak shots, and the City shall pay the cost of such shots. The City shall choose the medical clinic at which such immunizations will be administered.

14.2 MEDICAL WAIVER AND HEALTH IN LIEU

Eligible employees who are able to secure health insurance coverage through their spouse or other source with benefits comparable to those provided through City sponsored plans may waive coverage under the City sponsored plans and may, in lieu of receiving medical insurance, elect to receive a biweekly payment equal to the Cafeteria Plan of Benefits single employee credit amount shown in Section 14.1. The employee will sign a waiver form provided by the Finance Department. Employees choosing coverage at a later time by one of the City sponsored plans will be subject to the requirements of the health insurance provider chosen by the employee(s).

Employees selecting a medical waiver shall also continue to have the option of selecting benefits other than medical insurance under the cafeteria plan as outlined above in Section 14.1.

Any unused Cafeteria Plan benefit will be cashed out to the employee through payroll and reported as additional compensation for income tax purposes.

SECTION 15. RETIREMENT BENEFITS

15.1 PERS RETIREMENT

15.1.1 RETIREMENT BENEFITS FOR EMPLOYEES HIRED PRIOR TO JULY 1, 2012 – TIER 1 PENSION PLAN

On July 1, 2003, the City implemented an increase in the retirement benefits for eligible employees through the California Public Employees Retirement System (PERS) to a 2.5% at 55 with single highest year and survivor continuance plan and shall maintain said plan for the duration of this Memorandum of Understanding for employees hired prior to July 1, 2012. Such plan will be known as the City of Sausalito Tier 1 Pension Plan. On the effective date of the 2.5% at 55 retirement plan, the City increased salaries of bargaining unit members by eight percent (8%) in-lieu of payment of the employee's portion of the PERS contribution as provided under a plan which qualifies under Internal Revenue Code Section 414(h)(2). The employee shall pay the eight percent (8%) employees' required contribution towards the PERS retirement.

The parties agree that bargaining unit members will contribute through payroll deduction the PERS premium for the 1 Year Final Average Compensation enhanced PERS benefit.

15.1.2 RETIREMENT BENEFITS FOR EMPLOYEES HIRED AFTER JULY 1, 2012 – TIER 2 PENSION PLAN

The parties agree to create a second tier pension formula for bargaining unit members hired on or after July 1, 2012. The plan shall include the following major benefit provisions:

Retirement formula 2% at 55;

- 2% COLA;
- Survivor continuance plan
- 3 year final average compensation;

Such plan for bargaining unit members hired on or after July 1, 2012 will be known as the City of Sausalito Tier 2 Pension Plan. The employee shall pay the seven percent (7%) employees' required contribution towards the PERS retirement.

15.1.3 RETIREMENT BENEFITS FOR EMPLOYEES HIRED ON OR AFTER JANUARY 1, 2013 – PEPRA TIER

For miscellaneous employees hired on or after January 1, 2013, or for those who are classified as "new" members of CalPERS as defined by the Public Employees' Pension Reform Act (PEPRA), the City shall maintain a contract with CalPERS including the following major benefit provisions:

Retirement formula 2% at 62;

- 2% COLA;
- Survivor continuance plan

SEIU Local 1021

July 1, 2019 through June 30, 2022

- 3 year final average compensation;

Consistent with the provisions of PEPRA, employees qualifying for this pension tier will pay one half of the normal cost of their pension benefits, as such amount is determined by CalPERS.

15.2 RETIREE MEDICAL BENEFIT

15.2.1 RETIREE MEDICAL BENEFIT

Employees who retire from City service under the provisions of the California Public Employees Retirement System may continue receiving health insurance under the City's Health Insurance Plans if they so elect. If there are any payments due to the City under this Section, such payments must be received by the Finance Department no later than the 10th of the month for the month so covered.

15.2.2 (A) RETIREE MEDICAL BENEFITS FOR EMPLOYEES HIRED PRIOR TO JULY 1, 2012 WITH LESS THAN OR EQUAL TO THREE YEARS OF SERVICE WITH THE CITY OF SAUSALITO

Current employees who have been members of the California Public Employees Retirement System through June 30, 2012, and who have less than or equal to three (3) years of service with the City of Sausalito will be entitled to an annual contribution of \$1,000 to their designated 457 Deferred Compensation Plan in lieu of relinquishing their prior Retiree Medical Benefit under preceding MOUs. Such contribution will on June 30 of the ensuing fiscal year following the completion of that full year of service. There will be no proration of this contribution in lieu of Retiree Medical Benefit for employees who sever service prior to June 30 of each fiscal year.

15.2.2 (B) RETIREE MEDICAL BENEFITS FOR EMPLOYEES HIRED PRIOR TO JULY 1, 2012 WITH GREATER THAN THREE YEARS OF SERVICE WITH THE CITY OF SAUSALITO

Current employees who have been members of the California Public Employees Retirement System through June 30, 2012, and who have more than three (3) years of service with the City of Sausalito; and then, through the City of Sausalito work for a total of twenty (20) or more years, and who are of the age of fifty-five (55) years or more upon retirement, shall continue to have the cost of Kaiser, employee-only monthly health insurance premium provided by the City and paid in full by the City until death. Should the retiree select a more expensive plan, the retiree shall pay the difference. However, the retired employee shall be required to pay one hundred percent (100%) of the cost for his/her spouse and eligible dependent children if he/she desires to continue them on the policy. The spouse and eligible dependent children may continue on the policy after the death of the employee, providing the spouse pays for such continuance. All retiree medical benefits will be coordinated with Medicare and Medicaid to achieve the greatest cost savings to the City with no diminishment in the quality of medical service provided to the retiree and with no increase in cost to the retiree.

Alternatively, employees who have been members of the California Public Employees Retirement System through the City of Sausalito for twenty (20) or more years, and who are of the age of fifty-five (55) years or more upon retirement, may, in lieu of City-paid medical coverage, opt to receive a cash payment equal to the lesser of \$175 per month or the PERS Kaiser rate applicable to the retiree.

After July 1, 2012, employees hired prior to July 1, 2012 and who have accumulated greater than three (3) years of service with the City of Sausalito may, within the ensuing thirty (30) days and no later than July 31, 2012, may relinquish their Retiree Medical Benefit in this section and opt to receive an in lieu annual contribution of \$1,000 to their designated 457 Deferred Compensation Plan. Such option is irrevocable. The City, at its sole discretion reserves the right to extend the option period, and/or re-offer this option to referenced employees.

15.2.3 RETIREE MEDICAL BENEFITS FOR EMPLOYEES HIRED AFTER JULY 1, 2012

Employees who retire from City service under the provisions of the California Public Employees Retirement System may continue receiving health insurance under the City's Health Insurance Plans if they so elect. If there are any payments due to the City under this Section, such payments must be received by the Finance Department no later than the 10th of the month for the month so covered. Employees hired after July 1, 2012 are not entitled to any other Retiree Medical Benefits.

15.3 RETIREE SICK LEAVE CONVERSION

Employees who retire with a PERS retirement may convert unused accumulated sick leave to additional service credit at the rate of .004 years for each day of sick leave or be paid in cash for maximum of sixty (60) days (480 hours for employees working the "5-80" schedule, or four hundred fifty (450) hours for employees working the 37½ hour schedule) of sick leave and convert the remaining unused balance (excluding the number of days paid in cash) to additional service credit as specified immediately above.

15.4 457 DEFERRED COMPENSATION PLAN

Employees may elect to contribute to the City's 457 plan through a salary reduction over twenty-six (26) pay periods. In addition, beginning the first full pay period following adoption of the agreement, the City will contribute the equivalent of 1% of base pay into the deferred compensation account for each bargaining unit member. Payments will be made bi-weekly and bargaining unit members must have an active deferred compensation account to qualify. The maximum amount contribution shall be governed by the Internal Revenue Service regulations related to 457 plans.

SECTION 16. RECLASSIFICATIONS

At any time an employee believes the duties of his/her position have changed materially, the employee may submit a reclassification request, in writing, to the City Manager. The reclassification request shall be in narrative form, comparing the employee's current duties with the duties specified in the position job specification, a copy of which shall be attached. The reclassification request should also contain the employee's recommended classification. The employee should provide a copy of the reclassification request for the department head.

After considering the reclassification request, if the City Manager believes the request is appropriate, the City Manager will reallocate the position to a different class, provided the reclassification can be accomplished within budget limitations. If the City Manager does not believe the reclassification request is appropriate, or in the event there are budget limitations, the employee will be so informed, in writing. The employee, through the Union, may request a meeting with the City Manager to discuss the reasons for rejecting the request.

Nothing in this Section shall preclude a department head from recommending a reclassification for a department position.

In order to be considered as part of the budget process, reclassification requests should be submitted during the months of January and February.

SECTION 17. EDUCATIONAL REIMBURSEMENT

The City will reimburse employee receipted costs for tuition, fees and books incurred by attending educational programs/classes which are directly related to the present or known future needs of the City. In order to be reimbursed for such costs, the employee must submit the written request for reimbursement at least ten (10) working days prior to beginning the program/class, to the employee's department head for approval by the City Manager, and the employee must attain a passing grade of "C" or better, or a "pass" in a pass/fail program. For programs where a passing grade is not provided, presentation of a certificate of completion will be required.

Reimbursement shall be made for each employee up to two thousand dollars (\$2,000) per fiscal year. Educational reimbursement shall be prorated for employees working fewer than forty (40) hours, per week. The educational reimbursement benefit is not available to employees working fewer than twenty (20) hours per week.

An employee who has already exhausted his/her \$2,000 per fiscal year educational reimbursement benefit may request additional funding authorization from the City Manager. Provided that the City Manager is assured that sufficient educational funds are available for the remainder of the fiscal year for all other employees in the unit, and the educational activity is an appropriate expenditure for the requesting employee, the City Manager may authorize some or all of the additional educational reimbursement funding requested by the employee.

SECTION 18. CLOTHING, UNIFORM AND BOOT ALLOWANCES

18.1 CLOTHING AND UNIFORM ALLOWANCE

The City shall reimburse newly appointed employees to the Public Works Department in the position classifications of Public Works Supervisor, Public Works Foreperson, Fleet Maintenance Coordinator, Maintenance Worker II, Maintenance Worker I, Lead Custodian, Custodian, Landscape Worker II and Landscape Worker I for the full cost of a uniform consisting of one (1) jacket, four (4) shirts, and four (4) trousers upon presentation of the new uniforms and accompanying receipt. Commencing the fiscal year after issuance of the initial uniform allowance, the City shall reimburse employees in these position classifications for the full cost of not more than one (1) new jacket, four (4) new shirts, and four (4) new trousers per year for those worn out in service upon presentation of the unserviceable uniforms, new uniforms and accompanying receipt.

18.2 BOOT ALLOWANCE

Employees in the above classifications, as well as the Building Inspector, Civil Engineer II and the Sewer Systems Coordinator shall receive a protective footwear benefit. The protective footwear shall be:

1. Provided to each eligible employee at no cost to the employee through a retailer of the City's choice;

SEIU Local 1021

July 1, 2019 through June 30, 2022

2. At least American National Safety Institute approved steel-toed safety footwear; however, depending on the job/function performed by the employee, the City may require an employee to wear other types of protective footwear which may include: metatarsal guards, electrostatic dissipative footwear, conductive footwear, electrical hazard footwear, or sole puncture resistant footwear;
3. The employee's choice of "Red Wing" brand, or a comparable brand quality;
4. Replaced at the direction of the City and may be replaced at the request of the employee to his/her department head. A department head denial of replacement of protective footwear may be appealed to the City Manager; and
5. Worn only when performing work for the City: i.e., the City shall not be required to purchase or replace protective footwear when such footwear is damaged or worn out by an activity that is not associated with City employment.

SECTION 19. COMMUTER CHECK PROGRAM

The City is enrolled in the Commuter Check program and will pay fifty percent (50%) of the cost of vouchers used for commuting (not to exceed fifty dollars (\$50) per month per employee).

SECTION 20. MISCELLANEOUS PROVISIONS

20.1 JOB ANNOUNCEMENTS

The City agrees to timely post announcements of jobs for which the City is recruiting on bulletin boards located in City Hall and the Corporation Yard.

20.2 PART-TIME PRO-RATION

All employees working a regular work schedule of twenty (20) or more hours per week, but less than forty (40) hours, shall be entitled to prorated benefits provided herein, computed on the ratio of each such employee's hour of work compared to forty (40) hours per week.

20.3 CLASS B DRIVER'S LICENSE

If an employee is required by state law to obtain and/or maintain a current Class B driver's license in order to perform his or her duties, when necessary to obtain or renew the Class B license, the City shall pay the cost of a physical exam required for the employee to obtain and/or maintain the Class B driver's license and the City shall also pay the difference in cost imposed by the DMV between a Class B Driver's License and a Class C driver's license. The employee shall make his or her best good faith efforts to have the physical exam administered by his or her health insurance plan or such other provider so that the cost to the City is as low as possible.

20.4 DOT DRUG TESTING

Effective January 1, 1996, the City has instituted the Drug Testing Policy set forth as Exhibit A to this Agreement.

SEIU Local 1021

July 1, 2019 through June 30, 2022

20.5 EMPLOYEE EYEGLASSES

Employee eyeglasses required to be worn on the job which are destroyed while on duty and as a result of the proper and appropriate use of the eyeglasses will be replaced by the City up to a maximum cost of three hundred fifty dollars (\$350) to the City per set of eyeglasses.

20.6 LABOR / MANAGEMENT MEETINGS OUTSIDE NEGOTIATIONS PROCESS.

During the term of the Agreement, the City and SEIU agree that consultation meetings may contribute to improved employer-employee relations. Labor Management committee meetings shall occur on a quarterly basis, unless mutually agreed otherwise. SEIU shall contact the City to coordinate scheduling of meetings each quarter. At least five (5) working days prior to every quarterly meeting, SEIU shall submit agenda items to the City. The City will provide any proposed additions or modifications at least three (3) working days in advance of any scheduled Labor Management committee meetings. If there are no agenda items identified, that quarterly meeting shall be cancelled. Additional meetings may be requested by either party. The party requesting the meeting shall submit a proposed agenda. With the agreement of the receiving party, a date, time and location of the requested meeting shall be set within two weeks of the request.

20.7 PERFORMANCE EVALUATIONS.

If a unit member is eligible for a step increase and the performance evaluation has not been delivered to the member within sixty days of his or her anniversary, the member will receive the step increase retroactive to his or her anniversary.

SECTION 21. AFFORDABLE HOUSING

A labor – management committee will be formed to develop and present to the City Manager and City Council a report outlining employee concerns about the cost of housing and commuting. The committee may present information to the City Manager and City Council about how other jurisdictions address these issues.

SECTION 22. SEPARABILITY OF PROVISIONS

In the event that any provision of this Memorandum of Understanding is declared by a court of competent jurisdiction to be illegal or unenforceable, that provision of the Memorandum of Understanding shall be null and void, but such nullification shall not affect any other provisions of this Memorandum of Understanding, all of which other provisions shall remain in full force and effect. Should any provision be declared null and void, the parties shall meet and confer on the effect of such decision and the parties agree to seek alternative language and/or benefits.

SECTION 23. SEVERABILITY-PENSION REFORM

Upon the enactment of a State or Federal law or regulation which would allow the City to implement participation in Social Security Administration for new employees, the parties shall meet and confer on the effect of such decision and the parties agree to seek alternative language and/or benefits.

SEIU Local 1021

July 1, 2019 through June 30, 2022

SECTION 24. SEVERABILITY-HEALTH CARE REFORM

Upon the a Federal law or regulation which would allow the City to implement Federal Health Care Reform, the parties shall meet and confer on the effect of such decision and the parties agree to seek alternative language and/or benefits.

SECTION 25. SCOPE OF MEMORANDUM OF UNDERSTANDING

Except as otherwise specifically provided herein, this Memorandum of Understanding fully and completely incorporates the understanding of the parties hereto and constitutes the sole and entire understanding between the parties on any and all matters contained herein; provided, however, that nothing herein shall prohibit the parties from changing the terms of this Memorandum by mutual written agreement.

It is understood and agreed that any benefits and/or working conditions within the scope of representation presently in effect and not modified by this Memorandum of Understanding shall remain unchanged until the City and the Union meet and confer.

This Memorandum of Understanding shall supersede all existing memoranda of understanding between the City and the Union.

SECTION 26. DURATION

This Memorandum of Understanding shall not take effect unless and until it is approved by the City Council of the City of Sausalito. Following such approval, this Memorandum of Understanding shall be effective July 1, 2019 except for those provisions of the Memorandum of Understanding which have been assigned other effective dates as hereinabove set forth, and shall remain in full force and effect to and including June 30, 2022.

SECTION 27. REORGANIZATION

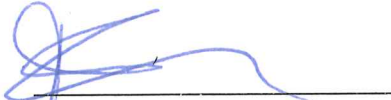
The parties agree that, at the request of and upon notice from the City, they will meet and confer over the negotiable impacts of any proposed reorganization of City Departments, consistent with their obligations under the MMBA.

SECTION 28. SIGNATURE PAGE

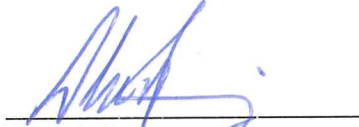
IN WITNESS WHEREOF, the parties hereby have executed this Memorandum of Understanding this

SEIU LOCAL 1021

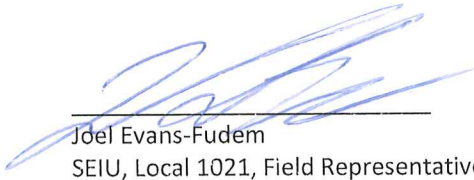
CITY OF SAUSALITO



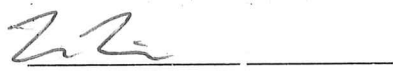
Tiffany Crain Altamirano
Chief Negotiator, SEIU Local 1021



Adam Politzer
City Manager



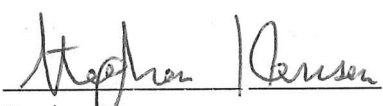
Joel Evans-Fudem
SEIU, Local 1021, Field Representative



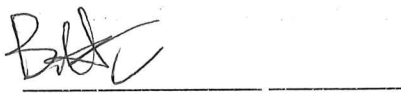
Tula Biederman
SEIU Representative



Eric Graham
SEIU Representative



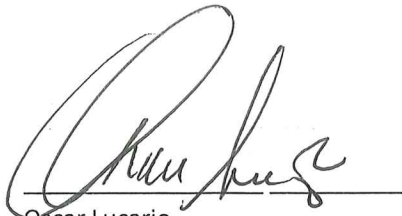
Stephen Hansen
SEIU Representative



Bryant Ho
SEIU Representative

SEIU Local 1021

July 1, 2019 through June 30, 2022



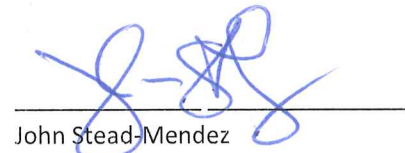
Oscar Lucario
SEIU Representative



Julie Myers
SEIU Representative



Jason Klumb
SEIU Local 1021 Area Director



John Stead-Mendez
SEIU Local 1021 Executive Director

APPENDIX A – SALARY SCHEDULE EFFECTIVE AUGUST 28, 2019

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Library Assistant II							
Annual	46,765	49,104	51,559	54,136	56,844	59,685	62,670
Monthly	3,897	4,092	4,297	4,512	4,737	4,974	5,223
Biweekly	1,799	1,888	1,983	2,082	2,186	2,296	2,411
Hourly	23.98	25.18	26.44	27.76	29.15	30.61	32.14
Senior Library Assistant							
Annual	55,080	57,833	60,725	63,761	66,949	70,296	73,812
Monthly	4,590	4,819	5,061	5,313	5,579	5,858	6,151
Biweekly	2,118	2,224	2,336	2,452	2,575	2,704	2,839
Hourly	28.25	29.66	31.14	32.70	34.33	36.05	37.85
Librarian I							
Annual	59,435	62,406	65,526	68,803	72,242	75,855	79,647
Monthly	4,953	5,201	5,461	5,734	6,020	6,321	6,637
Biweekly	2,285	2,400	2,520	2,647	2,778	2,917	3,064
Hourly	30.48	32.01	33.61	35.28	37.05	38.90	40.84
Librarian II							
Annual	66,906	70,251	73,763	77,451	81,324	85,390	89,660
Monthly	5,576	5,855	6,147	6,454	6,777	7,116	7,471
Biweekly	2,573	2,702	2,837	2,978	3,128	3,284	3,448
Hourly	34.31	36.03	37.83	39.72	41.71	43.79	45.98
Custodian							

SEIU Local 1021

July 1, 2019 through June 30, 2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Annual	44,735	46,971	49,320	51,786	54,375	57,094	59,948
Monthly	3,728	3,915	4,110	4,316	4,531	4,758	4,995
Biweekly	1,721	1,806	1,897	1,992	2,092	2,196	2,305
Hourly	21.51	22.58	23.71	24.90	26.14	27.45	28.83
Lead Custodian							
Annual	46,976	49,325	51,792	54,381	57,101	59,955	62,953
Monthly	3,915	4,111	4,316	4,532	4,758	4,996	5,246
Biweekly	1,807	1,897	1,992	2,092	2,196	2,306	2,421
Hourly	22.58	23.72	24.90	26.14	27.46	28.83	30.27
Landscape Worker I							
Annual	51,806	54,396	57,116	59,972	62,970	66,119	69,425
Monthly	4,317	4,533	4,759	4,997	5,248	5,510	5,785
Biweekly	1,993	2,093	2,197	2,306	2,422	2,543	2,670
Hourly	24.91	26.15	27.46	28.84	30.28	31.79	33.38
Maintenance Worker I							
Annual	51,806	54,396	57,116	59,972	62,970	66,119	69,425
Monthly	4,317	4,533	4,759	4,997	5,248	5,510	5,785
Biweekly	1,993	2,093	2,197	2,306	2,422	2,543	2,670
Hourly	24.91	26.15	27.46	28.84	30.28	31.79	33.38
Landscape Worker II							
Annual	56,637	59,468	62,442	65,564	68,843	72,284	75,899
Monthly	4,719	4,955	5,204	5,464	5,737	6,024	6,324
Biweekly	2,178	2,288	2,401	2,521	2,648	2,780	2,919

SEIU Local 1021

July 1, 2019 through June 30, 2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Hourly	27.22	28.59	30.02	31.52	33.10	34.76	36.49
Maintenance Worker II							
Annual	56,637	59,468	62,442	65,564	68,843	72,284	75,899
Monthly	4,719	4,955	5,204	5,464	5,737	6,024	6,324
Biweekly	2,178	2,288	2,401	2,521	2,648	2,780	2,919
Hourly	27.22	28.59	30.02	31.52	33.10	34.76	36.49
Maintenance Worker III							
Annual	61,904	65,000	68,249	71,662	75,245	79,007	82,957
Monthly	5,159	5,417	5,688	5,972	6,270	6,583	6,913
Biweekly	2,381	2,500	2,626	2,756	2,894	3,038	3,190
Hourly	29.76	31.25	32.81	34.46	36.18	37.99	39.88
Sewer Maintenance Worker I							
Annual	52,324	54,941	57,688	60,572	63,601	66,781	70,119
Monthly	4,360	4,578	4,808	5,048	5,300	5,565	5,843
Biweekly	2,013	2,113	2,219	2,330	2,447	2,569	2,697
Hourly	25.16	26.41	27.73	29.12	30.57	32.10	33.71
Sewer Maintenance Worker II							
Annual	57,203	60,063	63,066	66,220	69,531	73,007	76,657
Monthly	4,767	5,005	5,255	5,519	5,795	6,084	6,389
Biweekly	2,200	2,310	2,425	2,547	2,674	2,808	2,948
Hourly	27.50	28.88	30.32	31.84	33.43	35.10	36.85
Sewer Maintenance Worker III							
Annual	62,536	65,663	68,947	72,394	76,014	79,815	83,805

SEIU Local 1021

July 1, 2019 through June 30, 2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Monthly	5,211	5,472	5,745	6,033	6,335	6,651	6,984
Biweekly	2,405	2,526	2,652	2,785	2,924	3,070	3,224
Hourly	30.07	31.56	33.14	34.81	36.55	38.37	40.29
Sewer Systems Coordinator							
Annual	78,605	82,534	86,662	90,990	95,540	97,870	102,764
Monthly	6,551	6,878	7,222	7,583	7,962	8,359	8,776
Biweekly	3,024	3,174	3,333	3,500	3,675	3,858	4,051
Hourly	37.79	39.68	41.66	43.75	45.93	48.23	50.64
Fleet Maintenance Coordinator							
Annual	65,120	68,375	71,794	75,384	79,153	83,110	87,266
Monthly	5,427	5,698	5,983	6,282	6,596	6,926	7,272
Biweekly	2,504	2,630	2,761	2,899	3,045	3,196	3,357
Hourly	31.31	32.87	34.51	36.24	38.05	39.96	41.96
Public Works Supervisor							
Annual	93,817	98,508	103,432	108,605	114,035	119,737	125,723
Monthly	7,818	8,209	8,619	9,050	9,503	9,978	10,477
Biweekly	3,608	3,788	3,978	4,177	4,385	4,606	4,835
Hourly	45.11	47.36	49.73	52.22	54.83	57.57	60.44
Assistant Engineer							
Annual	78,764	82,702	86,836	91,179	95,737	100,524	105,550
Monthly	6,563	6,892	7,236	7,598	7,978	8,377	8,796
Biweekly	3,029	3,181	3,340	3,507	3,682	3,866	4,060

SEIU Local 1021

July 1, 2019 through June 30, 2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Hourly	37.86	39.76	41.75	43.83	46.02	48.33	50.74
Civil Engineer I							
Annual	82,909	87,054	91,407	95,977	100,776	105,815	111,105
Monthly	6,909	7,254	7,618	7,998	8,398	8,818	9,259
Biweekly	3,189	3,348	3,516	3,691	3,876	4,070	4,273
Hourly	39.86	41.85	43.95	46.14	48.45	50.87	53.42
Civil Engineer II							
Annual	87,272	91,636	96,217	101,028	106,080	111,384	116,953
Monthly	7,272	7,637	8,018	8,419	8,840	9,282	9,746
Biweekly	3,357	3,524	3,701	3,885	4,080	4,284	4,498
Hourly	41.96	44.05	46.26	48.57	51.00	53.55	56.23
Administrative Aide I							
Annual	54,670	57,403	60,274	63,287	66,452	69,775	73,263
Monthly	4,556	4,784	5,023	5,274	5,538	5,815	6,105
Biweekly	2,103	2,207	2,318	2,434	2,556	2,684	2,818
Hourly	26.29	27.59	28.97	30.43	31.94	33.54	35.22
Permit Technician							
Annual	61,019	64,070	67,273	70,636	74,169	77,877	81,771
Monthly	5,085	5,339	5,606	5,886	6,181	6,490	6,814
Biweekly	2,347	2,464	2,588	2,717	2,853	2,995	3,145
Hourly	29.33	30.81	32.34	33.95	35.66	37.44	39.32
Building Inspector							
Annual	89,321	93,786	98,476	103,400	108,570	113,998	119,698

SEIU Local 1021

July 1, 2019 through June 30, 2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Monthly	7,443	7,816	8,206	8,616	9,048	9,500	9,975
Biweekly	3,435	3,607	3,787	3,977	4,176	4,384	4,603
Hourly	42.94	45.09	47.34	49.71	52.20	54.81	57.55
Assistant Planner							
Annual	69,604	73,084	76,738	80,575	84,605	88,834	93,277
Monthly	5,800	6,091	6,395	6,715	7,050	7,403	7,773
Biweekly	2,677	2,811	2,951	3,100	3,254	3,417	3,587
Hourly	33.46	35.13	36.89	38.74	40.67	42.71	44.84
Associate Planner							
Annual	79,546	83,523	87,699	89,838	94,330	101,524	103,999
Monthly	6,629	6,961	7,308	7,675	8,058	8,460	8,883
Biweekly	3,060	3,212	3,373	3,542	3,719	3,905	4,099
Hourly	38.24	40.16	42.16	44.28	46.49	48.80	51.25
Senior Planner							
Annual	82,909	87,054	91,407	95,977	100,776	105,815	111,105
Monthly	6,909	7,254	7,617	7,998	8,398	8,818	9,259
Biweekly	3,189	3,348	3,516	3,691	3,876	4,070	4,273
Hourly	39.86	41.85	43.95	46.14	48.45	50.87	53.42
Recreation Supervisor							
Annual	64,570	67,798	71,188	74,747	78,486	82,410	86,530
Monthly	5,381	5,650	5,933	6,229	6,540	6,868	7,211
Biweekly	2,483	2,608	2,738	2,875	3,018	3,170	3,328
Hourly	31.05	32.60	34.23	35.93	37.74	39.62	41.60

SEIU Local 1021

July 1, 2019 through June 30, 2022

SEIU Local 1021

July 1, 2019 through June 30, 2022

APPENDIX B – SALARY SCHEDULE EFFECTIVE JULY 1, 2020

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Library Assistant II							
Annual	47,934	50,331	52,848	55,489	58,265	61,177	64,237
Monthly	3,994	4,194	4,404	4,625	4,856	5,099	5,353
Biweekly	1,844	1,936	2,033	2,134	2,241	2,353	2,471
Hourly	24.58	25.81	27.10	28.46	29.88	31.37	32.95
Senior Library Assistant							
Annual	56,457	59,278	62,243	65,355	68,623	72,053	75,657
Monthly	4,705	4,940	5,187	5,446	5,718	6,004	6,304
Biweekly	2,171	2,280	2,394	2,513	2,639	2,771	2,910
Hourly	28.95	30.40	31.92	33.52	35.19	36.95	38.80
Librarian I							
Annual	60,920	63,966	67,164	70,523	74,048	77,751	81,638
Monthly	5,077	5,331	5,597	5,877	6,171	6,479	6,803
Biweekly	2,343	2,460	2,583	2,713	2,848	2,990	3,140
Hourly	31.24	32.81	34.45	36.16	37.98	39.88	41.86
Librarian II							
Annual	68,578	72,007	75,607	79,388	83,357	87,525	91,901
Monthly	5,715	6,001	6,301	6,615	6,947	7,294	7,658
Biweekly	2,637	2,770	2,908	3,053	3,206	3,366	3,534
Hourly	35.17	36.93	38.78	40.71	42.75	44.89	47.13
Custodian							
Annual							

SEIU Local 1021

July 1, 2019 through June 30, 2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	45,854	48,145	50,553	53,081	55,734	58,522	61,447
Monthly	3,821	4,013	4,212	4,424	4,644	4,877	5,120
Biweekly	1,764	1,851	1,944	2,041	2,144	2,251	2,363
Hourly	22.04	23.14	24.30	25.52	26.79	28.13	29.55
Lead Custodian							
Annual	48,151	50,558	53,086	55,741	58,528	61,454	64,527
Monthly	4,013	4,213	4,424	4,645	4,877	5,121	5,377
Biweekly	1,852	1,944	2,041	2,144	2,251	2,364	2,482
Hourly	23.14	24.31	25.52	26.79	28.14	29.55	31.03
Landscape Worker I							
Annual	53,101	55,756	58,544	61,471	64,544	67,772	71,161
Monthly	4,425	4,646	4,878	5,122	5,379	5,648	5,930
Biweekly	2,042	2,145	2,252	2,364	2,483	2,607	2,737
Hourly	25.53	26.80	28.14	29.56	31.04	32.58	34.21
Maintenance Worker I							
Annual	53,101	55,756	58,544	61,471	64,544	67,772	71,161
Monthly	4,425	4,646	4,878	5,122	5,379	5,648	5,930
Biweekly	2,042	2,145	2,252	2,364	2,483	2,607	2,737
Hourly	25.53	26.80	28.14	29.56	31.04	32.58	34.21
Landscape Worker II							
Annual	58,053	60,955	64,003	67,203	70,564	74,092	77,796
Monthly	4,837	5,079	5,334	5,601	5,880	6,175	6,483
Biweekly	2,232	2,345	2,461	2,584	2,714	2,850	2,992
Hourly							

SEIU Local 1021

July 1, 2019 through June 30, 2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	27.91	29.31	30.77	32.31	33.93	35.62	37.41
Maintenance Worker II							
Annual	58,053	60,955	64,003	67,203	70,564	74,092	77,796
Monthly	4,837	5,079	5,334	5,601	5,880	6,175	6,483
Biweekly	2,232	2,345	2,461	2,584	2,714	2,850	2,992
Hourly	27.91	29.31	30.77	32.31	33.93	35.62	37.41
Maintenance Worker III							
Annual	63,452	66,625	69,955	73,454	77,126	80,982	85,031
Monthly	5,287	5,552	5,830	6,121	6,426	6,748	7,086
Biweekly	2,441	2,563	2,691	2,825	2,967	3,114	3,270
Hourly	30.51	32.03	33.63	35.32	37.08	38.94	40.88
Sewer Maintenance Worker I							
Annual	53,633	56,314	59,131	62,086	65,191	68,450	71,872
Monthly	4,469	4,693	4,928	5,174	5,432	5,704	5,989
Biweekly	2,063	2,166	2,275	2,388	2,508	2,633	2,765
Hourly	25.79	27.07	28.42	29.85	31.34	32.90	34.56
Sewer Maintenance Worker II							
Annual	58,633	61,565	64,643	67,876	71,270	74,832	78,574
Monthly	4,886	5,130	5,387	5,657	5,940	6,236	6,548
Biweekly	2,255	2,367	2,486	2,610	2,741	2,878	3,022
Hourly	28.19	29.60	31.08	32.63	34.26	35.98	37.77
Sewer Maintenance Worker III							
Annual	64,100	67,305	70,671	74,204	77,914	81,810	85,900
Monthly	5,341	5,609	5,889	6,183	6,493	6,817	7,158

SEIU Local 1021

July 1, 2019 through June 30, 2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Biweekly	2,466	2,589	2,718	2,854	2,997	3,147	3,304
Hourly	30.82	32.35	33.97	35.68	37.46	39.33	41.30
Sewer Systems Coordinator							
Annual	80,570	84,597	88,828	93,265	97,928	97,870	102,764
Monthly	6,715	7,050	7,402	7,773	8,161	8,568	8,996
Biweekly	3,099	3,254	3,417	3,587	3,766	3,954	4,152
Hourly	38.73	40.68	42.71	44.84	47.08	49.43	51.90
Fleet Maintenance Coordinator							
Annual	66,748	70,084	73,589	77,269	81,132	85,188	89,448
Monthly	5,563	5,840	6,133	6,439	6,761	7,099	7,454
Biweekly	2,567	2,696	2,830	2,972	3,121	3,276	3,440
Hourly	32.09	33.69	35.38	37.15	39.00	40.96	43.01
Public Works Supervisor							
Annual	96,162	100,970	106,018	111,320	116,886	122,730	128,866
Monthly	8,013	8,414	8,835	9,276	9,740	10,227	10,739
Biweekly	3,698	3,883	4,077	4,281	4,495	4,721	4,956
Hourly	46.24	48.55	50.97	53.52	56.20	59.01	61.95
Assistant Engineer							
Annual	80,733	84,769	89,007	93,458	98,130	103,037	108,189
Monthly	6,728	7,064	7,417	7,788	8,177	8,586	9,016
Biweekly	3,105	3,260	3,423	3,595	3,774	3,963	4,162
Hourly	38.81	40.75	42.79	44.93	47.17	49.54	52.01
Civil Engineer I							
Annual							

SEIU Local 1021

July 1, 2019 through June 30, 2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	84,982	89,231	93,692	98,376	103,296	108,460	113,883
Monthly	7,082	7,436	7,808	8,198	8,608	9,039	9,490
Biweekly	3,269	3,432	3,603	3,784	3,973	4,171	4,380
Hourly	40.86	42.90	45.05	47.29	49.66	52.14	54.75
Civil Engineer II							
Annual	89,454	93,927	98,623	103,554	108,732	114,169	119,877
Monthly	7,454	7,828	8,218	8,630	9,061	9,514	9,990
Biweekly	3,440	3,612	3,793	3,982	4,182	4,391	4,611
Hourly	43.01	45.16	47.41	49.79	52.27	54.89	57.64
Administrative Aide I							
Annual	56,037	58,838	61,781	64,869	68,113	71,519	75,094
Monthly	4,670	4,903	5,148	5,406	5,676	5,960	6,258
Biweekly	2,156	2,263	2,376	2,495	2,620	2,751	2,889
Hourly	26.94	28.28	29.70	31.19	32.74	34.38	36.10
Permit Technician							
Annual	62,544	65,671	68,955	72,402	76,023	79,824	83,815
Monthly	5,212	5,472	5,746	6,033	6,336	6,652	6,984
Biweekly	2,405	2,526	2,652	2,785	2,924	3,070	3,223
Hourly	30.06	31.58	33.15	34.80	36.55	38.38	40.30
Building Inspector							
Annual	91,554	96,131	100,938	105,985	111,284	116,848	122,690
Monthly	7,629	8,011	8,412	8,832	9,274	9,737	10,224
Biweekly	3,521	3,697	3,882	4,076	4,280	4,494	4,719
Hourly							

SEIU Local 1021

July 1, 2019 through June 30, 2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	44.01	46.21	48.52	50.95	53.50	56.18	58.98
Assistant Planner							
Annual	71,344	74,911	78,657	82,590	86,720	91,055	95,609
Monthly	5,945	6,243	6,555	6,883	7,226	7,588	7,967
Biweekly	2,744	2,881	3,025	3,177	3,336	3,502	3,677
Hourly	34.30	36.01	37.82	39.70	41.69	43.77	45.97
Associate Planner							
Annual	81,535	85,611	89,891	89,838	94,330	104,062	103,999
Monthly	6,794	7,135	7,491	7,866	8,259	8,672	9,105
Biweekly	3,136	3,293	3,458	3,630	3,812	4,003	4,201
Hourly	39.20	41.16	43.21	45.38	47.65	50.02	52.53
Senior Planner							
Annual	84,982	89,230	93,692	98,376	103,296	108,460	113,883
Monthly	7,082	7,436	7,808	8,198	8,608	9,038	9,490
Biweekly	3,269	3,432	3,604	3,784	3,973	4,172	4,380
Hourly	40.86	42.90	45.04	47.30	49.66	52.14	54.75
Recreation Supervisor							
Annual	66,184	69,493	72,968	76,615	80,448	84,470	88,693
Monthly	5,515	5,792	6,081	6,384	6,704	7,040	7,391
Biweekly	2,546	2,673	2,807	2,947	3,094	3,249	3,411
Hourly	31.82	33.41	35.08	36.83	38.68	40.61	42.64

SEIU Local 1021

July 1, 2019 through June 30, 2022

APPENDIX C – SALARY SCHEDULE EFFECTIVE JULY 1, 2021

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Library Assistant II							
Annual	49,132	51,590	54,169	56,877	59,721	62,707	65,843
Monthly	4,094	4,299	4,515	4,740	4,977	5,226	5,487
Biweekly	1,890	1,984	2,084	2,188	2,297	2,412	2,533
Hourly	25.20	26.46	27.77	29.17	30.63	32.16	33.77
Senior Library Assistant							
Annual	57,868	60,760	63,799	66,989	70,338	73,855	77,548
Monthly	4,822	5,063	5,317	5,582	5,861	6,154	6,462
Biweekly	2,225	2,337	2,454	2,576	2,705	2,840	2,983
Hourly	29.68	31.16	32.72	34.36	36.07	37.88	39.77
Librarian I							
Annual	62,443	65,565	68,843	72,286	75,900	79,695	83,679
Monthly	5,204	5,464	5,737	6,024	6,325	6,641	6,973
Biweekly	2,401	2,522	2,648	2,781	2,919	3,065	3,219
Hourly	32.02	33.63	35.31	37.07	38.93	40.87	42.91
Librarian II							
Annual	70,293	73,807	77,497	81,372	85,441	89,713	94,199
Monthly	5,858	6,151	6,459	6,781	7,120	7,477	7,850
Biweekly	2,703	2,839	2,981	3,129	3,286	3,450	3,623
Hourly	36.05	37.85	39.75	41.73	43.82	46.01	48.31
Custodian							
Annual							

SEIU Local 1021

July 1, 2019 through June 30, 2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	47,000	49,349	51,817	54,408	57,128	59,985	62,983
Monthly	3,917	4,113	4,318	4,534	4,760	4,999	5,248
Biweekly	1,808	1,898	1,993	2,092	2,198	2,307	2,422
Hourly	22.59	23.72	24.91	26.16	27.46	28.84	30.29
Lead Custodian							
Annual	49,355	51,822	54,413	57,134	59,991	62,990	66,140
Monthly	4,113	4,319	4,534	4,761	4,999	5,249	5,512
Biweekly	1,899	1,993	2,092	2,198	2,307	2,423	2,544
Hourly	23.72	24.92	26.16	27.46	28.85	30.29	31.80
Landscape Worker I							
Annual	54,429	57,150	60,008	63,008	66,158	69,466	72,940
Monthly	4,536	4,762	5,000	5,250	5,514	5,789	6,078
Biweekly	2,094	2,199	2,308	2,423	2,545	2,672	2,805
Hourly	26.17	27.47	28.85	30.30	31.81	33.39	35.07
Maintenance Worker I							
Annual	54,429	57,150	60,008	63,008	66,158	69,466	72,940
Monthly	4,536	4,762	5,000	5,250	5,514	5,789	6,078
Biweekly	2,094	2,199	2,308	2,423	2,545	2,672	2,805
Hourly	26.17	27.47	28.85	30.30	31.81	33.39	35.07
Landscape Worker II							
Annual	59,505	62,479	65,604	68,883	72,328	75,944	79,741
Monthly	4,958	5,206	5,467	5,741	6,027	6,329	6,645
Biweekly	2,288	2,403	2,523	2,649	2,782	2,921	3,067
Hourly							

SEIU Local 1021

July 1, 2019 through June 30, 2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	28.60	30.04	31.54	33.12	34.78	36.51	38.34
Maintenance Worker II							
Annual	59,505	62,479	65,604	68,883	72,328	75,944	79,741
Monthly	4,958	5,206	5,467	5,741	6,027	6,329	6,645
Biweekly	2,288	2,403	2,523	2,649	2,782	2,921	3,067
Hourly	28.60	30.04	31.54	33.12	34.78	36.51	38.34
Maintenance Worker III							
Annual	65,038	68,290	71,704	75,290	79,054	83,007	87,157
Monthly	5,420	5,691	5,976	6,274	6,587	6,917	7,263
Biweekly	2,502	2,627	2,759	2,896	3,041	3,192	3,352
Hourly	31.27	32.83	34.47	36.20	38.01	39.91	41.90
Sewer Maintenance Worker I							
Annual	54,973	57,722	60,609	63,638	66,821	70,161	73,669
Monthly	4,581	4,810	5,051	5,303	5,568	5,847	6,139
Biweekly	2,115	2,220	2,331	2,448	2,570	2,699	2,834
Hourly	26.43	27.75	29.13	30.59	32.12	33.73	35.42
Sewer Maintenance Worker II							
Annual	60,099	63,104	66,259	69,573	73,051	76,703	80,538
Monthly	5,008	5,258	5,521	5,798	6,088	6,392	6,712
Biweekly	2,311	2,427	2,548	2,676	2,809	2,950	3,097
Hourly	28.89	30.34	31.86	33.45	35.12	36.88	38.72
Sewer Maintenance Worker III							
Annual	65,702	68,987	72,437	76,059	79,862	83,855	88,048
Monthly							

SEIU Local 1021

July 1, 2019 through June 30, 2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	5,475	5,749	6,036	6,338	6,656	6,988	7,337
Biweekly	2,527	2,653	2,786	2,926	3,072	3,225	3,387
Hourly	31.59	33.16	34.82	36.57	38.40	40.31	42.33
Sewer Systems Coordinator							
Annual	82,584	86,712	91,049	95,597	100,377	97,870	102,764
Monthly	6,882	7,227	7,587	7,967	8,365	8,782	9,221
Biweekly	3,177	3,335	3,502	3,677	3,861	4,053	4,256
Hourly	39.70	41.69	43.77	45.96	48.25	50.67	53.20
Fleet Maintenance Coordinator							
Annual	68,416	71,837	75,428	79,200	83,160	87,318	91,684
Monthly	5,702	5,986	6,286	6,600	6,930	7,276	7,640
Biweekly	2,631	2,763	2,901	3,046	3,199	3,358	3,526
Hourly	32.90	34.53	36.26	38.07	39.98	41.98	44.08
Public Works Supervisor							
Annual	98,566	103,495	108,669	114,103	119,808	125,799	132,088
Monthly	8,214	8,624	9,056	9,508	9,984	10,483	11,008
Biweekly	3,791	3,980	4,179	4,388	4,607	4,839	5,080
Hourly	47.39	49.76	52.25	54.86	57.60	60.48	63.50
Assistant Engineer							
Annual	82,751	86,888	91,232	95,795	100,584	105,613	110,894
Monthly	6,896	7,241	7,603	7,982	8,382	8,801	9,242
Biweekly	3,182	3,342	3,509	3,685	3,868	4,062	4,266
Hourly	39.78	41.77	43.86	46.05	48.35	50.78	53.31
Civil Engineer I							

SEIU Local 1021

July 1, 2019 through June 30, 2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Annual	87,106	91,461	96,035	100,836	105,878	111,172	116,730
Monthly	7,259	7,622	8,003	8,403	8,823	9,265	9,727
Biweekly	3,350	3,518	3,694	3,878	4,072	4,276	4,489
Hourly	41.88	43.97	46.17	48.48	50.90	53.44	56.12
Civil Engineer II							
Annual	91,691	96,275	101,088	106,143	111,451	117,023	122,874
Monthly	7,640	8,023	8,424	8,845	9,288	9,752	10,240
Biweekly	3,526	3,702	3,888	4,082	4,287	4,501	4,726
Hourly	44.08	46.29	48.60	51.03	53.58	56.27	59.08
Administrative Aide I							
Annual	57,438	60,309	63,325	66,491	69,816	73,307	76,972
Monthly	4,787	5,026	5,277	5,541	5,818	6,109	6,414
Biweekly	2,210	2,319	2,435	2,557	2,685	2,819	2,961
Hourly	27.62	28.99	30.44	31.97	33.56	35.24	37.00
Permit Technician							
Annual	64,108	67,313	70,679	74,212	77,923	81,819	85,910
Monthly	5,342	5,609	5,890	6,184	6,494	6,818	7,159
Biweekly	2,465	2,589	2,719	2,855	2,998	3,147	3,304
Hourly	30.82	32.37	33.98	35.67	37.47	39.34	41.31
Building Inspector							
Annual	93,843	98,534	103,462	108,634	114,066	119,769	125,758
Monthly	7,820	8,211	8,622	9,052	9,506	9,981	10,480
Biweekly	3,609	3,790	3,979	4,178	4,387	4,606	4,837

SEIU Local 1021

July 1, 2019 through June 30, 2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Hourly	45.11	47.37	49.74	52.23	54.84	57.58	60.46
Assistant Planner							
Annual	73,128	76,784	80,623	84,654	88,888	93,331	97,999
Monthly	6,094	6,399	6,719	7,055	7,407	7,778	8,166
Biweekly	2,813	2,953	3,100	3,256	3,419	3,590	3,769
Hourly	35.15	36.91	38.76	40.70	42.73	44.87	47.11
Associate Planner							
Annual	83,573	87,751	92,139	89,838	94,330	106,664	103,999
Monthly	6,964	7,313	7,678	8,063	8,466	8,889	9,332
Biweekly	3,214	3,375	3,544	3,721	3,907	4,103	4,307
Hourly	40.18	42.19	44.29	46.52	48.84	51.28	53.84
Senior Planner							
Annual	87,106	91,461	96,035	100,836	105,878	111,172	116,730
Monthly	7,259	7,622	8,003	8,403	8,823	9,264	9,728
Biweekly	3,350	3,518	3,694	3,878	4,072	4,276	4,490
Hourly	41.88	43.97	46.17	48.48	50.90	53.45	56.12
Recreation Supervisor							
Annual	67,839	71,230	74,792	78,531	82,459	86,582	90,910
Monthly	5,653	5,936	6,233	6,544	6,871	7,216	7,576
Biweekly	2,609	2,740	2,877	3,021	3,171	3,331	3,497
Hourly	32.62	34.25	35.96	37.75	39.65	41.63	43.71

SEIU Local 1021

July 1, 2019 through June 30, 2022

