

**EXHIBIT "A" TO RESOLUTION NO. \_\_\_\_\_**

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN CITY OF SANTA ROSA AND THE**

**OPERATING ENGINEERS LOCAL UNION NO. 3 AFL-CIO**

**FOR AND ON BEHALF OF THE EMPLOYEES IN THE**

**CITY'S UNIT #13 – MECHANICS**

**July 1, 2016 – June 30, 2017**

## **“Management and Unit 13 Compact”**

Management and Unit 3 represented by Operating Engineers Local Union 3 (OE3), wish to formalize a relationship which will survive differences in interests, endure changes in leadership, and extend beyond legal and contractual requirements based on the following principles:

- In our relationship, we understand and accept that a high degree of trust is essential. Therefore, we will focus on developing and maintaining trust.
- We will promote and expand communications between the parties and recognize active listening as a major component of communications. We will avoid sending ambiguous or mixed messages. We will always consult before deciding (acbd) on matters which may have a major impact on the other party.
- We agree to establish a labor management committee to meet at least four times a year to utilize the principles outlined above to address issues of mutual concern.
- We agree that when an issue or concern is identified which has an impact on the management labor relationship, we will attempt to resolve the issues informally and in a timely fashion. If the issue is not resolved, it may be placed on the agenda for the next quarterly labor management meeting.

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**ARTICLE 1**            **DESIGNATION OF THE PARTIES**

1.1 This Agreement is by and between the City of Santa Rosa, hereinafter referred to as "CITY", and the Operating Engineers Local Union Number 3, AFL CIO, hereinafter referred to as "UNION".

**ARTICLE 2**            **RECOGNITION**

2.1 Pursuant to Ordinance No. 1515, the Employer-Employee Relations Ordinance of the City of Santa Rosa and applicable state law, Operating Engineers Local Union Number 3, AFL CIO, was designated by the City of Santa Rosa City Council as the representative of employees in CITY'S Unit #13, Maintenance Mechanics (hereafter "UNIT").

2.2 The term "employee" or "employees" as used herein shall refer only to employees employed by the CITY in the employer classifications comprising said Unit as listed in Exhibit B – Unit 13 Classifications; or as amended.

**ARTICLE 3**            **TERM**

3.1 This Understanding shall become effective July 1, 2016 July 8, 2014, except where otherwise provided and all its provisions shall terminate at twelve (12) midnight on June 30, 20167.

3.2 If the UNION wants to negotiate a successor Agreement, it shall submit its request to begin negotiations, to the CITY by February 4 January 15, 20167.

3.3 Once the CITY receives the request, negotiations may begin within fifteen (15) days but shall not begin later than March 4 February 15, 2017.

3.4 The term of this Agreement shall commence upon approval of the City Council, and shall be effective, July 8, 2014 July 1, 2016, and shall remain in full force and effect until June 30, 20167 and will thereafter continue in effect until the parties execute a successor Agreement or the City Council lawfully takes action to modify the salary and benefits provided hereunder.

**ARTICLE 4**            **DEFINITIONS**

4.1 The term "CITY" shall mean the City Manager and/or other Appropriate Management staff or, if required, the City Council.

4.2 The term “day” shall mean a calendar day with each day commencing at 12:01 a.m. and ending at 12:00 midnight.

4.3 The term “employee” or “employees” shall mean a person or persons employed in a full-time permanent or part-time permanent position by the CITY whose classification is assigned to the Maintenance **Mechanics** Unit. Part-time permanent positions shall be members of the classified service.

4.4 The term “~~work week~~” shall mean ~~any consecutive seven (7) day period, as determined by the CITY, beginning at 12:01 a.m. on the first day and ending at 12:00 midnight on the seventh day~~ “work week” for all members of the unit shall mean 168 regularly recurring hours. For employees working the 5/40 or 4/10 work schedule, it shall begin on Sunday at 12:00 a.m. and end at 11:59 p.m. the following Saturday. For employees working a 9/80 work schedule, each employees designated FLSA work week (168 hours in length) shall begin exactly four hours after the start time of his or her scheduled eight hour shift on the day of the week that corresponds with the employee’s alternating regular day off.

4.5 Emergency Operations – The performance of CITY functions or services necessary, in the opinion of the CITY, to protect or preserve the lives, safety, health or property of the CITY.

4.6 Emergency – Any sudden and unforeseeable incident or occurrence.

4.7 “Qualified domestic partner” means a person who is in a domestic partnership that meets the criteria of California Family Code Section 297 and is formalized through registration with the California Secretary of State pursuant to California Family Code Sections 197 et. seq and/or CITY domestic partners registered with the Human Resources Department prior to July 8, 2014.

4.8 The term “retirement” shall mean separation from the CITY and filing and qualifying with PERS and going on the PERS retirement roll the day following the last day of paid status.

**ARTICLE 5**                    **CONTRAVENTION OF LAWS**

5.1 The provisions of this Understanding shall be subordinate to any present or subsequent Federal law, State law or City Charter provision.

**ARTICLE 6**                    **SEVERABILITY**

6.1 Should any part of this Understanding be rendered or declared illegal or invalid by legislation or decree of a court of competent jurisdiction, this invalidation shall not affect the remaining portions of this Understanding.

6.2 If any part of this Agreement is invalidated through legislation or by a decision of a court of competent jurisdiction, then either party has the right to make a written request to the other party to negotiate a replacement for the portion of the Agreement that was negated. Such written request shall be served upon the other party within thirty (30) days of the effective date of the legislation or decision by the court. Such negotiation shall be completed within thirty (30) days of the effective date of the legislation or decision by the court. Such negotiation shall be completed thirty (30) days of the first meeting held to resolve the problem. The balance of the Agreement shall remain in full force and effect.

**ARTICLE 7**            **MUTUAL RESPONSIBILITY**

7.1 The CITY and the UNION recognize their mutual responsibility to provide the citizens those municipal services deemed appropriate by the CITY.

**ARTICLE 8**            **WORK CURTAILMENT**

8.1 Under no conditions or circumstances shall the UNION or any of the employees it represents individually or collectively cause, sanction, honor or engage in any strike, sit-down, stay-in, sick-out, slow-down, speed-up, work to rule or in any other type of job action, curtailment of work, restriction of production or restriction of service during the term of this Understanding.

**ARTICLE 9**            **CITY RIGHTS**

9.1 The CITY reserves, retains and is vested with any management rights not expressly granted to the UNION by this Agreement, the Personnel Rules and Regulations or the Employer-Employee Relations Ordinance. These CITY rights include the right to:

9.1.1 Determine and modify the organization of CITY government and its constituent work units.

9.1.2 Determine the nature, standard, levels and mode of delivery of CITY services.

9.1.3 Determine the methods, means, number and kind of personnel by which services are provided.

9.1.4 Lay off employees, subject to the Personnel Rules and Regulations and City Layoff Policy/Procedures.

9.2 Should the CITY desire to exercise any of these rights, it shall, except in cases of emergency, give the UNION advance, written notice of its intentions thereof and shall afford the UNION an opportunity to meet and confer on the impact of the exercise of such rights upon represented employees before the decision is implemented.

## **ARTICLE 10**      **EMPLOYEE AND UNION RIGHTS**

10.1 The CITY shall consult with the UNION on matters of pay, hours and working conditions in accordance with State law and CITY policies, rules and regulations.

10.2 Employees shall be free to participate in UNION activities without interference, intimidation or discrimination in accordance with State law and CITY policies, rules and regulations.

10.3 The UNION shall have ~~forty (40)~~ **eighty (80)** hours of unpaid leave during each fiscal year to be used for UNION business.

10.4 The ~~forty~~ **eighty (80)** hours of unpaid leave is the total amount of UNION Leave that may be distributed among its members. The unused portion of **the 80** hours is not cumulative from one year to the next. **Union leave may not be used to engage in political activity. This does not preclude the employee from engaging in free-speech or other activity on their own time during any approved leave. The affected employee shall use his/her department's normal procedure for requesting time off and use the appropriate payroll code in accounting for the release time used.**

10.5 The OE3 Business Representative shall designate the employees who may use unpaid UNION Leave time.

10.6 For an employee to be eligible to use UNION Leave, the OE3 Business Representative shall make a written request to the Employee Relations Manager. If such a request is approved by the Employee Relations Manager, the affected employee shall use his/her department's normal procedure for requesting time off.



10.7 Unpaid time off taken pursuant to this article shall not be considered a break in service for any CITY purpose.

**ARTICLE 11**            **RULES AND REGULATIONS**

11.1 The following rules and regulations, as they exist now or as they may be amended through the meet and confer process, shall be applicable to employees and the UNION unless superseded by any provision of this Understanding.

11.1.1 Personnel Rules and Regulations;

<http://ci.santa-rosa.ca.us/hu/policies/Rules&Regs>

11.1.2 Employer-Employee Relations Ordinance;

<http://ci.santa-rosa.ca.us/hu/pdf/policies/employer-employee>

**ARTICLE 12**            **NOTICE OF RECOGNIZED UNION**

12.1 Each CITY department in which members of Operating Engineers Local Union No. 3 (the UNION), Unit #13 Maintenance Mechanics (the Unit) are employed, shall post within the employee work or rest area, a written notice which sets forth the classifications included within the Unit. The Human Resources Department shall give a written notice to persons newly employed in the unit classifications which notice shall contain the name and address of the employee organization recognized for such unit; the fact that the UNION is the exclusive bargaining representative for the employee's unit and classification; and a copy of the current Memorandum of Understanding (MOU) to be supplied by the UNION. The UNION shall receive from the CITY, at least once a month, the names of all new employees hired within such units. The UNION agrees that it has a duty to provide fair and non-discriminatory representation to all employees in all classes of the units for which this Section is applicable provided the employee pays UNION dues, a service fee, or a charitable contribution.

**ARTICLE 13**            **AGENCY SHOP**

13.1 Except as provided otherwise in this Section, employees in the Unit shall become and remain members of the UNION or shall pay to the UNION a service fee in lieu thereof. Such service fee shall be equal to an employee's proportionate share or the UNION'S cost of meeting and conferring and administering the MOU. Such service

fee shall, in no event, exceed the regular, **periodic member's dues** paid by Unit employees.

13.2 IMPLEMENTATION – Any employee hired by the CITY who is subject to this Memorandum of Understanding shall be provided through the Human Resources Department, with a notice advising that the CITY has entered into an agency shop agreement with the UNION and that all employees subject to the Memorandum of Understanding must either join the UNION, pay a service fee to the UNION, or execute a written declaration claiming a religious exemption from this requirement. Such notice shall include a form for the employee's signature authorizing payroll deduction of UNION dues or a service fee. Said employee shall have five (5) working days following the initial date of employment to fully execute the authorization form of his/her choice and return said form to payroll. The CITY shall notify the UNION on a monthly basis of any employees who have not properly completed and returned said authorization form. As a condition of employment, any employee who is not a member of the **UNION**, or who does not make application for membership or elect a religious exemption within the ninety (90) days of the effective date of this section shall pay an agency fee to the **UNION**. If an employee does not make application for membership within the prescribed time, the employee shall be notified by the City or **UNION** that he/she is required by the Collective Bargaining Agreement to pay an agency fee to the **UNION**. To accomplish that, the employee will be asked to prepare an application card. If the employee refuses to complete an application card, the default option shall be an automatic enrollment as an agency fee payer. After receiving written notification from the UNION, the City shall deduct the agency fee from that employee's paycheck. The effective date of UNION dues, service fee deductions or charitable contribution for an employee who has executed the required documents shall be the beginning of the first full pay period after the CITY receives the authorizing document. The sole obligation of the CITY with respect to such disputes is as set forth in this paragraph. The CITY shall not be made a party to administrative or court proceedings except to the limited extent where such administrative body and/or court determine such to be necessary for the purpose of enforcing its order or judgment. In such event, the CITY shall be entitled to payment of its attorney fees and costs by the UNION.

13.3 Membership in a UNION other than the UNION recognized for employee's representation unit and classification is permissible, but will not affect the employee's obligation to become and remain a member of the UNION representing his/her unit and classification or to pay a service fee in lieu of such membership to such UNION.

13.4 The employee's earnings must be sufficient after other legal and required deductions are made to cover the amount of the dues or service fee check-off authorized. When an employee is in a non-pay status for an entire pay period, no withholding of union dues or service fee will be made to cover the pay period from future earnings. In the case of an employee who is in a non-pay status during only part of the pay period, and the salary is not sufficient to cover the full withholding, no deduction for union dues or service fee shall be made. In this connection, all other legal and required deductions (including health care deductions) have priority over UNION dues and service fee.

13.5 RELIGIOUS EXEMPTION – Any employee of the CITY subject to this Memorandum of Understanding who is a member of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting a public employee organization and which is recognized by the National Labor Relations Board, shall, upon presentation of verification of active membership in such religion, body, or sect to the CITY with a copy to the UNION be permitted to make a charitable contribution equal to the service fee in lieu of UNION membership or service fee payment.

13.5.1 The UNION shall have fifteen (15) days after receipt of a request for religious exemption to challenge any exemption granted by the Director of Human Resources of his/her designee. If challenged, the deduction to the charity of the employee's choice shall commence but shall be held in escrow pending resolution of the challenge. Charitable contributions shall be by regular payroll deduction only. For purposes of this Section, charitable deduction means a contribution to non-labor, charitable organization selected by such employee, or, in the absence of such selection, as agreed upon by the UNION and the CITY.

13.6 EXCLUSION OF EMPLOYEES – The agency shop provisions set forth in Article 13 shall not apply to persons not in a permanent classification.

13.7 FINANCIAL REPORTS – A Unit employee who is subject to the payment of a representation service fee hereunder shall have the right to object to any part of that fee payable by him or her which is claimed to represent the employee’s additional pro rata share of expenditures by the UNION that is in aid of activities or causes of a partisan political or ideological nature, or that is applied towards the cost of benefits available only to members of the UNION, or that is utilized for expenditures that are not necessarily or reasonably incurred for the purpose of performing the duties incident to meeting and conferring or administering the MOU.

13.7.1 Prior to a Unit employee having any obligation to pay a representation service fee hereunder, the UNION must have given sufficient financial information to such Unit employees to allow them to gauge the propriety of the UNION’S representation service fee. This information must be updated by the UNION and provided to Unit employees and the CITY at least annually. The financial information must be itemized and adequately describe all categories of expenses, and the information must be verified as complete and accurate by a qualified independent auditor. The information must cover local expenditures as well as uses made by CITY, state, national and international organizations with which the local UNION is directly or indirectly affiliated and to whom the local UNION transmits a portion of its dues and/or representation service fee funds.

13.7.2 The UNION shall make available, at its expense, an expeditious administrative appeals procedure to Unit employees who object to the payment of any portion of the presentation service fee. Such procedure shall provide for a prompt decision to be made by an impartial decision-maker jointly selected by the UNION and the objecting employee(s). A copy of such procedure shall be made available by the UNION to non-union member Unit employees and the CITY.

13.7.3 Failure on the part of the UNION, to file its financial information within thirty (30) days of the close of each UNION’S fiscal year shall result in the termination of all agency fee deductions without jeopardy to any employee, until said report is filed.

13.8 DISPUTED DUES – When an authorized agent of the CITY is served with written notice by a concerned Unit employee or employees, or by the UNION that a

dispute exists between such Unit employee or employees and the UNION involving claimed violation of employee rights with respect to (1) representation service fee expenditures or obligations by the UNION, or (2) employee exemption pursuant to Article 13.5, and the employee or employees in question are already having dues or services fees or charitable fees pursuant to a religious exemption deducted from their pay, the CITY shall thereafter deposit such disputed dues or fees in an interest bearing escrow or comparable account pending final resolution of the dispute, and shall so advise in writing the employee or employees and the UNION. The CITY shall not be obligated to take any other or further action pending final resolution of the dispute. Final resolution, as used in this subdivision, shall mean resolution of the dispute by way of legally binding settlement agreement between the employee(s) and the UNION, or non-appealable final judgment of an administrative agency and/or court of competent jurisdiction. The sole obligation of the CITY with respect to such disputes is as set forth in this paragraph

13.9 PAYROLL DEDUCTIONS – The CITY shall deduct UNION dues or service fees from employee’s pay in conformity with State and City regulations and subject to paragraph 13.4. The CITY shall promptly pay over to the designated payee all sums so deducted. The CITY shall also periodically provide a list of all persons making charitable deductions pursuant to a religious exemption granted herein.

13.10 HOLD HARMLESS – The UNION shall indemnify and hold the CITY, its officers, agents, and employees, harmless from any and all claims, demands, suits, or any other action directly or indirectly arising from the agency shop provisions herein. In no event shall the CITY be required to pay from its own funds, UNION dues, service fee or charitable contributions, which the employee was obligated to pay, but failed to pay, regardless of the reasons.

13.11 SUSPENSION OF AGENCY FEES AND DUES– For the duration of any strike, sanctioned, called or supported by the UNION, the CITY may suspend collection of agency service fee and dues without jeopardy to the employee or liability to the UNION.

13.12 UNIT MEMBER REVIEW – The representation service fee arrangement provided by this Section may be rescinded by majority vote determined in a secret ballot

election in which all regular full-time (non-Managerial, supervisory, confidential) Unit employees are eligible to vote provided that (a) a request for such vote is supported by a petition containing the signatures of at least ten percent (10%) of the employees in the UNION, and (b) the vote may be taken at any time during the term of the MOU, but in no event shall there be more than one (1) vote taken during any one contract year. The sufficiency of petitions shall be determined, and the election conducted by the State Mediation and Conciliation Service or any other entity or individual(s) agreed to by the UNION and the CITY.

13.13 The UNION shall comply with PERB Regulations Sections 32990 through 32997.

**ARTICLE 14**            **BULLETIN BOARDS**

14.1 OE3 will furnish and maintain bulletin boards at locations agreeable to the parties.

14.2 Such bulletin boards shall be used only for the following subjects:

14.2.1 Notice of membership and board meetings;

14.2.2 Minutes of membership and board meetings;

14.2.3 Notice of OE3 elections and election results;

14.2.4 Roster of OE3 officers;

14.2.5 Announcements of all social events and functions;

14.2.6 The OE3 newsletters;

14.2.7 Notice of appointments to committees; and

14.2.8 Any other written material which has first been approved by the department head or designee.

14.3 Materials not included in categories "14.2.1" through "14.2.8" above, which the UNION wishes to post, shall be submitted to the department head or designee for approval or rejection; the department head or designee shall have twenty-four (24) hours during the week or seventy-two (72) hours over a weekend to approve or reject the materials. If the department head or designee has not responded to the UNION approval or rejection within a twenty-four or seventy-two (72) hour period, the request for posting shall be deemed granted and the UNION may post the materials at that

point. If rejection of the materials is made within the appropriate time limit, the UNION shall have the right to appeal the decision within two (2) working days to the Employee Relations Manager or designee, who shall have twenty-four (24) hours or (72 hours over the weekend) within which to accept or reject the appeal.

14.4 In no event shall the bulletin board be used to post material which is libelous or defamatory; pornographic or obscene; offensive to ethnic or sexual groups; or totally unrelated to the normal business of OE3 or the Employer-Employee Relations process.

**ARTICLE 15**            **SENIORITY: ASSIGNMENTS AND PROMOTIONS**

15.1 The CITY shall give significant consideration to employees with seniority in making assignments and promotions when merit and ability are equal. However, the CITY retains the final determination to make assignments and promotions based on factors other than seniority.

15.1.1 For purposes of assignment of work and/or shift, seniority means uninterrupted employment with the CITY in a currently occupied classification and any higher classification in the maintenance unit based upon the latest date of hire or promotion.

15.1.2 For purposes of promotion, seniority means uninterrupted employment with the CITY from the date of initial hiring.

15.2 Seniority shall be terminated by:

15.2.1 Resignation.

15.2.2 Discharge for cause.

15.2.3 Retirement.

15.2.4 Failure to return to work after a lay-off within seven (7) calendar days after a certified notice has been sent to the employee giving notice to return to work. The address used shall be the one listed in the employee's personnel records.

15.2.5 Absence from work for three (3) consecutive working days without notifying the CITY unless the failure to notify and work is due to circumstances beyond the control of the employee.

15.3 The CITY shall maintain seniority lists indicating the names, classification, department assigned and date of hire of employees. The CITY shall provide the UNION two (2) copies of these lists in July and January of each year.

15.4 The seniority lists shall be deemed accurate unless the UNION provides the CITY specific facts indicating otherwise within thirty (30) calendar days of the CITY sending the UNION the seniority lists.

## **ARTICLE 16**            **LAYOFF POLICY**

16.1 In the event of a layoff affecting employees in the bargaining Unit, the CITY shall follow the layoff procedures as provided in the CITY'S Layoff Policy dated August 8, 2008 which can be found at the following link:

[http://cityweb.srcity.org/departments/hr/policies\\_procedures/Layoff%20Procedures%208-8-08.doc](http://cityweb.srcity.org/departments/hr/policies_procedures/Layoff%20Procedures%208-8-08.doc)

16.2 If the CITY subcontracts bargaining unit work that will cause a layoff of employees, then the CITY shall give the UNION ninety (90) calendar days prior notice. At the written request of the UNION, the parties shall negotiate the impact of such layoffs.

## **ARTICLE 17**            **LEAVE OF ABSENCE**

17.1 Employees may request a leave of absence in accordance with the City Leave of Absence Procedure(s), in writing to their respective department heads, upon either the exhaustion of their accumulated paid leave, or when receiving long term disability insurance benefits.

17.2 These requests may be approved as follows:

17.2.1 By the department head for a time not exceeding twenty-four (24) working hours. If denied, the department shall specify the reasons for the denial to the employee.

17.2.2 By the City Manager's Office for any time exceeding twenty-four (24) working hours.

17.2.3 As required by state or federal law.

17.3 If the continuous period of absence is confined within one (1) calendar month and is less than the full calendar month, insurance benefits shall be continued by



the CITY. In all other instances, the employee shall make arrangements to prepay the appropriate monthly premiums, if insurance benefit coverage is to continue.

**ARTICLE 18**            **JURY LEAVE**

18.1 Employees who are required to serve as jurors shall be provided jury leave for the duration of the jury duty.

18.2 Employees serving as jurors shall receive full salary and benefits for the duration of the jury leave provided all money, less travel expenses, received by the employee for the jury duty is remitted to the CITY.

18.3 For the purpose of this Section for those employees on other than regular daytime shift schedules, such hours served as a juror on the same calendar day as the employee is scheduled to work shall constitute an equivalent amount of time worked. It is the intent of this paragraph to allow an employee, compelled by law, to appear as a juror to compute that time as a portion of his work day so that the employee will not be required to appear in Court under service of process and also work a shift for the CITY during one twenty-four (24) hour period.

**ARTICLE 19**            **BEREAVEMENT LEAVE**

19.1 Employees may take up to forty (40) hours of bereavement leave because of death in the immediate family. For the purpose of bereavement leave, immediate family shall mean spouse, qualified domestic partner, father, father-in-law, mother, mother-in-law, brother, sister, child (including stepchildren), stepparents, grandparents and grandchildren of the employee or parents and children of the employee's domestic partner. Payment for bereavement leave shall only be authorized by the Department Head.

**ARTICLE 20**            **MILITARY LEAVE**

20.1 An employee may be absent on military leave as authorized in the Military and Veterans Code of California and CITY policies. The employee shall furnish to the City Manager's Office satisfactory proof of orders to report for duty and of actual service pursuant to such orders. Employees with less than one (1) year CITY service shall take such leave without compensation from the CITY as provided in the Military and Veterans Code.

**ARTICLE 21**            **INDUSTRIAL INJURY OR ILLNESS**

21.1 Industrial injury or illness benefits shall be payable in situations where employee absence is due to industrial injury or illness as provided in California Workers' Compensation law and CITY policies.

21.2 Employees may select one (1) of the two (2) plans outlined below to receive benefits upon suffering an industrial injury or illness. Employees who do not specifically choose one (1) of the two (2) plans shall be compensated in accordance with the City Supplemental Workers' Compensation Plan. City Supplemental Workers' Compensation Plan:

21.3 This plan supplements the State plan and provides:

21.3.1 The employee shall receive full salary from the CITY.

21.3.2 This plan provides for full salary continuation with employees' sick leave accrual being charged at the rate of one-half (1/2) for each day of absence for employees making over \$30.00 per hour and one-fourth (1/4) for each day of absence for employees earning \$30.00 per hour or less.

21.3.3 Payments shall be based on a seven (7) day week.

21.3.4 The employee shall not be charged sick on the day of injury or for the subsequent three (3) days.

21.3.5 Once sick leave is exhausted, compensation shall be made in accordance with the State Workers' Compensation Plan.

#### State Workers' Compensation Plan

21.4 This plan is the state-wide plan which shall be strictly adhered to and provides:

21.4.1 The employee shall receive sixty-six and two-thirds (66 2/3) of salary to a maximum prescribed by State law.

21.4.2 No sick leave shall be charged the employee.

21.4.3 Salary payments shall be based on a seven (7) day week.

21.4.4 No regular CITY salary shall be paid.

21.4.5 No compensation shall be paid for the day of injury or for the subsequent three (3) days unless the employee was hospitalized or lost time exceeds fourteen (14) days.

## **ARTICLE 22**      **SICK LEAVE**

22.1 Each employee shall earn and may accumulate sick leave as follows:

| <u>HOURS EARNED<br/>MONTHLY</u> | <u>HOURS EARNED<br/>ANNUALLY</u> | <u>MAXIMUM HOURS<br/>OF ACCUMULATION</u> |
|---------------------------------|----------------------------------|--|
| 8                               | 96                               | No limit                                 |

22.1.1 Part-time employees shall accrue sick leave on a prorated basis based on hours in paid status.

22.2 Sick leave shall not be considered as a right which an employee may use at his/her discretion and shall be allowed only in case of actual sickness or disability.

22.3 Also, employees may use sick leave when they are unable to work because of disability due to a non-industrial sickness or injury.

22.4 For the purpose of charging sick leave, the minimum sick leave chargeable shall be fifteen (15) minutes.

22.5 No sick leave shall be payable for any sickness, disability or injury which results or occurs as follows:

22.5.1 Participating in a criminal act;

22.5.2 Participating in a riot;

22.5.3 Working for an employer other than the CITY;

22.5.4 During vacation unless the employee was confined to a hospital or other fixed location under written doctor's orders;

22.5.5 During a layoff, leave of absence or disciplinary suspension; and/or

22.5.6 After a termination date.

22.6 On taking sick leave time, an employee shall notify his/her immediate supervisor by phone, prior to or within ten (10) minutes of the time set for beginning daily duties, unless it's beyond the control of the employee. If the employee is unable to speak to his/her immediate supervisor, the employee shall leave a phone number at which the employee can be reached.

22.7 No punitive actions shall be imposed on employees for taking justifiable sick leave.

22.8 The CITY shall revoke pay, sick leave time and take appropriate disciplinary action if the employee using sick leave is not sick or inappropriately using sick leave in accordance with Article 22.14; or has engaged in private or other public work while on sick leave.

22.9 The CITY may require an employee to provide a medical doctor's statement which outlines the nature of the illness and the prognosis for recovery prior to permitting the employee to return to work following the use of any sick leave.

22.10 If an employee has not recovered by the time he has exhausted his accumulated sick leave, the City Manager's Office may grant the employee a leave of absence, without pay, upon receipt of such a request in writing from the employee.

22.11 Sick leave shall continue to be earned while an employee is on vacation or sick leave.

22.12 Sick leave shall not be used to extend a date of retirement; however, effective January 1, 1990, an employee, upon retirement, may convert his/her unused sick leave balance to service credit as authorized by CalPERS.

#### Sick Leave – Initial Probationary Period

22.13 The City Manager's Office may allow a probationary employee up to forty-eight (48) hours of sick leave with pay before it has been earned. This section does not apply to promotional or disciplinary probationary periods.

#### Sick Leave – Family Illness

22.14 Employees may use hours of accumulated sick leave during the fiscal year for the serious illness of their spouse, qualified domestic partner, child, stepchild, child of employee's domestic partner, parent and grandparents.

#### Sick Leave – Retirement Buyback

22.15 Any employee who retires or whose position is eliminated and who has completed ten (10) consecutive years of employment with the CITY has the option to receive payment for one-half (1/2) of any accumulated but unused sick leave up to a maximum of six hundred (600) hours. The rate of pay shall be the regular hourly rate of pay at the time the position is vacated. Employees may elect to convert all unused sick leave to service credit.

22.16 If an employee dies, then all of the employee's accumulated sick leave shall be paid at the regular hourly rate of pay at the time of the employee's death. Such payment shall be made to the person named by the employee as beneficiary in the employee's CITY provided life insurance policy.

### **ARTICLE 23**            **CATASTROPHIC LEAVE**

23.1 Employees may donate accrued leave to other employees who suffer a catastrophic illness or injury, or to an employee to care for their spouse, a qualified domestic partner, a parent or to a dependent minor child who suffers a catastrophic illness or injury.

23.2 Catastrophic leave is a paid leave of absence due to life threatening verifiable long-term illness or injury such as, but not limited to, cancer and heart attack which clearly disables the individual.

23.3 Employees who have successfully completed 2,080 hours of service or one (1) year in paid status shall be eligible for catastrophic leave due to their own serious illness or injury or serious illness or injury to their spouse, qualified domestic partner, parent or dependent minor child.

23.4 The employee must first exhaust all accrued sick leave, vacation leave, floating holiday, and compensatory time before qualifying for catastrophic leave.

23.5 Catastrophic leave shall be additional paid leave available from vacation, compensatory leave or administrative leave hours donated by other employees to a specific qualified employee.

23.6 Employees donating vacation or compensatory leave must donate in increments of whole hours. The donating employee must have a vacation leave balance of at least 40 hours after the donation of vacation time. Employees may donate all of their accrued compensatory time or administrative leave. Effective July 1, 2006, employees may also donate sick leave up to twenty-four (24) hours in a fiscal year. Employees donating sick leave must have a balance of eighty (80) hours after the donation of sick leave.

23.7 An employee requesting catastrophic leave must receive the recommendation of his or her department head and the approval of the City Manager or designee. Such leave may initially be approved up to a maximum of 340 donated hours. If the catastrophic illness or injury continues, up to an additional 340 donated hours may be recommended and approved.

23.8 The Finance Department shall account for the donation and disbursement of catastrophic leave hours. All time donated will be credited on an hour-for-hour basis regardless of hourly pay differentials between donating employee and recipient.

23.9 Catastrophic leave shall not be used in conjunction with any long or short-term disability benefits or Workers' Compensation leave.

23.10 While an employee is on catastrophic leave, using donated hours, the employee shall not accrue any vacation or sick leave.

The Catastrophic Leave Policy can be found at the following link:

<http://cityweb.srcity.org/EmployeeServices/Pages/CatastrophicLeave.aspx>

**ARTICLE 24**      **HOLIDAYS**

24.1 Effective July 1, 1993, employees shall receive the following twelve (12) holidays:

| <u>HOLIDAYS</u>        | <u>DATE</u>                                  |
|------------------------|--|
| New Year's Day         | January 1                                    |
| Martin Luther King Day | Third Monday in January                      |
| Washington's Birthday  | Third Monday in February                     |
| Memorial Day           | Last Monday in May                           |
| Independence Day       | July 4                                       |
| Labor Day              | First Monday in September                    |
| Veterans' Day          | November 11                                  |
| Thanksgiving Day       | Fourth Thursday in November                  |
| Day After Thanksgiving | Friday After Thanksgiving                    |
| Christmas Day          | December 25                                  |
| Floating Holiday       | By Agreement Between Employee and Supervisor |
| Floating Holiday       | By Agreement Between Employee and Supervisor |

24.2 Floating holidays must be taken during the fiscal year in which they are earned. A floating holiday shall be compensated at the regular rate of pay for eight (8) hours times the FTE allocation.

24.2.1 Floating holidays may be taken in increments of no less than one (1) hour.

24.2.2 During the first year of employment, employees hired between July 1 and December 31 shall receive sixteen (16) hours times the FTE allocation and employees hired between January 1 and June 30 shall receive eight (8) hours times the FTE allocation of Floating Holiday time.

24.2.3 Beginning July 1, 2006, following the completion of twenty (20) years of full time equivalent CITY service, employees shall receive one (1) additional Floating Holiday per fiscal year for a total of three (3) Floating Holidays.

24.3 Effective July 1, 2014, holiday pay shall be paid based on the number of hours in the employee's regular work shift. A regular work shift is considered to be eight (8), nine (9) or ten (10) hours per day for full-time employees. If a full-time employee is regularly scheduled to work 10 hours on a holiday, the employee shall be eligible for ten (10) hours of holiday pay; if a full-time employee is regularly scheduled to work nine (9) hours on a holiday, the employee shall be eligible for nine (9) hours of holiday pay; if a full-time employee is regularly scheduled to work eight (8) hours on a holiday, the employee shall be eligible for eight (8) hours of holiday pay. If the number of hours an employee is regularly scheduled to work is reduced, holiday pay shall be reduced accordingly.

24.4 Holiday pay for regular part-time employees shall be paid on a pro-rated basis based on eight (8) hours times the FTE allocation.

24.5 Any of the aforementioned holidays falling on Saturday shall be observed on the preceding Friday. If any of the aforementioned holidays fall on Sunday, the following Monday shall be observed as the holiday.

24.6 Employees participating in alternate work schedules (such as 4-10's) whose work week normally includes three (3) consecutive days off will observe the holiday on the preceding work day when a holiday falls on the first day. If a holiday falls on either of the last two (2) days, the following work day will be observed as the holiday. If the holiday falls on a single regular day off, the following day will be observed.

24.7 Employees required to work holidays shall be compensated at the overtime rate for the hours worked on the holiday.

24.8 Employees who are not on a paid status the day before or the day after a holiday shall not be paid for the holiday.

24.9 Additional time off to observe religious holidays may be approved by Department head or designee as follows:

24.9.1 The time shall be charged as accrued paid leave balances other than sick leave.

**ARTICLE 25            VACATION**

~~25.1 Effective July 6, 2003, employees shall earn and may accumulate vacation time as indicated below:~~

| <b>YEARS OF SERVICE</b> | <b>HOURS EARNED MONTHLY</b> | <b>HOURS EARNED ANNUALLY</b> | <b>MAXIMUM HOURS OF ACCUMULATION</b> |
|-------------------------|-----------------------------|------------------------------|--------------------------------------|
| 1 to 4                  | 6 2/3                       | 80                           | 160                                  |
| 5—11                    | 10                          | 120                          | 240                                  |
| 12 -24                  | 13 1/3                      | 160                          | 320                                  |
| 25+                     | 16 2/3                      | 200                          | 400                                  |

25.2<sup>1</sup> ~~Effective January 11, 2015,~~ <sup>E</sup>mployees shall earn and may accumulate vacation time as indicated below:

| <b>YEARS OF SERVICE</b> | <b>HOURS EARNED MONTHLY</b> | <b>HOURS EARNED ANNUALLY</b> | <b>MAXIMUM HOURS OF ACCUMULATION</b> |
|-------------------------|-----------------------------|------------------------------|--------------------------------------|
| 1 to 4                  | 6 2/3                       | 80                           | 160                                  |
| 5 - 9                   | 10                          | 120                          | 240                                  |
| 10 - 14                 | 13 1/3                      | 160                          | 320                                  |
| 15 - 19                 | 14 1/16                     | 170                          | 340                                  |
| 20 - 24                 | 15                          | 180                          | 360                                  |
| 25+                     | 16 2/3                      | 200                          | 400                                  |

25.3<sup>2</sup> No employee may accumulate, nor have current credit for, more hours than the maximum accumulation provided above. Management may not unreasonably deny a request to take vacation. The employee is responsible to request vacation in a reasonable timely manner. When an employee is denied vacation time which causes his/her accumulation to reach the maximum accrual limit and the employee requested



the vacation ninety (90) days in advance of the vacation period, then any excess accrual caused by the denial shall be paid in cash at the employees regular rate of pay.

25.43 Employees shall be employed by the CITY for one (1) complete year prior to using any vacation. However, in unusual circumstances, the Department Head may approve use of vacation time prior to the employee completing one (1) complete year with the CITY.

25.54 Vacation scheduling shall be approved by the CITY prior to being taken with due regard for the employee's needs and the CITY'S need to provide services.

25.65 Vacation shall not be used for industrial injury leave or to extend a date of retirement.

25.76 Employees shall be paid, at the regular hourly rate, for all accumulated vacation, up to the maximum, upon leaving CITY employment. In the event of the death of an employee, the employee's beneficiaries as designated on City insurance forms shall receive this vacation pay.

25.87 Part-time employees shall accrue vacation time on a prorated basis based on years of service.

25.98 The Time Savings Plan – as outlined in Finance Department Accounting Services Procedure II-10 allows employees to buy time off for supplementing vacation, holiday, or other compensatory time off. The Time Savings Plan (TSP) will be made available to OE3 employees effective July 1, 2003 under the same terms and conditions it is offered to any other bargaining unit.

## **ARTICLE 26**            **INSURANCE PROGRAMS**

26.1 The CITY shall provide the insurance programs described in this Section. The CITY reserves the right to provide these insurance programs by self-insurance, through an insurance company or by any other method which provides the coverage outlined. Any premiums paid by the employee eligible for Section 125 will be deducted from the employees pay on a pre-tax basis as authorized by state and federal law.

26.2 If an employee does not select coverage, no cash payment will be made in lieu of the insurance.

### **Health Insurance**

26.3 The CITY shall offer employees and their dependents, including qualified domestic partners, a health insurance program under the terms set forth below.

26.3.1 Effective January 1, 2012 employee contributions toward the monthly health insurance premium shall be as follows:

a) Employees shall pay twelve and one half percent (12.5%) of the cost of the health premium for the health plan with the least expensive monthly premium. If the other health plans remain at or below six percent (6%) of the least expensive monthly premium employees with those plans shall also contribute twelve and one half percent (12.5%).

b) For the next most expensive monthly health premium, employees shall contribute 15% of the cost of the premium if the average premium difference is higher than 6% of the least expensive premium.

c) For the most expensive monthly health premium employees shall contribute twenty percent (20%) of the cost of the premium if the average premium difference is twelve and one half percent (12.5%) or more than the least expensive premium. If the most expensive premium has an average premium difference greater than six percent (6%) and less than twelve percent (12%) the employee shall pay fifteen percent (15%).

26.3.2 The average premium difference is calculated at each premium level (single, double, family) and then the percentages are averaged.

Example – How the Average Premium Difference is Calculated

|  | Lowest Cost Plan | Medium Cost Plan | % Over       | Highest Cost Plan | % Over        |
|--|------------------|------------------|--------------|-------------------|---------------|
| Single                                   | \$487            | \$508            | 4.3%         | \$584             | 19.9%         |
| Double                                   | \$994            | \$1,032          | 3.8%         | \$1,192           | 19.9%         |
| Family                                   | \$1311           | \$1,449          | 10.5%        | \$1,666           | 27.1%         |
| <b>Average Premium Difference</b>        |                  |                  | <b>6.20%</b> |                   | <b>22.30%</b> |
| Percentage of Premium Employee Would Pay | 12.50%           | 15%              |              | 20%               |               |

26.3.3 Premiums are set by the insurer or by the CITY for self-insured programs based on fiscally sound methods and are tiered for employee, employee plus one dependent and employee plus two or more dependents.

26.3.4 Employees who do not initially choose health insurance are eligible to elect at a later date through open enrollment or if eligible due to certain qualifying events as defined by law.

26.4 Permanent part-time employees may elect to participate in health insurance plans and the CITY will contribute a percent of the amount equaling the employee's authorized position full-time equivalent (FTE) towards the selected coverage. The part-time employee will be responsible for the balance of the premium through payroll deductions. An example of how the CITY contribution is calculated for a part-time employee is illustrated below:

If a full-time employee is to receive \$360.00 towards the cost of health insurance, a .75 employee will receive  $\$360.00 \times .75$  or \$270.00 towards the cost of health insurance. The permanent part-time employee shall be responsible for the balance of the premium.

#### COMBINED DENTAL AND VISION INSURANCE

26.5 The CITY shall offer employees and their dependents, including qualified domestic partners, a dental and vision insurance program. A summary description of the program is provided in Exhibit B.

26.6 The CITY shall contribute one hundred percent (100%) toward the premium for full-time employees.

26.7 Effective January 1, 2014, adult children up to age twenty-six (26) shall be permitted coverage under combined dental and vision insurance without proof of student status.

#### 26.8 Part-time Employees

Part-time employees may elect to enroll in the combined dental and vision care insurance coverage and the CITY will contribute the percentage of the premium equaling the authorized position full-time equivalent (FTE) toward the selected coverage. The part-time employee will be responsible for the balance of the premium through payroll deductions. If the part-time employees do not elect coverage, no cash

payment will be made in lieu of the insurance. Part-time employees shall participate in accordance with guidelines set forth by Human Resources.

26.9 Applicable monthly premium contributions and benefit description for this program can be found at <http://ci.santa-rosa.ca.us/departments/hr/benefits/Pages/default.aspx>

#### Life Insurance

26.10 The CITY shall provide term life insurance coverage in the amount of twenty thousand (\$20,000) for each employee. Additional term life insurance up to one hundred thousand (\$100,000) may be purchased by each employee at his/her cost through a payroll deduction system. Proof of good health may be required for employee-paid life insurance subject to the rules of the insurance carrier. Optional spouse or domestic partner life insurance up to fifty thousand dollars (\$50,000) may also be purchased through payroll deduction. Effective October 1, 2004, the amount of spouse or domestic partner life insurance may not exceed fifty percent (50%) of the amount the employee has on himself or herself (including CITY provided and additional purchased by the employee). Proof of good health may be required for spouse or domestic partner life insurance subject to the rules of the insurance carrier.

26.11 The CITY shall provide each employee a certificate of coverage.

26.12 Part-time employees may elect life insurance coverage and the City will contribute a percentage of the amount equaling the employee's authorized position full-time equivalent (FTE) towards the selected coverage. The part-time employee will be responsible for the balance of the premium through payroll deductions. If the part-time employee does not select coverage, no cash payment will be made in lieu of the insurance.

#### Long Term Disability

26.13 The CITY shall offer employees a long term disability insurance program and pay the monthly premium costs during the balance of this Agreement. The major components of the plan are:

- 26.13.1 Benefit period to age 65;
- 26.13.2 60% of insured earnings;
- 26.13.3 \$5,000 maximum benefit;

26.13.4 \$100 minimum benefit; and;

26.13.5 Benefit Waiting Period of 60 days.

26.14 The CITY shall provide each employee under this program with a certificate of coverage and a summary description of the program.

26.15 Part-time employees may elect to participate in the program and the CITY will contribute a percentage of the amount equaling the employee's authorized position full-time equivalent (FTE) towards the selected coverage. The part-time employee will be responsible for the balance of the premium through payroll deductions. If the part-time employee does not select coverage, no cash payment will be made in lieu of the insurance.

Additional Insurance Plans:

26.16 The CITY shall deduct premium costs from employee's paychecks for additional insurance plans in amounts and for plans that have been approved by the CITY at the employee's request.

Retired Employees Health Insurance:

26.17 Employees who retire from the CITY may continue their CITY Health Insurance Program coverage by the payment of appropriate premiums to the CITY or its designated administrator in advance of such coverage on a monthly basis. The premiums shall be determined by the CITY and/or the insurer. The CITY shall provide enrolled retirement employees a description of this plan. This plan becomes a Medicare supplement for enrollees at age sixty five (65). The employee must be enrolled under the City Health Insurance Program at the time of retirement in order to qualify for the conversion privilege.

26.18 An employee enrolled in an insured health plan may exercise conversion privilege provided under that insured health plan.

26.19 The CITY has the right, at its option, to separately experience rate the retirees.

**ARTICLE 27**      **RETIREMENT**

27.1 Effective January 1, 1990, an employee who retires may convert his/her unused sick leave balance to service credit as provided by Government Code Section 20862.8 (See 22.15).

27.2 The CITY provides three (3) tiers of retirement benefits for bargaining unit members. Eligibility for each retirement tier is determined by date of hire with the CITY. Effective January 1, 2013 the Public Employees Retirement Act (PEPRA) added the third tier. The retirement benefit provided by PEPRA applies to “new members.” The PEPRA defines a new member as an employee hired on/after January 1, 2013 who: (a) has never been a member of the California Public Employee Retirement System (PERS) or a reciprocal agency or; (b) has had a six month (or more) break in service from PERS or a reciprocal public agency or; (c) has previously worked for a public agency whose retirement system does not have reciprocity with PERS.

27.3 Miscellaneous eligibility for each retirement tier shall be as follows:

|                           | <b>Tier 1</b>                          | <b>Tier 2</b>  | <b>Tier 3</b>                              |
|---------------------------|--|--|--|
| <b>Benefit Formula</b>    | 3% @ 60                                | 2.5% @ 55  | 2% @ 62                                    |
| <b>Final Compensation</b> | Single highest year final compensation | Single highest year final compensation   | Three year average final compensation      |
| <b>Hire Date</b>          | Hired before July 8, 2012              | Hired on/after July 8, 2012 or worked for a PERS (or reciprocal) agency within the last six months | New members hired on/after January 1, 2013 |

27.4 Effective January 1, 2013, new members as described in Article 27.2 shall pay half the normal cost of the retirement benefits which is currently six and one-quarter percent (6.25%) of reportable compensation for member contributions under CalPERS

for Miscellaneous Employees. Contribution of half the normal cost shall be determined by the Annual CalPERS valuation. In accordance with PEPR A half the normal cost shall change only if the normal cost identified in the Annual CalPERS valuation changes by one percent (1%) or more. Said contribution shall be made by the employee on a pre-tax basis in accordance with Section 414(h)(2) of the Internal Revenue Code.

27.5 Effective July 12, 2015, each bargaining unit member shall pay, through pre-tax payroll deductions, an additional one and one half percent (1.5%) of PERSable compensation toward the CITY'S normal cost of pension benefits for a total PERS contribution of 9.5% for classic members in tier 1 and tier 2, and one and one half percent (1.5%) above the contribution rate set by CalPERS for PEPR A tier 3 members.

~~27.5.1 The cost sharing described in 27.4 shall occur outside of a CalPERS contract amendment until bargaining unit members approve to amend the CalPERS contract to include payment of an additional one and one half percent (1.5%) of PERSable compensation toward the CITY'S normal cost of pension benefits. The parties acknowledge that CalPERS mandates an election of unit members, separate from ratification of this MOU. As soon as practicable the CITY will initiate the contract amendment process. Upon approval and agreement from the bargaining unit and completion of the City's amendment to CalPERS contract, employee contributions will be made as per Government Code Section 20516(a), Employee Cost Sharing of Additional Benefits.~~

27.6 The history of PERS retirement formulas is listed below:

2% at 60 formula effective July 1, 1971.

2% at 55 formula effective January 1, 1992.

3% at 60 formula effective May 4, 2003.

2.5% @ 55 formula for tier 3 employees effective for July 8, 2012.

2% at 62 formula for tier 3 employees effective January 1, 2013.

Effective July 9, 2000, the CITY amended its contract with PERS to provide the so-called "single highest year" Final Compensation Formula for PERS Miscellaneous employees. The CITY amended its miscellaneous contract with PERS to provide Pre-Retirement Option 2W Death Benefit.

Specific details regarding these programs are available to employees from the Human Resources Department.

The CITY shall provide each employee a description of this retirement plan and information is available on the CalPERS website at [www.calpers.ca.gov](http://www.calpers.ca.gov) .

#### 27.7 Payment for 3% at 60

27.7.1 Effective May 4, 2003, the Miscellaneous employees were provided retirement benefits under the State Public employee's Retirement System of 3% at 60 formula at a cost of 8.02% which was spread over three years and effective July 29, 2006, the entire 8.02% has been paid for by this Unit.

27.7.2 The cost of .4% for Inactive CalPERS members, receiving the benefit 3% at 60, was calculated into the overall cost for the enhanced retirement benefit. The cost for the inactives (.4%) was refunded to the employees by reducing the payment due for 3% at 60 in fiscal years 03/04 and 04/05. The CITY and OE3 agree that in the event the inactives become part of future legislation, then Unit 3 shall be responsible for paying for .4%. This payment shall be taken as a .4% COLA reduction at the beginning of the fiscal year following the adoption of the legislative changes.

### **ARTICLE 28**      **RETIREMENT MEDICAL STIPEND**

28.1 Effective January 1, 2008 the City adopted a Miscellaneous Post Retirement Medical Benefit Plan and Trust Agreement (Stipend Plan). The City will post the plan and trust documents, and any appropriate amendments to the plan on the Cityweb at

<http://cityweb.srcity.org/EmployeeServices/Pages/Medical%20Stipends.aspx>.

28.2 Basics of the Stipend Plan as defined in the plan document are:

a) The intent: for the eligible recipient payments to remain at the amount they were when he/she left City employment. Based on actuarial recommendations and in accordance with the Plan, benefit amounts may be decreased proportionately to all recipients. Increases to recipients' benefits will only occur if active employees in the respective bargaining unit make that decision.

b) Employees are eligible for the stipend upon termination of employment, attainment of age 55 and meeting the minimum vesting requirements. The amount of



the stipend will be based on their whole years of service in the unit and the dollar amount of the stipend.

c) Transfer to the spouse or qualified domestic partner upon death of the recipient for all employees retiring July 1, 2002 and after.

d) Upon request, the City shall provide semi-annual accounting of all monies received and disbursed.

e) By mutual agreement, the administrative duties of this program can be contracted and the cost passed on to the trust.

28.3 Stipend Payment for Those Retiring January 1, 2008 and Thereafter  
Per the terms of the adopted agreement, employees with fifteen (15) or more whole years of service in Units 3, 13 and 16 were scheduled to earn two hundred and ten (\$210). Those employees with less whole years of service earn a percentage of that amount based on the follow schedule:

| Years of Service  | Percentage | Years of Service | Percentage |
|-------------------|------------|------------------|------------|
| Less than 4 years | 0          | 4 years          | 8.33%      |
| 5 years           | 16.66%     | 6 years          | 25%        |
| 7 years           | 33.33%     | 8 years          | 41.66%     |
| 9 years           | 50%        | 10 years         | 58.33%     |
| 11 years          | 66.66%     | 12 years         | 75%        |
| 13 years          | 83.33%     | 14 years         | 91.66%     |
| 15 years          | 100%       |                  |            |

28.3.1 Effective July 1, 2008, employees retiring January 2, 2008 and thereafter, will receive the appropriate percentage listed in Article 27.11 times \$325.

28.3.2 To receive the stipend an employee must be at least 55 years of age and no longer employed with the City of Santa Rosa.

28.3.3 Retiree benefit transfers to spouse, or qualified domestic partner upon death of the retiree.

28.4 Stipend Plan History

In exchange for one half of one percent (1/2%) reduction in wages in both fiscal year 1990-91 and fiscal year 1991-92, and an additional one percent (1%) contribution from wages (COLA) in fiscal year 2002-03, for a total of two percent (2%), the City will contribute two percent (2%) to fund the health care stipend to be used upon retirement, effective July 1, 2002.

#### 28.4.1 Stipend Payment for Those Retiring Between June 30, 2002 and January 1, 2008

Per the adopted agreement, Appendix D named all retired recipients who retired between June 30, 2002 and January 1, 2008; their stipend amount as of January 1, 2008 and whether or not their stipend was transferable to their Spouse or Domestic Partner upon their death based on the amounts listed below and the terms of agreement at the time of their retirement listed below.

Per the terms of the agreement, effective July 1, 2008 the amounts of the stipends are as follows:

Ten (10) consecutive years – One hundred & fifty-three (\$153) dollars.

Eleven (11) consecutive years – One hundred & fifty (\$150) dollars.

Twelve (12) consecutive years – One hundred & sixty six (\$166) dollars.

Thirteen (13) consecutive years – One hundred & ninety-five (\$195) dollars.

Fourteen (14) consecutive years – One hundred & ninety five (\$195) dollars.

Fifteen (15) consecutive years – Two Hundred & twenty-five (\$225) dollars.

At the time of retirement the employee must be at least fifty-five (55) years of age with a minimum of ten (10) consecutive years of service. Retiree benefit transfers to spouse, or qualified domestic partner upon death of the retiree.

#### 28.4.2 Stipend Payment for Those Retiring Between June 1, 1990 and June 30, 2002

Per the adopted agreement, Appendix D named all retired recipients who retired between June 1, 1990 and June 30, 2002 receive a stipend in the amount of \$150. Such stipends are not transferable to spouse upon the Death of the retiree.

**ARTICLE 29**

**OVERTIME/COMPENSATORY TIME**

29.1 Overtime shall be defined as all hours worked in excess of forty (40) hours in a work week or in excess of eight (8) hours per work day or hours worked in excess of an agreed upon full time work week schedule established by the CITY.

29.2 Overtime shall be in cash at one and one-half (1 ½) times the employee's regular rate, except as otherwise provided pursuant to 28.4 below.

29.3 Overtime work shall be rotated as equitably as possible among employees with due consideration given for the qualification and ability of an employee to perform the work. Where possible, overtime work shall be distributed on a voluntary basis to qualified employees. An employee shall be required to work overtime, however, when it is determined by the CITY that such overtime is essential to the continuing efficient operation of the CITY or in an emergency.

29.4 At the employee's option, overtime may be compensated by compensatory time off (CTO) in place of overtime pay for overtime worked. For the purpose of scheduling time off, accumulated compensatory time will be the same as vacation time. No employee shall accumulate more than one hundred (100) hours of compensatory time off. Scheduling of compensatory time off shall be in accordance with FLSA.

29.4.1 A CTO "cashout" program is available. This program provides an employee with the option to "cash out" some or all of his/her accrued CTO at the employees regular rate of pay. Procedures for "cashing out" CTO can be found at the following link: [http://cityweb.srcity.org/departments/hr/policies\\_procedures/Pay-out%20for%20Accrued%20Compensatory%20Time%20Units%204-6-7%20and%2012.pdf](http://cityweb.srcity.org/departments/hr/policies_procedures/Pay-out%20for%20Accrued%20Compensatory%20Time%20Units%204-6-7%20and%2012.pdf)

**ARTICLE 30**            **CALL BACK**

30.1 Employees who have completed their work shift and have left work and then are required to return to work shall receive a minimum of two (2) hours' pay at the overtime rate. Hours worked in excess of the two (2) shall be paid at the overtime rate, including travel time in accordance with the Fair Labor Standards Act.

**ARTICLE 31**            **COURT APPEARANCES**

31.1 Employees subpoenaed by the CITY to appear in court during off-duty hours shall receive a minimum of two (2) hours' pay at the regular hourly rate.

31.2 Court appearances in excess of two (2) hours shall be compensated by the regular hourly rate of pay. However, if employees have completed their regularly scheduled work shift and then are required to be in court during the same day, the overtime rate shall be used to compute pay.

**ARTICLE 32**                    **STANDBY ASSIGNMENTS**

~~32.1 Standby assignments shall be rotated as equitably as possible among employees with consideration given for the qualification and ability of an employee to perform the work. Where possible, standby assignments shall be distributed on a voluntary basis to qualified employees. An employee shall be required to be on standby assignment when it is determined by the CITY that such assignment is essential to the continuing efficient operation of the CITY or in an emergency.~~

~~32.2 Standby assignments shall be compensated at the rate of seventy eight dollars (\$78.00) per twenty-four (24) period on standby effective July 1, 1999.~~

~~32.3 The overtime rate shall apply to actual hours spent on the job when called out while on standby. An employee who is called out while on standby assignment shall receive a minimum of one (1) hour pay at the overtime rate. Hours paid shall include travel time as referenced in respective departmental policies.~~

~~32.4 Standby assignment means time while an employee must be available on a call basis outside his/her regular work week or work schedule in order to be available to respond to perform duties.~~

~~32.5 An employee on standby assignment shall be available to return to work at any time and shall refrain from activities which might impair the ability to perform duties. To achieve a rapid response, the CITY shall provide an employee on standby assignment with a communication device which allows for instant contact with the employee. In addition, if practical, the CITY shall provide the employee on standby assignment with an appropriate CITY vehicle as determined by the CITY.~~

~~32.6 The CITY may revoke standby pay and take appropriate disciplinary action if the employee on standby assignment does not respond to the job within a reasonably prompt period of time when called by the CITY.~~

**ARTICLE 332**                    **WORK HOURS**

332.1 Employees shall be scheduled to work on regular work shifts, having regular starting and quitting times, which consists of eight (8), nine (9), or ten (10) consecutive hours, exclusive of the meal period provided below. The employees shall be eligible to participate in 9/80 schedules pursuant to the City's 9/80 policy

332.2 An employee and the employee's department head may mutually agree in writing to an alternative "flex time" work schedule within the guidelines provided by the City's flex-time policy set forth below.

332.3 Each employee shall be granted a lunch period of at least thirty (30) minutes during each work shift. This lunch period should be scheduled at the middle of the work shift, whenever possible.

332.4 If an employee is required to work more than five (5) hours in any shift without a lunch period, or more than six (6) hours on a ten (10) hour day without a lunch period, the CITY shall pay the employee thirty (30) minutes at the overtime rate for that shift in addition to the regular wages (see 28.2).

332.5 Each employee shall be given a rest period at a time, place and manner which does not interfere with the efficiency of the work being performed as follows:

332.5.1 The rest period shall be with pay;

332.5.2 The rest period shall not exceed (15) minutes for each four (4) hours of work;

332.5.3 The rest period is a recess to be preceded and followed by an extended period of work;

332.5.4 The rest period shall not be used to:

- a) Cover an employee's late arrival to work;
- b) Cover an employee's early departure from work;
- c) Extend a lunch period; and/or
- d) Accumulate if not taken.

332.6 Except for emergencies or as required to comply with a documented medical restriction, an employee's work schedule shall not be changed without five (5) working days' notice. The overtime rate shall be paid for all hours worked on the new schedule prior to the expiration of the proper five (5) day notice period.

332.6.1 Except for emergencies, the work schedule for a majority of a classification shall not be changed without ten (10) working days' notice. The CITY shall notify the UNION and at the request of the UNION shall meet and confer concerning the change. Such meet and confer shall be completed within the ten (10) day notice period.

332.6.2 Neither overtime, call-back, nor regular shift rotation shall be considered a change in the work schedule. ~~Standby and e~~Call back assignments shall not be considered a change in the work schedule.

### Flexitime

332.7 To establish a program allowing more choice, subject to Department Head approval, in selecting the time they begin work, end work and take meal periods. To insure that flexitime benefits employees without disrupting CITY operations.

332.7.1 Employees shall work according to a fixed schedule established by Management which considers employee needs. The agreed upon meal period may consist of a one-half hour, one hour or one and one-half hour period. Time slots shall first be filled on a voluntary basis and then on a rotational basis determined by Management (if necessary).

332.7.2 The length of the work day will remain unchanged unless an alternate work week has been adopted; thus, for example, quitting time will be 8 hours (plus the lunch period) after the start of the time agreed to by the employee and Management.

332.7.3 Telephone coverage and customer-counter service, where applicable, must be maintained during the conventional 8:00 a.m. to 5:00 p.m. work day.

332.7.4 Supervision will be determined by Department Heads.

332.7.5 Schedules must be reviewed and approved by the Department Head before implementation.

332.7.6 Departmental participation in the Flexitime Program may be continued or discontinued by Department Heads based on operational concerns.

332.7.7 This program is not intended to restrict the arrangements that individual employees make with their supervisors to accommodate emergencies,

nor is it intended to restrict the authority of Management to insure operations, communications and performance are not disrupted.

**ARTICLE 343**                      **UNIFORMS**

343.1 The CITY will provide, and employees shall wear at all times when on duty, full uniforms to include shirts, tee shirts, pants, jacket and baseball cap, as weather conditions dictate.

343.2 The CITY shall replace uniforms for normal wear and tear resulting from CITY work activities.

343.3 CITY shall provide an allowance of two hundred and fifty dollars (\$250) on the first paycheck of August of each fiscal year for the purchase of boots which shall be purchased as provided in the CITY boot purchase procedure. Employees required to wear safety toe footwear which meets ANSI standards shall receive an additional \$15.00 to be used toward the purchase of safety toe footwear.

343.4 CITY shall provide six (6) long-sleeved or short-sleeved cotton t-shirts by the first day of November each fiscal year for each employee of a color and style determined by the CITY after consultation with the UNION. In lieu of receiving 6 long-sleeved or short-sleeved cotton t-shirts, employees can select one of the following options:

- a. 1 hooded zip and 2 crew sweatshirts, or
- b. 1 hooded zip and 1 hooded pullover, or
- c. 2 button-up shirts, or
- d. 4 crew sweat shirts, or
- e. 2 hooded pullovers

343.5 CITY shall provide two (2) new button work shirts per year. Employees receiving laundry service uniforms are not eligible to receive these button work shirts.

34.5.1 Employees receiving the button work shirts are eligible to receive the following in lieu of button shirts:

- a. 2 hooded sweatshirts, or
- b. 2 crew sweatshirts and 1 hooded pullover, or
- c. 1 zip-up hooded sweatshirt and 1 crew sweatshirt

343.5.2 New employees shall receive five (5) button work shirts and one sweatshirt.

343.5.3 Vouchers will be provided for "Levis" and will be usable for 18 months after receipt by the employees from the CITY. Vouchers are not transferable.

343.6 Employees provided uniforms or vouchers by the CITY shall receive them by the second paycheck of November each fiscal year. Employees shall be responsible for the normal maintenance and upkeep of uniforms and work clothes in accordance with CITY policy.

343.7 Equipment Mechanics and Equipment Service Workers shall receive coveralls in addition to the items listed above.

**ARTICLE 354**                      **SAFETY AND FIELD SAFETY COMMITTEE**

354.1 The CITY maintains a recognized safety program which provides standards for sound, workable safety activities within the organization and safety committee structure.

354.2 In addition to departmental safety committees, the CITY recognizes the formation of a Field Safety Committee.

354.3 There will be equal representatives on the Field Safety Committee of both: (1) Unit employees and (2) supervisory and management personnel. The number of these representatives shall be determined by the Safety Administrator.

354.4 The employee Unit representatives shall serve one (1) year terms and shall be selected by secret ballot election. Candidates must be willing to serve if nominated. Candidates receiving a plurality in an election shall be declared elected representatives. The Safety Administrator shall be the same as those for City Department Safety Committee. The Field Safety Committee Chairman shall be a member of the committee.

354.5 OE3 may designate either the OE3 Representative or his/her designee as a member of the City Departmental Safety Committee.

**ARTICLE 365**                      **HUMAN RESOURCES PERSONNEL FILES**

365.1 An employee may examine his/her personnel file in the Human Resources Department during the CITY'S regular business hours. Said examination of the file shall



be by appointment with Human Resources Office staff and, if during the employee's paid working hours, at a time and date approved by the employee's supervisor. At the convenience of Human Resources Office staff, an employee may receive a copy of any document in his/her personnel file. A nominal copying fee may be charged by the CITY.

365.2 Should an employee wish to have a UNION representative review the employee's personnel file, the employee will provide the CITY'S Human Resources Officer or his/her designated representative with a signed statement expressing the employee's consent to permit the named UNION representative to review his/her file. The original statement shall be retained in the employee's personnel file.

365.3 The Human Resources Office shall keep the official personnel files of all employees within the Unit.

#### **ARTICLE 376      TOOL INSURANCE**

376.1 The CITY shall offer employees in the classification of Equipment Mechanic I and Equipment Mechanic II a personal tool insurance program. The program covers only those personal tools required while in the employ of the CITY and utilized and stored at the CITY'S Garage at the Municipal Services Center. The program includes a one hundred-fifty dollars (\$150) deductible per claim payable by the employee. The program includes the following criteria:

376.1.1            No reimbursement is authorized for loss primarily attributable to the claimant's own negligence or carelessness or to normal wear and tear.

376.1.2            Employees shall inventory their tools and provide information as to type of tool, quantity, make and condition. The inventory shall be forwarded to the Insurance Administrator and updated by the employee at least once year, with each employee responsible to report additions or deletions as they occur. Cabinets and chests will be considered tools. This does not include electronic equipment unless it has been authorized for use by the CITY.

376.1.3 All tools must be stored in a cabinet, box or locker with locks in good working order. All tools shall be locked prior to the employee leaving the CITY'S Garage.

376.1.4            All losses shall be immediately reported in writing on forms and in a manner prescribed by the Risk Manager.

376.1.5 Additional terms or criteria may be established in the future by the CITY to govern this program.

**ARTICLE 387**                      **MECHANIC TOOL REIMBURSEMENT PROGRAM**

387.1 Effective July 1, 2008 the CITY will provide an annual tool reimbursement for Equipment Service Worker, Equipment Mechanic I and Equipment Mechanic II with a maximum fiscal year cost to the City of:

| <u>Service Worker</u> | <u>Mechanic I</u> | <u>Mechanic II</u> |
|-----------------------|-------------------|--------------------|
| \$629                 | \$629             | \$629              |

387.1.1 The tools referred to herein shall be hand tools required in the service of the CITY.

387.1.2 Such tools shall be kept at the job site and the allowance shall not be used to purchase or replace a second set of tools used away from the job site.

387.1.3 The allowance shall apply only to tools authorized by the Fleet Superintendent or Fleet Maintenance Supervisors as being necessary for the performance of Equipment Mechanic I or Equipment Mechanic II duties.

387.1.4 Tools so purchased shall be used in the service of the CITY but shall be the property of the mechanic.

387.1.5 The Fleet Superintendent and Fleet Maintenance Supervisor shall create guidelines for the reimbursement method to be utilized to govern this program.

387.1.6 Additional terms or criteria may be established in the future by the CITY.

**ARTICLE 398**                      **FULL UNDERSTANDING, MODIFICATION, WAIVER**

398.1 This Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

398.2 It is agreed and understood that each party hereto voluntarily and unqualified waives its right to negotiate, and agrees that the other party shall not be required to negotiate, with respect to any matter covered herein.

398.3 It is further agreed and understood that, except in cases of emergency, the CITY shall not implement any changes to any matter within scope, as defined by the Meyers, Milias, Brown Act as amended, not covered herein, without first having met and conferred with the UNION.

398.4 No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by all parties hereto and, if required, approved by the CITY and ratified by the membership of the UNION.

398.5 The waiver of any breach of any term or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

**ARTICLE 4039**                      **AUTHORIZED AGENTS**

4039.1                      For the express purpose of administering the terms and provisions of this Agreement:

4039.1.1                      Management's principal authorized agent shall be the City Manager or his/her duly authorized representative (address: CITY HALL, P.O. Box 1678, Santa Rosa, CA 95402; telephone (707) 543-3010), except where a particular management representative is specifically designated in the Agreement.

4039.1.2                      Operating Engineers Local UNION No. 3 principal authorized representative shall be Business Representative, Dave Gossman whose address is: Public Employee Division, 1620 South Loop Road, Alameda, CA 95402; telephone (510) 748-7438, Ext. 3382; fax: (510) 521-4886.

**ARTICLE 410**                      **SALARY SCHEDULE**

410.1 Effective July 13~~0~~, 2014~~6~~, all unit employees shall receive a two ~~and one half~~ percent (2.5%) Cost of Living (COLA) increase ~~and the Skilled Maintenance Worker and Senior Maintenance Worker classifications shall receive an additional one and one half percent (1.5%) equity adjustment.~~

~~41.2 Effective July 12, 2015, Skilled Maintenance Worker and Senior Maintenance Worker classifications shall receive a one and one half percent (1.5%) equity adjustment and all unit employees shall receive a two and one half percent~~

~~(2.5%) salary increase in consideration of the PERS payment set forth in Article 27.5. A current salary scheduled can be found at:~~

~~<http://ci.santa-rosa.ca.us/departments/hr/salaries/Pages/SalaryPlan.aspx>~~

**ARTICLE 421**                      **SHIFT DIFFERENTIAL**

421.1 This article applies to employees employed in the classifications of, Equipment Mechanic I, Equipment Mechanic II Worker, Equipment Service Writer and Equipment Service Worker who are regularly assigned to work the night or weekend shift, ~~Bus Service Workers who are regularly assigned to work the night shift and those in the maintenance classifications assigned to and performing street sweeper duties shall receive a shift differential as provided below.~~

421.2 Employees shall receive a shift differential equal to 5% of base pay per hour for an entire shift when one or more hours of the work shift are worked (excluding lunch period) and the work occurs between the hours of (4) p.m. and (12) a.m. or between (12) a.m. and (7) a.m. Monday through Friday, or any hours on Saturday or Sunday. Employees must be assigned to work a shift within the hours listed in this Article to receive this benefit. Employees working in the garage, who are regularly assigned to work the weekday day shift, and happen to have an overlap into the listed hours, are not eligible to receive shift differential.

**ARTICLE 432**                      **STEWARDS**

432.1 Number of Stewards

432.1.1 There shall be a maximum of ~~ten (10) primary~~ **two** Stewards in **Unit 13**. ~~Seven (7) stewards from Unit 3—Maintenance and three (3) stewards from Unit 16—Utility Systems Operators.~~

432.1.2 Alternate Stewards may be designated by OE3 to cover the absence of the Steward.

432.1.3 The CITY and the UNION agree that pursuant to the Employer Relations Ordinance, ~~and per the 2005 Personnel Board decision, five (5)~~ **two** is a reasonable number of paid UNION representatives to attend negotiations.

432.2 Release Time

432.2.1 Steward and witnesses shall receive release time to participate in formal grievance. Release time is subject to advanced approval and shall not be unreasonably denied.

432.2.2 Stewards shall operate within their designated area.

432.2.3 Stewards desiring to leave their work locations to process a grievance shall first obtain permission from their immediate supervisor and inform him/her of the nature of the business. Permission to leave will be granted promptly unless such absence will cause an undue interruption of work. In such case, a prompt rescheduling shall occur.

432.2.4 Prior to entering the work location of the employee/grievant, the Steward shall make a reasonable effort to obtain permission from the employee's supervisor. If the employee/grievant cannot be made available, the Steward shall be informed when the employee will be made available.

432.2.5 OE3 agrees that whenever a Steward is processing a formal grievance during working hours, only that amount of time necessary to bring about a prompt disposition of the matter will be utilized.

#### 432.3 Recognized Representative

432.3.1 Following elections or appointment of job stewards, OE3 shall give the City Manager or his/her designee, a list of names of employees selected as Steward, both primary and alternates. Only those employees whose names are on the current list shall be granted release time to serve as a Steward.

### **ARTICLE 443**

#### **DEPENDENT CARE PROGRAM**

443.1 Effective January 1, 1992, the CITY shall provide a Dependent Care Assistance Program consistent with State and Federal Law.

### **ARTICLE 454**

#### **PROBATIONARY PERIOD FOR NEW HIRES**

454.1 For all classifications in the Unit, the initial Probationary Period shall be for a minimum of twelve (12) months duration. The Probationary Period may be extended by the City Manager for a period not to exceed an additional six (6) months. Approval of such extension by the City Manager shall be in writing with proper and prompt notification to the employee involved.

**ARTICLE 465**

**UNION/MANAGEMENT MEETINGS**

465.1 The parties agree to meet quarterly to discuss matters of mutual interest.

465.2 At the beginning of the contract year, a calendar of meeting dates shall be mutually agreed upon.

465.3 Draft agendas shall be prepared and transmitted by the CITY no later than one week before each scheduled meeting. Final agendas shall be developed by the parties at the beginning of each scheduled meeting.

465.4 The construction of the minutes for each meeting shall be rotated between the CITY and the UNION representatives. If possible, the minutes shall be accepted by both parties at the conclusion of each meeting.

465.5 The UNION representatives shall be the Unit bargaining team. The UNION shall notify the CITY in writing of any change of representatives during the term of the contract.

**ARTICLE 476**

**GRIEVANCE PROCEDURES**

**SECTION 1 – Policy Statement**

The CITY of Santa Rosa’s grievance procedures set forth in the Personnel Rules and Regulations provide a means of resolving workplace disputes that involves the parties in considering and attempting to meet their mutual and separate interests in order to promote improved workplace relationships. This grievance procedure provides an orderly process to resolve grievances promptly, if possible at the organizational level of origin, and insures freedom from reprisal for using the grievance procedure.

**SECTION 2 – Grievance Procedures in MOUs**

If the procedures for resolution of grievances are incorporated into a Memorandum of Understanding (MOU), the MOU procedure shall be used for resolution of grievances filed by employees covered by that MOU.

**SECTION 3- Definition, Scope and Right to File**

A grievance may be filed by an individual employee, or jointly by a group of employees, or by an employee organization. Grievances may be processed and appeals may be filed on behalf of an employee who has completed the required initial probationary period and attained permanent status.

All grievances shall be filed in accordance with this procedure. A grievance is a claimed violation, misinterpretation, inequitable application or non-compliance with a Memorandum of Understanding, City ordinance, resolution, rule or regulation affecting working conditions. Disputes over individual disciplinary actions are not considered grievances and are addressed in Rule 7 of the Personnel Rules and Regulations.

#### SECTION 4 – General Conditions

1. The Human Resources Department shall act as a central repository for all grievance records. Grievance records are filed separately and are not a part of any employee's personnel file.

2. Time limits set forth in the Personnel Rules and Regulations may be extended by mutual agreement in writing or by the City Manager where a written request for such extension is submitted prior to the expiration of the applicable time period. If a CITY representative does not respond within the required time limits and the time limits have not been extended, then the grievance shall be advanced to the next step.

3. An aggrieved employee may be represented by any person or organization of choice at any stage of the proceedings. A representative of an organization certified to represent a majority of employees in a representation unit in which an aggrieved employee is included, upon prior request of the grievant, is entitled to be present at all meetings, conferences, and hearings.

4. In situations where there are disputes which do not fall under this chapter, due to the dispute not meeting the definition of a grievance, or a deadline being missed, the parties to the dispute are encouraged to continue to address the issue, including seeking mediation.

#### SECTION 5 – Informal Grievance Procedure

As soon as possible, but within fourteen (14) calendar days of the discovery of an event giving rise to a grievance, the grievant or representative shall present the grievance clearly and succinctly, either verbally or in writing, to the supervisor, except in situations where the grievance involves the relationship with the supervisor; in those situations, the grievance shall be submitted to the next higher level of supervision within the same time frame. The parties are encouraged to seek mediation to resolve the

dispute. Mediation services are available through the Human Resources Department or from other CITY mediators to assist in bringing the grievance to a resolution. The grievant and supervisor have a mutual responsibility to have the matter resolved, if possible, at the organizational level of origin. The supervisor shall provide the grievant with a written response to the grievance within seven (7) calendar days of the last meeting with the employee regarding the grievance. Presentation of an informal grievance shall be necessary prior to the filing of a formal grievance.

#### SECTION 6 – Formal Grievance Procedure

If the issue grieved was not resolved informally, a formal written grievance shall be filed within 14 calendar days after receipt of the supervisor's response to the informal grievance. The grievance will include a clear statement of the nature of the grievance, citing the applicable language of any ordinance, rule, regulation, memorandum of understanding, or other pertinent document involved, the date on which the grievance occurred and a proposed solution to the grievance. A formal grievance shall only be initiated by completing a form provided by the Human Resources Department.

##### 1. Department Review

Within 14 calendar days after the formal grievance is filed, the department head or designated representative shall investigate the grievance, confer with the grievant, attempt to resolve the issue and make a decision in writing. The parties are encouraged to seek mediation to resolve the dispute.

If the grievance is not resolved to the satisfaction of the grievant, the grievant may, within seven (7) calendar days after notification of the department head's decision, request the City Manager or designee to consider the decision rendered by the department head. Such request shall be in writing and filed with the Human Resources Director.

##### 2. City Manager Review

Within 14 calendar days after receipt of the written request, the City Manager or designee shall investigate the grievance, confer with persons affected and their representatives to the extent deemed necessary, offer to seek mediation and render a decision in writing.



If the decision of the City Manager or designee resolves the grievance to the satisfaction of the grievant, it shall be final and binding.

If the decision of the City Manager or designee does not resolve the grievance to the satisfaction of the grievant, the grievant may file a request for a hearing before the Personnel Board. The request for a hearing shall be made in writing within seven (7) calendar days from the date of receipt of the decision of the City Manager or designee.

#### SECTION 7 – Appeal to the Personnel Board

Appeals to the Personnel Board will be conducted in accordance with Rule 8, Personnel Board Hearings, of the Personnel Rules and Regulations and procedures established by the Personnel Board.

#### SECTION 8 – Non-Reprisal

Every employee subject to this procedure shall be guaranteed the free and complete right to process a grievance pursuant to this procedure. No CITY official, department head, or any other person or body shall harass, coerce, intimidate, or threaten an employee, group of employees, or employee organizations because of the exercise of their rights under this procedure.

#### SECTION 9 – Informal Complaint Procedure for Probationary Employees

Probationary employees shall have access to an informal complaint procedure only for issues limited to misapplication or misinterpretation of the MOU or CITY policies or procedures. Probationary employees should immediately bring complaints regarding these issues to their supervisor. This informal complaint procedure is not available for disciplinary actions or decisions to end employment during the probationary period. If additional assistance is needed in resolving the dispute, the parties are encouraged to seek mediation. Mediation services are available from the Human Resources Department. If the issue is not resolved, the employee may discuss the issue with the Department Head or the Director of Human Resources.

This information may also be obtained on the CITY website at: <http://ci.santa-rosa.ca.us/hu/policies/Rules&Regs>.

#### **ARTICLE 487**      **MILITARY BUYBACK**

487.1 The CITY amended its contract with PERS in September 1998 so an employee may buy back the employee's military service as provided by CalPERS.

**ARTICLE 49 ——— SALARIES – POOL SYSTEMS PAY**

~~49.1 Any maintenance employee formally assigned in writing as part of a special assignment, by the Director of Recreation and Parks to the maintenance of pool systems and technical equipment associated with CITY Aquatics facilities shall receive a premium pay of up to five percent (5%) above his/her current salary rate or not to exceed the range of Skilled Maintenance Worker.~~

**ARTICLE 5048                      BILINGUAL PAY**

5048.1 Additional pay of two percent (2%) of base pay shall be received by employees designated by their department head as being proficient in Spanish in accordance with the criteria established in the Bilingual Customer Service Program established by the Human Resources Department.

**ARTICLE 5149                      LEAD WORKER**

5149.1 Employees in the classification of Equipment Mechanic II who are regularly assigned to work the weekend shift and are designated as Lead Worker shall receive a shift differential as provided below.

5149.2 Effective November 1, 2007, employees shall receive a Lead Worker differential pay equal to five percent (5%) of base pay per hour for an entire shift when one or more hours of the work shift are worked (excluding lunch period) and the work occurs on Saturday or Sunday. Employees must be assigned to work a shift within the hours listed in this Article to receive this benefit.

5149.3 In the absence of management on weekends, Lead Workers will perform the duties of a Mechanic II, supervise subordinate employees, liaison with customers and vendors, communicate work order status with customers and floor/office staff, and perform other duties as assigned per side letter dated June 8, 2007.

**ARTICLE 520**

**RECOMMENDATION**

520.1 The CITY'S Meet and Confer Committee shall recommend the ratification of this Understanding to the City Council and the UNION'S's Meet and Confer Committee shall recommend the ratification of this Understanding to the employees in the CITY'S Unit #13 – Maintenance Mechanics.

Meet and Confer Committee

Meet and Confer Committee

OPERATING ENGINEERS LOCAL  
UNION NO. 3 AFL-CIO

CITY OF SANTA ROSA

\_\_\_\_\_  
Joe Louis Wildman                      Date

\_\_\_\_\_  
Paul Carroll                                      Date

\_\_\_\_\_  
Karl Lienau                                      Date

\_\_\_\_\_  
Steve Kroeck                                      Date

\_\_\_\_\_  
Carl Houck                                      Date

**RATIFICATION**

Ratified:  
OPERATING ENGINEERS LOCAL  
UNION NO. 3 AFL-CIO

Ratified:  
CITY OF SANTA ROSA

By \_\_\_\_\_  
Joe Louis Wildman Date  
Business Representative  
Operating Engineers No. 3

By \_\_\_\_\_  
John Sawyer Date  
Mayor  
City of Santa Rosa

Resolution No. \_\_\_\_\_

## EXHIBIT A

### UNIT 3 CLASSIFICTIONS

~~FACILITIES ATTENDANT~~  
~~EQUIPMENT SERVICE WORKER~~  
~~MAINTENANCE WORKER~~  
~~BUS SERVICE WORKER~~  
~~GROUNDSKEEPER~~  
~~SKILLED MAINTENANCE WORKER~~  
EQUIPMENT MECHANIC I  
~~SR MAINTENANCE WORKER-STREETS~~  
~~SR MAINTENANCE WORKER-PAINTER~~  
~~SR MAINT WORKER-ADMIN SVCS~~  
~~SR MAINT WORKER UTILITIES~~  
~~SR MAINTENANCE WORKER-PARKING~~  
~~SR MAINTENANCE WKR-REC & PARKS~~  
EQUIPMENT MECHANIC II  
EQUIPMENT SERVICE WRITER

Current salaries can be found in the posted salary plan at <http://ci.santa-rosa.ca.us/departments/hr/salaries/Pages/default.aspx>

## EXHIBIT B -INSURANCE PLANS

### DENTAL INSURANCE

In general, the program includes for employees, and their dependents, including qualified domestic partners, basic dental insurance coverage of payment of the indicated percentage up to the maximum of \$2,000 (\$2100 for employees choosing a premier preferred provider under the current dental program) for each eligible person per year for the following benefits:

| <u>BENEFITS</u>        | <u>PROGRAM PAYS</u> | <u>EMPLOYEE PAYS</u> |
|------------------------|---------------------|----------------------|
| Preventive Services    | 100%                | 0%                   |
| Basic Services         | 80%                 | 20%                  |
| Major Services         | 80%                 | 20%                  |
| Prosthodontic Services | 50%***              | 20%                  |
| Orthodontic Services   | 50%                 | 50%                  |

\*\$2,000 lifetime maximum per person for orthodontics.

\*\*\* Prosthodontic Services – Program will pay 80% effective January 1, 2010.

### VISION INSURANCE

The CITY shall offer employees and their dependents, including qualified domestic partners, a vision care program which provides an eye examination, and allowance for lenses, and frames once each twelve (12) months. The deductible shall not exceed twenty dollars (\$20.00). Effective January 1, 2014 the vision allowance for frames shall increase from be \$120 to \$150, and the allowance for contact lenses shall increase from \$105 to be \$125. Summary description of the program and the current premium costs can be found at the following link:

<http://cityweb.srcity.org/departments/riskmanage/Pages/VisionPlan.aspx>

### MEDICAL INSURANCE

Current medical rates can be found online at <http://ci.santa-rosa.ca.us/departments/hr/benefits/Pages/default.aspx>