



Agency Rpt
38

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

January 4, 1983

APPROVED
Housing Authority of the
City of Sacramento
Housing Authority of the
County of Sacramento
Redevelopment Agency of the
City of Sacramento
Redevelopment Agency of the
County of Sacramento
JAN 1 1983

CITY MANAGER'S OFFICE
RECEIVED
JAN 5 1983
APPROVED
SACRAMENTO HOUSING AUTHORITY
CITY OF SACRAMENTO

Honorable Members in Session:

SUBJECT: 1983 Agency Compensation Recommendation JAN 1 1983

SUMMARY

This report, together with the attached exhibits, sets forth the 1983 Agency compensation recommendations for the positions covered by:

1. Operations/Maintenance Unit and General Clerical/Service Unit (represented by AFSCME, Local 146); and
2. Managerial, Supervisory and Confidential Unit (unrepresented).

The Housing Authority and Redevelopment Agency are requested to review, modify and/or approve the recommendations contained herein. A detailed outline of existing and recommended benefits are included as Attachment I.

RECOMMENDATIONS

1. Operations/Maintenance and General Clerical/Service Units

On December 20, 1982, the Agency and AFSCME, Local 146, AFL-CIO, reached tentative settlement on a two-year agreement covering 123 employees in the Operations and Maintenance, and General Clerical and Service Units. On December 28, 1982, the AFSCME membership ratified the tentative agreement. A copy of the tentative agreement is included with this report as Attachment III.

1-11-83
All Districts (1)

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SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority and
Redevelopment Agency of the
City and County of Sacramento
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January 4, 1983

The economic package for the Operations and Maintenance, and General Clerical and Service Units is as follows:

A. Calendar Year 1983

| | |
|---|--------------|
| Implementation of Compensation Study, 6/25/83. | \$ 36,786 |
| Pick up 4% of employee PERS contribution, 12/25/82. | 77,172 |
| Increase maximum Agency contribution on employee health insurance by \$17.87 per month, 1/1/83 and provide optical insurance option at employee expense. | 26,430 |
| Increase on-call pay from \$91 to \$112 per week. | <u>1,050</u> |
| | \$141,438 |

B. Calendar Year 1984

| | |
|--------------------------------------|---------------|
| 4% wage increase, 1/21/84. | \$ 98,233 |
| Compensation Study (2nd half costs). | <u>37,815</u> |
| | \$136,048 |

Additionally, it is recommended to increase the insurance cap by the amount of premium increase for full family Kaiser and dental. A \$10 monthly increase in premium would amount to approximately \$15,000 annually.

Regarding AFSCME's Agency Shop proposal, the Agency only agreed at this time to implement a Maintenance of Membership provision. This provision only requires that union members as of February 1, 1983, must remain union members or pay a service fee as a condition of continued employment. AFSCME does have the right to call for one Agency Shop election within each bargaining unit during the term of the Agreement. If a majority of the employees in the unit approve the Agency Shop, that provision will be added to the Agreement.

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City and County of Sacramento
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January 4, 1983

2. Managerial, Supervisory and Confidential Unit (unrepresented)

The 1983 economic package for the Managerial, Supervisory and Confidential Unit is as follows:

| | |
|---|-----------------|
| Implementation of Compensation Study, 6/25/83. | \$19,848 |
| Pick up 4% of employee PERS contribution, 12/25/82. | 57,900 |
| Increase maximum Agency contribution on employee health insurance by \$17.87 per month, 1/1/83 and provide optical insurance option at employee expense. | 8,280 |
| \$30 Supplemental Benefit for Supervisory and Confidential Units. | 8,280 |
| | <u>\$95,678</u> |

The economic package for the Managerial, Supervisory and Confidential Unit is essentially the same as tentatively agreed with AFSCME for the Operations and Maintenance, and General Clerical and Service Units. The Compensation Study is less costly for the Managerial, Supervisory and Confidential Unit and on-call pay is not provided for this unit. The only additional cost item is a supplemental benefit for Supervisory and Confidential employees as none of these employees currently receive any benefits different from the represented employees. As previously reviewed in the Executive Session on December 7, 1982, this supplemental benefit could be put towards the same items that Management employees can apply their current \$60 per month supplemental benefit such as their PERS contribution or deferred compensation. Additionally, it is recommended that the Management, Supervisory and Confidential Unit be permitted to use their entire health insurance allowance for additional life insurance or a supplemental benefit. There is no additional budget cost to allow this flexibility, but it will provide equity to a few employees in the unit who do not have the necessity for family coverage. A comparison of existing and recommended Managerial Unit benefits and existing City and County managerial benefits is attached as Attachment II.

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3. Special Grant Employees (unrepresented)

The 1983 economic package for the Special Grant Employees is as follows:

| | |
|---|--------------------------|
| Implementation of Compensation Study, 6/25/83. | \$29,538 |
| Pick up 4% of employee PERS contribution, 12/25/82. | 8,800 |
| Increase maximum Agency contribution on employee health insurance by \$17.87 per month, 1/1/83 and provide optical insurance option at employee expense. | <u>3,217</u> \$41,555 |

The findings of the Compensation Study show that the Special Grant Employees of the Agency have been underpaid to a much greater degree than regular Agency employees. Special Grant Employees include 15 incumbents in the Child Care Centers, Elderly Nutrition Program, and the Golden Era Handicrafts Boutique. Some examples of these underpaid classifications are Child Care Specialist I which is currently paid \$667 per month and recommended to receive \$1079 per month and Cook, Child Care Center which is currently paid \$754 per month and recommended to receive \$1034 per month. The Agency feels it is essential to bring these salaries more in line with the prevailing rates found by the Compensation Study.

FINANCIAL DATA

The cost of the economic package as discussed in this report for 1983 is as follows:

| | |
|---|----------------------------|
| Operations and Maintenance, and General Clerical and Service Employees | \$141,438 |
| Managerial, Supervisory and Confidential Employees | 95,678 |
| Special Grant Employees | <u>41,555</u> \$278,671 |

Funding for the 1983 economic package is included in the Agency Administrative Contingency in the 1983 Agency Budget.

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SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority and
Redevelopment Agency of the
City and County of Sacramento
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RECOMMENDATION

The staff recommends the Governing Boards:

1. Adopt the attached resolutions which ratify the Agreement with AFSCME, Local 146, covering the Operations and Maintenance, and General Clerical and Service Employees for the period of December 25, 1982 to December 21, 1984.
2. Adopt the salary resolutions and authorize the economic package as outline in this report for Managerial, Supervisory and Confidential, and Special Grant Employees for the period of December 25, 1982 to December 24, 1983.

Respectfully submitted,

William H. Edgar

WILLIAM H. EDGAR
Executive Director

APPROVAL RECOMMENDED:

Walter J. Slipe
WALTER J. SLIPE
City Manager

APPROVAL RECOMMENDED:

Brian H. Richter
BRIAN H. RICHTER
County Executive

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RESOLUTION NO. 83-001

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO
ON DATE OF

January 11, 1983

ADOPTING POSITION CLASSIFICATIONS, EMPLOYEE UNITS,
AND MONTHLY SALARY SCHEDULES

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY
OF SACRAMENTO:

Section 1. The position classifications, employee
units and monthly salary schedules for Authority employees,
listed in the attached Exhibits A, B, C, D, E, F and G, are
hereby adopted with effective dates as follows:

| | |
|---------------------|-------------------|
| Exhibits A, C and F | December 25, 1982 |
| Exhibits B, D and G | June 25, 1983 |
| Exhibit E | January 21, 1984 |

Section 2. The salary ranges for the position classi-
fications listed in Exhibits A, B, C, D, E, F and G are hereby
determined to be comparable to local practices where applicable.

ATTEST:

SECRETARY

APPROVED

SACRAMENTO HOUSING AUTHORITY
CITY OF SACRAMENTO

CHAIRMAN

JAN 11 1983

JAN 11 1983

RESOLUTION NO. 83.003

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO
ON DATE OF

January 11, 1983

ADOPTING POSITION CLASSIFICATIONS, EMPLOYEE UNITS,
AND MONTHLY SALARY SCHEDULES

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY
OF SACRAMENTO:

Section 1. The position classifications, employee
units and monthly salary schedules for Agency employees, listed
in the attached Exhibits A, B, C, D, E, F and G, are hereby
adopted with effective dates as follows:

| | |
|---------------------|-------------------|
| Exhibits A, C and F | December 25, 1982 |
| Exhibits B, D and G | June 25, 1983 |
| Exhibit E | January 21, 1984 |

Section 2. The salary ranges for the position classi-
fications listed in Exhibits A, B, C, D, E, F and G are hereby
determined to be comparable to local practices where applicable.

CHAIRMAN

ATTEST:

SECRETARY

APPROVED
SACRAMENTO REDEVELOPMENT AGENCY
CITY OF SACRAMENTO

JAN 11 1983

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RESOLUTION NO.

ADOPTED BY THE HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO

ON DATE OF

January 11, 1983

ADOPTING POSITION CLASSIFICATIONS, EMPLOYEE UNITS,
AND MONTHLY SALARY SCHEDULES

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE COUNTY
OF SACRAMENTO:

Section 1. The position classifications, employee
units and monthly salary schedules for Authority employees, list-
ed in the attached Exhibits A, B, C, D, E, F and G, are hereby
adopted with effective dates as follows:

Exhibits A, C and F December 25, 1982

Exhibits B, D and G June 25, 1983

Exhibit E January 21, 1984

Section 2. The salary ranges for the position classi-
fications listed in Exhibits A, B, C, D, E, F and G are hereby
determined to be comparable to local practices where applicable.

On a motion by Member _____, seconded by Member
_____, the foregoing Resolution was passed and adopted
by the Housing Authority of the County of Sacramento, State of
California, this ____ day of _____, 1983, by the follow-
ing vote, to wit:

AYES:

NOES:

ABSENT:

CHAIRMAN

ATTEST:

CLERK

RESOLUTION NO.

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE COUNTY OF SACRAMENTO :

ON DATE OF

January 11, 1983

ADOPTING POSITION CLASSIFICATIONS, EMPLOYEE UNITS,
AND MONTHLY SALARY SCHEDULES

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE
COUNTY OF SACRAMENTO:

Section 1. The position classifications, employee units and monthly salary schedules for Agency employees, listed in the attached Exhibits A, B, C, D, E, F and G, are hereby adopted with effective dates as follows:

| | |
|---------------------|-------------------|
| Exhibits A, C and F | December 25, 1982 |
| Exhibits B, D and G | June 25, 1983 |
| Exhibit E | January 21, 1984 |

Section 2. The salary ranges for the position classifications listed in Exhibits A, B, C, D, E, F and G are hereby determined to be comparable to local practices where applicable.

On a motion by Member _____, seconded by Member _____, the foregoing Resolution was passed and adopted by the Redevelopment Agency of the County of Sacramento, State of California, this ____ day of _____, 1983, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ATTEST:

CHAIRMAN

CLERK

SALARY SCHEDULE A
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY
1983

MANAGEMENT, SUPERVISORY AND CONFIDENTIAL

Rates Effective 12/25/82

| | Salary Schedule: Monthly Rate Bi-weekly Rate Hourly Rate | | | | |
|---|---|---------------------------|---------------------------|---------------------------|---------------------------|
| | <u>A</u> | <u>B</u> | <u>C</u> | <u>D</u> | <u>E</u> |
| Agency Clerk | 1845 851.60 10.645 | 1938 894.56 11.182 | 2036 939.68 11.746 | 2139 987.04 12.338 | 2246 1036.80 12.960 |
| Area Housing Manager | 2123 979.76 12.247 | 2230 1029.12 12.864 | 2342 1081.04 13.513 | 2460 1135.52 14.194 | 2584 1192.80 14.910 |
| Assistant Director, Research & Development | 2742 1265.60 15.820 | 2880 1329.44 16.618 | 3026 1396.48 17.456 | 3178 1466.88 18.336 | 3338 1540.80 19.260 |
| Assistant Finance Director | 2250 1038.32 12.979 | 2363 1090.64 13.633 | 2482 1145.60 14.320 | 2607 1203.36 15.042 | 2739 1264.00 15.800 |
| Attorney II | 2445 1128.24 14.103 | 2568 1185.12 14.814 | 2697 1244.88 15.561 | 2833 1307.68 16.346 | 2976 1373.60 17.170 |
| Chief Accountant | 2123 979.76 12.247 | 2230 1029.12 12.864 | 2342 1081.04 13.513 | 2460 1135.52 14.194 | 2584 1192.80 14.910 |
| Chief of Building Maintenance | 2178 1005.36 12.567 | 2288 1056.08 13.201 | 2404 1109.36 13.867 | 2525 1165.28 14.566 | 2652 1224.00 15.300 |
| Chief of Central Services | 2610 1204.48 15.056 | 2741 1265.20 15.815 | 2879 1328.96 16.612 | 3025 1396.00 17.450 | 3177 1466.40 18.330 |
| Chief of Community Services | 2477 1143.36 14.292 | 2602 1201.04 15.013 | 2734 1261.60 15.770 | 2871 1325.20 16.565 | 3016 1392.00 17.400 |
| Chief Counsel | 3481 1606.56 20.082 | 3657 1687.60 21.095 | 3841 1772.72 22.159 | 4035 1862.08 23.276 | 4238 1956.00 24.450 |
| Chief of Management | 2700 1245.92 15.574 | 2836 1308.72 16.359 | 2979 1374.72 17.184 | 3129 1444.00 18.050 | 3286 1516.80 18.960 |
| Chief of Policy/ Planning Unit | 2700 1245.92 15.574 | 2836 1308.72 16.359 | 2979 1374.72 17.184 | 3129 1444.00 18.050 | 3286 1516.80 18.960 |
| CDBG Coordinator | 2631 1214.40 15.180 | 2764 1275.60 15.945 | 2903 1339.92 16.749 | 3049 1407.44 17.593 | 3203 1478.40 18.480 |
| Confidential Secretary I | 1052 485.60 6.070 | 1105 510.08 6.376 | 1161 535.76 6.697 | 1219 562.80 7.035 | 1281 591.20 7.390 |
| Confidential Secretary II | 1307 603.28 7.541 | 1373 633.68 7.921 | 1442 665.60 8.320 | 1515 699.12 8.739 | 1591 734.40 9.180 |
| Deputy Director | 3346 1544.24 19.303 | 3515 1622.08 20.276 | 3692 1703.84 21.298 | 3878 1789.76 22.372 | 4073 1880.00 23.500 |
| Director of Administration | 3101 1431.20 17.890 | 3257 1503.36 18.792 | 3422 1579.20 19.740 | 3594 1658.80 20.735 | 3775 1742.40 21.780 |

MANAGEMENT, SUPERVISORY AND CONFIDENTIAL

SCHEDULE A - 1983

| | A | B | C | D | E |
|--|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Director of Finance | 2983 1376.64 17.208 | 3133 1446.08 18.076 | 3291 1518.96 18.987 | 3457 1595.52 19.944 | 3631 1676.00 20.950 |
| Director, Foster Grandparents Program | 1845 851.60 10.645 | 1938 894.56 11.182 | 2036 939.68 11.746 | 2139 987.04 12.338 | 2246 1036.80 12.960 |
| Director of Housing | 2742 1265.60 15.820 | 2880 1329.44 16.618 | 3026 1396.48 17.456 | 3178 1466.88 18.336 | 3338 1540.80 19.260 |
| Director of Nutrition | 2181 1006.72 12.584 | 2291 1057.52 13.219 | 2407 1110.80 13.885 | 2528 1166.80 14.585 | 2656 1225.60 15.320 |
| Executive Director | 3937 1816.88 22.711 | 4135 1908.48 23.856 | 4344 2004.72 25.059 | 4563 2105.84 26.323 | 4793 2212.00 27.650 |
| Maintenance Supervisor | 1979 913.36 11.417 | 2079 959.44 11.993 | 2184 1007.84 12.598 | 2294 1058.64 13.233 | 2409 1112.00 13.900 |
| Nutrition Services Coordinator | 1753 808.88 10.111 | 1841 849.68 10.621 | 1934 892.48 11.156 | 2031 937.52 11.719 | 2134 984.80 12.310 |
| Personnel Officer | 2368 1092.80 13.660 | 2487 1147.92 14.349 | 2613 1205.76 15.072 | 2744 1266.56 15.832 | 2883 1330.40 16.630 |
| Personnel Technician | 1301 600.56 7.507 | 1367 630.80 7.885 | 1436 662.64 8.283 | 1508 696.08 8.701 | 1584 731.20 9.140 |
| Planning and Evalua- tion Coordinator | 2587 1194.00 14.925 | 2718 1254.24 15.678 | 2854 1317.44 16.468 | 2998 1383.84 17.298 | 3150 1453.60 18.170 |
| Programmer Analyst | 2160 996.88 12.461 | 2269 1047.12 13.089 | 2383 1099.92 13.749 | 2503 1155.36 14.442 | 2630 1213.60 15.170 |
| Project Coordinator | 2267 1046.16 13.077 | 2381 1098.88 13.736 | 2501 1154.32 14.429 | 2627 1212.48 15.156 | 2760 1273.60 15.920 |
| Project Engineer | 2447 1129.52 14.119 | 2571 1186.48 14.831 | 2700 1246.32 15.579 | 2837 1309.20 16.365 | 2980 1375.20 17.190 |
| Project Manager | 2700 1245.92 15.574 | 2836 1308.72 16.359 | 2979 1374.72 17.184 | 3129 1444.00 18.050 | 3286 1516.80 18.960 |
| Property Manager | 2002 923.92 11.549 | 2103 970.48 12.131 | 2209 1019.44 12.743 | 2320 1070.80 13.385 | 2437 1124.80 14.060 |
| Property Rehabilita- tion Supervisor | 2267 1046.16 13.077 | 2381 1098.88 13.736 | 2501 1154.32 14.429 | 2627 1212.48 15.156 | 2760 1273.60 15.920 |
| Senior Community Services Coordinator | 1519 701.12 8.764 | 1596 736.48 9.206 | 1676 773.60 9.670 | 1761 812.64 10.158 | 1850 853.60 10.670 |
| Senior Land Agent | 2510 1158.48 14.481 | 2637 1216.88 15.211 | 2770 1278.24 15.978 | 2909 1342.72 16.784 | 3056 1410.40 17.630 |
| Senior Planner | 2490 1149.28 14.366 | 2616 1207.20 15.090 | 2748 1268.08 15.851 | 2886 1332.00 16.650 | 3032 1399.20 17.490 |
| Site Supervisor, Nutrition | 1293 596.64 7.458 | 1358 626.72 7.834 | 1426 658.32 8.229 | 1498 691.52 8.644 | 1574 726.40 9.080 |

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SALARY SCHEDULE B
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY
1983

MANAGEMENT, SUPERVISORY AND CONFIDENTIAL Rates Effective June 25, 1983

| | Salary Schedule: Monthly Rate Bi-weekly Rate Hourly Rate | | | | |
|---|---|---------------------------|---------------------------|---------------------------|---------------------------|
| | A | B | C | D | E |
| Agency Clerk | 2143 988.96 12.362 | 2251 1038.80 12.985 | 2364 1091.20 13.640 | 2484 1146.24 14.328 | 2609 1204.00 15.050 |
| Architect | 2446 1128.88 14.111 | 2569 1185.84 14.823 | 2699 1245.60 15.570 | 2835 1308.40 16.355 | 2978 1374.40 17.180 |
| Assistant Chief of Community Services | 2094 966.64 12.083 | 2200 1015.36 12.692 | 2311 1056.66 13.332 | 2427 1120.32 14.004 | 2550 1176.80 14.710 |
| Assistant Finance Director | 2308 1065.20 13.315 | 2424 1118.88 13.986 | 2546 1175.28 14.691 | 2675 1234.56 15.432 | 2810 1296.80 16.210 |
| Attorney I | 1901 877.20 10.965 | 1996 921.44 11.518 | 2097 967.92 12.099 | 2203 1016.72 12.709 | 2314 1068.00 13.350 |
| Attorney II | 2445 1128.24 14.103 | 2568 1185.12 14.814 | 2697 1244.88 15.561 | 2833 1307.68 16.346 | 2976 1373.60 17.170 |
| Building Maintenance Supervisor | 2074 957.44 11.968 | 2179 1005.68 12.571 | 2289 1056.40 13.205 | 2404 1109.68 13.871 | 2526 1165.60 14.570 |
| Chief of Central Services | 2610 1204.48 15.056 | 2741 1265.20 15.815 | 2879 1328.96 16.612 | 3025 1396.00 17.450 | 3177 1466.40 18.330 |
| Chief, Community Development Block Grant | 2587 1194.00 14.925 | 2718 1254.24 15.678 | 2854 1317.44 16.468 | 2998 1383.84 17.298 | 3150 1453.60 18.170 |
| Chief of Community Services | 2514 1160.48 14.506 | 2641 1218.96 15.237 | 2774 1280.40 16.005 | 2914 1344.96 16.812 | 3061 1412.80 17.660 |
| Chief of Housing Management | 2700 1245.92 15.574 | 2836 1308.72 16.359 | 2979 1374.72 17.184 | 3129 1444.00 18.050 | 3286 1516.80 18.960 |
| Chief of Housing Production | 2700 1245.92 15.574 | 2836 1308.72 16.359 | 2979 1374.72 17.184 | 3129 1444.00 18.050 | 3286 1516.80 18.960 |
| Chief of Maintenance | 2489 1148.64 14.358 | 2614 1206.56 15.082 | 2746 1267.36 15.842 | 2884 1331.28 16.641 | 3030 1398.40 17.480 |
| Chief of Planning and Evaluation | 2587 1194.00 14.925 | 2718 1254.24 15.678 | 2854 1317.44 16.468 | 2998 1383.84 17.298 | 3150 1453.60 18.170 |
| Chief of Redevelopment | 2700 1245.92 15.574 | 2836 1308.72 16.359 | 2979 1374.72 17.184 | 3129 1444.00 18.050 | 3286 1516.80 18.960 |
| Chief of Rehabilitation | 2700 1245.92 15.574 | 2836 1308.72 16.359 | 2979 1374.72 17.184 | 3129 1444.00 18.050 | 3286 1516.80 18.960 |
| Chief of Technical Services | 2700 1245.92 15.574 | 2836 1308.72 16.359 | 2979 1374.72 17.184 | 3129 1444.00 18.050 | 3286 1516.80 18.960 |

EXHIBIT B

(12)

MANAGEMENT, SUPERVISORY AND CONFIDENTIAL

SCHEDULE B - 1983

| | A | B | C | D | E |
|---|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Civil Engineer | 2447 1129.52 14.119 | 2571 1186.48 14.831 | 2700 1246.32 15.579 | 2837 1309.20 16.365 | 2980 1375.20 17.190 |
| Confidential Secretary I | 1262 582.24 7.278 | 1325 611.60 7.645 | 1392 642.40 8.030 | 1462 674.80 8.435 | 1536 708.80 8.860 |
| Confidential Secretary II | 1451 669.60 8.370 | 1524 703.36 8.792 | 1601 738.80 9.235 | 1682 776.08 9.701 | 1766 815.20 10.190 |
| Congregate Meal Service Coordinator | 1345 620.96 7.762 | 1413 652.24 8.153 | 1484 685.12 8.564 | 1559 719.68 8.996 | 1638 756.00 9.450 |
| Deputy Executive Director | 3411 1574.48 19.681 | 3583 1653.84 20.673 | 3764 1737.20 21.715 | 3954 1824.80 22.810 | 4153 1916.80 23.960 |
| Dietitian | 1753 808.88 10.111 | 1841 849.68 10.621 | 1934 892.48 11.156 | 2031 937.52 11.719 | 2134 984.80 12.310 |
| Director of Administration | 3101 1431.20 17.890 | 3257 1503.36 18.792 | 3422 1579.20 19.740 | 3594 1658.80 20.735 | 3775 1742.40 21.780 |
| Director of Community Development | 3101 1431.20 17.890 | 3257 1503.36 18.792 | 3422 1579.20 19.740 | 3594 1658.80 20.735 | 3775 1742.40 21.780 |
| Director of Housing | 3101 1431.20 17.890 | 3257 1503.36 18.792 | 3422 1579.20 19.740 | 3594 1658.80 20.735 | 3775 1742.40 21.780 |
| Director of Planning and Policy Development | 2700 1245.92 15.574 | 2836 1308.72 16.359 | 2979 1374.72 17.184 | 3129 1444.00 18.050 | 3286 1516.80 18.960 |
| Executive Director | 3937 1816.88 22.711 | 4135 1908.48 23.856 | 4344 2004.72 25.059 | 4563 2105.84 26.323 | 4793 2212.00 27.650 |
| Finance Director | 2983 1376.64 17.208 | 3133 1446.08 18.076 | 3291 1518.96 18.987 | 3457 1595.52 19.944 | 3631 1676.00 20.950 |
| General Counsel | 2933 1353.68 16.921 | 3081 1421.92 17.774 | 3236 1493.60 18.670 | 3399 1568.88 19.611 | 3571 1648.00 20.600 |
| Homebound Services Coordinator | 1345 620.96 7.762 | 1413 652.24 8.153 | 1484 685.12 8.564 | 1559 719.68 8.996 | 1638 756.00 9.450 |
| Housing and Redevelopment Assistant | 1395 644.00 8.050 | 1466 676.48 8.456 | 1540 710.56 8.882 | 1617 746.40 9.330 | 1699 784.00 9.800 |
| Housing Rehabilitation Loan Officer | 2143 988.96 12.362 | 2251 1038.80 12.985 | 2364 1091.20 13.640 | 2484 1146.24 14.328 | 2609 1204.00 15.050 |
| Personnel Analyst I | 1837 847.76 10.597 | 1929 890.48 11.131 | 2027 935.36 11.692 | 2129 982.48 12.281 | 2236 1032.00 12.900 |
| Personnel Analyst II | 2020 932.48 11.656 | 2122 979.52 12.244 | 2229 1028.88 12.861 | 2342 1080.72 13.509 | 2460 1135.20 14.190 |
| Personnel Director | 2700 1245.92 15.574 | 2836 1308.72 16.359 | 2979 1374.72 17.184 | 3129 1444.00 18.050 | 3286 1516.80 18.960 |
| Personnel Technician | 1268 585.44 7.318 | 1332 614.96 7.687 | 1400 646.00 8.075 | 1470 678.56 8.482 | 1544 712.80 8.910 |

EXHIBIT B

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MANAGEMENT, SUPERVISORY AND CONFIDENTIAL

SCHEDULE B - 1983

| | A | B | C | D | E |
|---|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Program Manager, Accounting Systems | 2198 1014.56 12.682 | 2309 1065.68 13.321 | 2425 1119.44 13.993 | 2548 1175.92 14.699 | 2676 1235.20 15.440 |
| Program Manager, Central Eligibility | 2155 994.80 12.435 | 2264 1044.96 13.062 | 2378 1097.68 13.721 | 2498 1153.04 14.413 | 2624 1211.20 15.140 |
| Program Manager, Community Services | 1748 806.96 10.087 | 1837 847.68 10.596 | 1929 890.40 11.130 | 2026 935.28 11.691 | 2129 982.40 12.280 |
| Program Manager, Data Processing | 2198 1014.56 12.682 | 2309 1065.68 13.321 | 2425 1119.44 13.993 | 2548 1175.92 14.699 | 2676 1235.20 15.440 |
| Program Manager, Housing | 1959 904.16 11.302 | 2058 949.76 11.872 | 2162 997.68 12.471 | 2271 1048.00 13.100 | 2385 1100.80 13.760 |
| Program Manager, Nutrition | 2010 927.84 11.598 | 2112 974.64 12.183 | 2218 1023.76 12.797 | 2330 1075.36 13.442 | 2448 1129.60 14.120 |
| Program Manager, Purchasing & Stores | 2060 950.88 11.886 | 2164 998.80 12.485 | 2273 1049.12 13.114 | 2388 1102.00 13.775 | 2508 1157.60 14.470 |
| Senior Planner | 2446 1128.88 14.111 | 2569 1185.84 14.823 | 2699 1245.60 15.570 | 2835 1308.40 16.355 | 2978 1374.40 17.180 |
| Supervising Clerk | 1314 606.48 7.581 | 1380 637.04 7.963 | 1450 669.20 8.365 | 1523 702.96 8.787 | 1600 738.40 9.230 |

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SALARY SCHEDULE A
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

1983

| <u>Unit and Department</u> | <u>Salary Schedule No.</u> | <u>Range No.</u> | <u>Approx. Mo. Salary Range</u> |
|---|--------------------------------|----------------------|-------------------------------------|
| <u>OPERATIONS & MAINTENANCE</u> (Rates effective December 25, 1982) | | | |
| Custodian I | III | 1 | 1046-1274 |
| Custodian II | III | 2 | 1126-1371 |
| General Repair Worker | III | 7 | 1582-1926 |
| Maintenance Clerk | III | 3 | 1155-1406 |
| Maintenance Inspector | III | 8 | 1741-2120 |
| Maintenance Worker I | III | 4 | 1163-1416 |
| Maintenance Worker II | III | 5 | 1277-1555 |
| Maintenance Worker III | III | 6 | 1422-1732 |
| Maintenance Specialist | III | 8 | 1741-2120 |

| | | | |
|---|----|----|-----------|
| <u>GENERAL CLERICAL & SERVICE</u> (Rates effective December 25, 1982) | | | |
| Account Clerk I | IV | 2 | 914-1113 |
| Account Clerk II | IV | 6 | 1027-1250 |
| Account Clerk III | IV | 9 | 1186-1444 |
| Clerk I | IV | 1 | 890-1083 |
| Clerk II | IV | 5 | 1002-1220 |
| Clerk III | IV | 8 | 1155-1406 |
| Cook I | IV | 3 | 974-1186 |
| Cook II | IV | 8 | 1155-1406 |
| Departmental Clerk | IV | 12 | 1384-1685 |
| Food Service Driver | IV | 3 | 974-1186 |
| Head Cook | IV | 12 | 1384-1685 |
| Housing Aide | IV | 6 | 1027-1250 |
| Mail Clerk/Messenger | IV | 1 | 890-1083 |
| Receptionist-Clerk | IV | 5 | 1002-1220 |
| Senior Legal Stenographer | IV | 11 | 1277-1555 |
| Stenographer Clerk I | IV | 4 | 982-1196 |
| Stenographer Clerk II | IV | 7 | 1081-1316 |
| Stenographer Clerk III | IV | 10 | 1247-1518 |
| Stock Control Clerk | IV | 9 | 1186-1444 |
| Tenant Services Clerk I | IV | 2 | 914-1113 |
| Tenant Services Clerk II | IV | 6 | 1027-1250 |
| Tenant Services Clerk III | IV | 9 | 1186-1444 |
| Typist Clerk I | IV | 1 | 890-1083 |
| Typist Clerk II | IV | 5 | 1002-1220 |
| Typist Clerk III | IV | 8 | 1155-1406 |

Pay Per Hour

| | | | | | |
|---------------------|-------|-------|-------|-------|-------|
| Food Service Worker | 3.837 | 4.030 | 4.233 | 4.446 | 4.670 |
| Student Trainee | 4.599 | 4.831 | 5.075 | 5.331 | 5.600 |

SALARY SCHEDULE A
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

1983

SALARY SCHEDULE III: Monthly Rates
Bi-weekly Rates
Hourly Rates

| <u>Range No.</u> | <u>Steps</u> | | | | |
|------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | <u>A</u> | <u>B</u> | <u>C</u> | <u>D</u> | <u>E</u> |
| 1 | 1046 482.96 6.037 | 1099 507.28 6.341 | 1155 532.88 6.661 | 1213 559.76 6.997 | 1274 588.00 7.350 |
| 2 | 1126 519.76 6.497 | 1183 546.00 6.825 | 1243 573.52 7.169 | 1305 602.40 7.530 | 1371 632.80 7.910 |
| 3 | 1155 532.88 6.661 | 1213 559.76 6.997 | 1274 588.00 7.350 | 1338 617.68 7.721 | 1406 648.80 8.110 |
| 4 | 1163 536.96 6.712 | 1222 564.00 7.050 | 1284 592.40 7.405 | 1348 622.24 7.778 | 1416 653.60 8.170 |
| 5 | 1277 589.44 7.368 | 1341 619.12 7.739 | 1409 650.32 8.129 | 1480 683.12 8.539 | 1555 717.60 8.970 |
| 6 | 1422 656.40 8.205 | 1494 689.52 8.619 | 1569 724.32 9.054 | 1648 760.80 9.510 | 1732 799.20 9.990 |
| 7 | 1582 730.08 9.126 | 1662 766.88 9.586 | 1745 805.52 10.069 | 1833 846.16 10.577 | 1926 888.80 11.110 |
| 8 | 1741 803.68 10.046 | 1829 844.16 10.552 | 1921 886.72 11.084 | 2018 931.44 11.643 | 2120 978.40 12.230 |

SALARY SCHEDULE A
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

1983

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SALARY SCHEDULE IV: Monthly Rates
Bi-weekly Rates
Hourly Rates

| Range No. | <u>Steps</u> | | | | |
|-----------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | <u>A</u> | <u>B</u> | <u>C</u> | <u>D</u> | <u>E</u> |
| 1 | 890 410.64 5.133 | 935 431.36 5.392 | 982 453.12 5.664 | 1031 476.00 5.950 | 1083 500.00 6.250 |
| 2 | 914 421.92 5.274 | 960 443.20 5.540 | 1009 465.52 5.819 | 1059 488.96 6.112 | 1113 513.60 6.420 |
| 3 | 974 449.44 5.618 | 1023 472.08 5.901 | 1075 495.92 6.199 | 1129 520.96 6.512 | 1186 547.20 6.840 |
| 4 | 982 453.44 5.668 | 1032 476.32 5.954 | 1084 500.32 6.254 | 1139 525.52 6.569 | 1196 552.00 6.900 |
| 5 | 1002 462.56 5.782 | 1053 485.92 6.074 | 1106 510.40 6.380 | 1162 536.16 6.702 | 1220 563.20 7.040 |
| 6 | 1027 473.76 5.992 | 1078 497.68 6.221 | 1133 522.80 6.535 | 1190 549.12 6.864 | 1250 576.80 7.210 |
| 7 | 1081 498.80 6.235 | 1135 523.92 6.549 | 1192 550.32 6.879 | 1253 578.08 7.226 | 1316 607.20 7.590 |
| 8 | 1155 532.88 6.661 | 1213 559.76 6.997 | 1274 588.00 7.350 | 1338 617.68 7.721 | 1406 648.80 8.110 |
| 9 | 1186 547.36 6.842 | 1246 574.96 7.187 | 1309 603.92 7.549 | 1375 634.40 7.930 | 1444 666.40 8.330 |
| 10 | 1247 575.68 7.196 | 1310 604.72 7.559 | 1376 635.20 7.940 | 1446 667.20 8.340 | 1518 700.80 8.760 |
| 11 | 1277 589.44 7.368 | 1341 619.12 7.739 | 1409 650.32 8.129 | 1480 683.12 8.539 | 1555 717.60 8.970 |
| 12 | 1384 638.64 7.983 | 1454 670.88 8.386 | 1527 704.72 8.809 | 1604 740.24 9.253 | 1685 777.60 9.720 |

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SALARY SCHEDULE B
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY
1983

OPERATIONS AND MAINTENANCE

Rates Effective June 25, 1983

Salary Schedule: Monthly Rate
 Bi-weekly Rate
 Hourly Rate

| | <u>A</u> | <u>B</u> | <u>C</u> | <u>D</u> | <u>E</u> |
|--------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Building Maintenance Inspector | 1741 803.68 10.046 | 1829 844.16 10.552 | 1921 886.72 11.084 | 2018 931.44 11.643 | 2120 978.40 12.230 |
| Building Maintenance Mechanic | 1582 730.08 9.126 | 1662 766.88 9.586 | 1745 805.52 10.069 | 1833 846.16 10.577 | 1926 888.80 11.110 |
| Custodian I | 1054 486.32 6.079 | 1107 510.80 6.385 | 1163 536.56 6.707 | 1221 563.60 7.045 | 1283 592.00 7.400 |
| Custodian II | 1159 534.88 6.686 | 1217 561.84 7.023 | 1279 590.16 7.377 | 1343 619.92 7.749 | 1411 651.20 8.140 |
| Maintenance Dispatcher | 1262 582.24 7.278 | 1325 611.60 7.645 | 1392 642.40 8.030 | 1462 674.80 8.435 | 1536 708.80 8.860 |
| Maintenance Specialist | 1741 803.68 10.046 | 1829 844.16 10.552 | 1921 886.72 11.084 | 2018 931.44 11.643 | 2120 978.40 12.230 |
| Maintenance Worker I | 1190 549.36 6.867 | 1250 577.04 7.213 | 1313 606.16 7.577 | 1380 636.72 7.959 | 1449 668.80 8.360 |
| Maintenance Worker II | 1310 604.56 7.557 | 1376 635.04 7.938 | 1445 667.04 8.338 | 1518 700.64 8.758 | 1595 736.00 9.200 |
| Maintenance Worker III | 1442 665.60 8.320 | 1515 699.20 8.740 | 1591 734.48 9.181 | 1672 771.52 9.644 | 1756 810.40 10.130 |

GENERAL CLERICAL AND SERVICE

Rates Effective June 25, 1983

| | | | | | |
|---------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Account Clerk I | 1002 462.56 5.782 | 1053 485.92 6.074 | 1106 510.40 6.380 | 1162 536.16 6.702 | 1220 563.20 7.040 |
| Account Clerk II | 1105 509.92 6.374 | 1161 535.60 6.695 | 1219 562.64 7.033 | 1281 591.04 7.388 | 1345 620.80 7.760 |
| Account Clerk III | 1262 582.24 7.278 | 1325 611.60 7.645 | 1392 642.40 8.030 | 1462 674.80 8.435 | 1536 708.80 8.860 |
| Accounting Technician | 1388 640.64 8.008 | 1458 672.96 8.412 | 1532 706.88 8.836 | 1609 742.56 9.282 | 1690 780.00 9.750 |
| Central Services Clerk I | 957 441.60 5.520 | 1005 463.84 5.798 | 1056 487.20 6.090 | 1109 511.76 6.397 | 1165 537.60 6.720 |
| Central Services Clerk II | 1052 485.60 6.070 | 1105 510.08 6.376 | 1161 535.76 6.697 | 1219 562.80 7.035 | 1281 591.20 7.390 |
| Delivery Driver | 1019 470.48 5.881 | 1071 494.24 6.178 | 1125 519.12 6.489 | 1181 545.28 6.816 | 1241 572.80 7.160 |

EXHIBIT D

(18)

GENERAL CLERICAL AND SERVICE (Cont'd)

SALARY SCHEDULE B

| | A | B | C | D | E |
|----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Food Assembler | 850 392.24 4.903 | 893 412.00 5.150 | 938 432.80 5.410 | 985 454.64 5.683 | 1035 477.60 5.970 |
| Food Service Supervisor | 934 431.04 5.388 | 981 452.80 5.660 | 1031 475.60 5.945 | 1083 499.60 6.245 | 1137 524.80 6.560 |
| Housing Management Clerk I | 1052 485.60 6.070 | 1105 510.08 6.376 | 1161 535.76 6.697 | 1219 562.80 7.035 | 1281 591.20 7.390 |
| Housing Management Clerk II | 1156 533.60 6.670 | 1214 560.48 7.006 | 1276 588.72 7.359 | 1340 618.40 7.730 | 1408 649.60 8.120 |
| Housing Services Clerk I | 1002 462.56 5.782 | 1053 485.92 6.074 | 1106 510.40 6.380 | 1162 536.16 6.702 | 1220 563.20 7.040 |
| Housing Services Clerk II | 1105 509.92 6.374 | 1161 535.60 6.695 | 1219 562.64 7.033 | 1281 591.04 7.388 | 1345 620.80 7.760 |
| Housing Services Clerk III | 1262 582.24 7.278 | 1325 611.60 7.645 | 1392 642.40 8.030 | 1462 674.80 8.435 | 1536 708.80 8.860 |
| Institution Cook I | 1019 470.48 5.881 | 1071 494.24 6.178 | 1125 519.12 6.489 | 1181 545.28 6.816 | 1241 572.80 7.160 |
| Institutional Cook II | 1172 540.80 6.760 | 1231 568.08 7.101 | 1293 596.72 7.459 | 1358 626.80 7.835 | 1427 658.40 8.230 |
| Institutional Head Cook | 1407 649.28 8.116 | 1478 682.00 8.525 | 1552 716.40 8.955 | 1630 752.48 9.406 | 1713 790.40 9.880 |
| Legal Secretary I | 1156 533.60 6.670 | 1214 560.48 7.006 | 1276 588.72 7.359 | 1340 618.40 7.730 | 1408 649.60 8.120 |
| Legal Secretary II | 1314 606.48 7.581 | 1380 637.04 7.963 | 1450 669.20 8.365 | 1523 702.96 8.787 | 1600 738.40 9.230 |
| Program Aide, Community Services | 1019 470.48 5.881 | 1071 494.24 6.178 | 1125 519.12 6.489 | 1181 545.28 6.816 | 1241 572.80 7.160 |
| Stenographer Clerk I | 1052 485.60 6.070 | 1105 510.08 6.376 | 1161 535.76 6.697 | 1219 562.80 7.035 | 1281 591.20 7.390 |
| Stenographer Clerk II | 1105 509.92 6.374 | 1161 535.60 6.695 | 1219 562.64 7.033 | 1281 591.04 7.388 | 1345 620.80 7.760 |
| Stenographer Clerk III | 1262 582.24 7.278 | 1325 611.60 7.645 | 1392 642.40 8.030 | 1462 674.80 8.435 | 1536 708.80 8.860 |
| Stock Clerk | 1052 485.60 6.070 | 1105 510.08 6.376 | 1161 535.76 6.697 | 1219 562.80 7.035 | 1281 591.20 7.390 |
| Storekeeper I | 1262 582.24 7.278 | 1325 611.60 7.645 | 1392 642.40 8.030 | 1462 674.80 8.435 | 1536 708.80 8.860 |
| Typist Clerk I | 957 441.60 5.520 | 1005 463.84 5.798 | 1056 487.20 6.090 | 1109 511.76 6.397 | 1165 537.60 6.720 |
| Typist Clerk II | 1052 485.60 6.070 | 1105 510.08 6.376 | 1161 535.76 6.697 | 1219 562.80 7.035 | 1281 591.20 7.390 |
| Typist Clerk III | 1209 557.84 6.973 | 1270 586.00 7.325 | 1334 615.52 7.694 | 1401 646.52 8.082 | 1472 679.20 8.490 |

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SALARY SCHEDULE C
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY
1984

OPERATIONS AND MAINTENANCE

Rates Effective January 21, 1984

Salary Schedule: Monthly Rate
 Bi-weekly Rate
 Hourly Rate

| | A | B | C | D | E |
|--------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| Building Maintenance Inspector | 1811 835.84 10.448 | 1902 878.00 10.975 | 1998 922.24 11.528 | 2099 968.72 12.109 | 2205 1017.60 12.720 |
| Building Maintenance Mechanic | 1646 759.60 9.495 | 1729 797.92 9.974 | 1816 838.16 10.477 | 1908 880.40 11.005 | 2004 924.80 11.560 |
| Custodian I | 1096 505.92 6.324 | 1151 531.44 6.643 | 1210 558.24 6.978 | 1271 586.40 7.330 | 1335 616.00 7.700 |
| Custodian II | 1206 556.56 6.957 | 1267 584.64 7.308 | 1331 614.08 7.676 | 1398 645.04 8.063 | 1468 677.60 8.470 |
| Maintenance Dispatcher | 1313 605.84 7.573 | 1379 636.40 7.955 | 1448 668.48 8.356 | 1521 702.16 8.777 | 1598 737.60 9.220 |
| Maintenance Specialist | 1811 835.84 10.448 | 1902 878.00 10.975 | 1998 922.24 11.528 | 2099 968.72 12.109 | 2205 1017.60 12.720 |
| Maintenance Worker I | 1239 571.68 7.146 | 1301 600.48 7.506 | 1367 630.72 7.884 | 1436 662.56 8.282 | 1508 696.00 8.700 |
| Maintenance Worker II | 1363 628.96 7.862 | 1431 660.64 8.258 | 1504 693.92 8.674 | 1579 728.88 9.111 | 1659 765.60 9.570 |
| Maintenance Worker III | 1501 692.56 8.657 | 1576 727.52 9.094 | 1656 764.16 9.552 | 1739 802.72 10.034 | 1827 843.20 10.540 |

GENERAL CLERICAL AND SERVICE

Rates Effective January 21, 1984

| | | | | | |
|---------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------|
| Account Clerk I | 1042 481.04 6.013 | 1095 505.28 6.316 | 1150 530.72 6.634 | 1208 557.52 6.969 | 1269 585.60 7.320 |
| Account Clerk II | 1149 530.32 6.629 | 1207 557.04 6.963 | 1268 585.12 7.314 | 1332 614.64 7.683 | 1399 645.60 8.070 |
| Account Clerk III | 1313 605.84 7.573 | 1379 636.40 7.955 | 1448 668.48 8.356 | 1521 702.16 8.777 | 1598 737.60 9.220 |
| Accounting Technician | 1444 666.32 8.329 | 1517 699.92 8.749 | 1593 735.20 9.190 | 1673 772.24 9.653 | 1758 811.20 10.140 |
| Central Services Clerk I | 995 459.36 5.742 | 1045 482.48 6.031 | 1098 506.80 6.335 | 1153 532.32 6.654 | 1212 559.20 6.990 |
| Central Services Clerk II | 1095 505.36 6.317 | 1150 530.80 6.635 | 1208 557.60 6.970 | 1269 585.68 7.321 | 1333 615.20 7.690 |
| Delivery Driver | 1061 489.52 6.119 | 1114 514.24 6.428 | 1170 540.16 6.752 | 1229 567.36 7.092 | 1291 596.00 7.450 |

GENERAL CLERICAL AND SERVICE (Cont'd)

SALARY SCHEDULE C

| | <u>A</u> | <u>B</u> | <u>C</u> | <u>D</u> | <u>E</u> |
|-------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------|
| Food Assembler | 885 408.64 5.108 | 930 429.28 5.366 | 977 450.96 5.637 | 1026 473.68 5.921 | 1078 497.60 6.220 |
| Food Service Supervisor | 972 448.80 5.610 | 1021 471.44 5.893 | 1073 495.20 6.190 | 1127 520.16 6.502 | 1181 546.40 6.830 |
| Housing Management Clerk I | 1095 505.36 6.317 | 1150 530.80 6.635 | 1208 557.60 6.970 | 1269 585.68 7.321 | 1333 615.20 7.690 |
| Housing Management Clerk II | 1203 555.20 6.940 | 1264 583.20 7.290 | 1327 612.64 7.658 | 1394 643.52 8.044 | 1465 676.00 8.450 |
| Housing Services Clerk I | 1042 481.04 6.013 | 1095 505.28 6.316 | 1150 530.72 6.634 | 1208 557.52 6.969 | 1269 585.60 7.320 |
| Housing Services Clerk II | 1149 530.32 6.629 | 1207 557.04 6.963 | 1268 585.12 7.314 | 1332 614.64 7.683 | 1399 645.60 8.070 |
| Housing Services Clerk III | 1313 605.84 7.573 | 1379 636.40 7.955 | 1448 668.48 8.356 | 1521 702.16 8.777 | 1598 737.60 9.220 |
| Institutional Cook I | 1061 489.52 6.119 | 1114 514.24 6.428 | 1170 540.16 6.752 | 1229 567.36 7.092 | 1291 596.00 7.450 |
| Institutional Cook II | 1220 563.12 7.039 | 1282 591.52 7.394 | 1346 621.36 7.767 | 1414 652.72 8.159 | 1486 685.60 8.570 |
| Institutional Head Cook | 1464 675.52 8.444 | 1538 709.60 8.870 | 1615 745.36 9.317 | 1696 782.96 9.787 | 1782 822.40 10.280 |
| Legal Secretary I | 1203 555.20 6.940 | 1264 583.20 7.290 | 1327 612.64 7.658 | 1394 643.52 8.044 | 1465 676.00 8.450 |
| Legal Secretary II | 1367 630.72 7.884 | 1436 662.56 8.282 | 1508 696.00 8.700 | 1584 731.12 9.139 | 1664 768.00 9.600 |
| Program Aide, Community Services | 1061 489.52 6.119 | 1114 514.24 6.428 | 1170 540.16 6.752 | 1229 567.36 7.092 | 1291 596.00 7.450 |
| Stenographer Clerk I | 1095 505.36 6.317 | 1150 530.80 6.635 | 1208 557.60 6.970 | 1269 585.68 7.321 | 1333 615.20 7.690 |
| Stenographer Clerk II | 1149 530.32 6.629 | 1207 557.04 6.963 | 1268 585.12 7.314 | 1332 614.64 7.683 | 1399 645.60 8.070 |
| Stenographer Clerk III | 1313 605.84 7.573 | 1379 636.40 7.955 | 1448 668.48 8.356 | 1521 702.16 8.777 | 1598 737.60 9.220 |
| Stock Clerk | 1095 505.36 6.317 | 1150 530.80 6.635 | 1208 557.60 6.970 | 1269 585.68 7.321 | 1333 615.20 7.690 |
| Storekeeper I | 1313 605.84 7.573 | 1379 636.40 7.955 | 1448 668.48 8.356 | 1521 702.16 8.777 | 1598 737.60 9.220 |
| Typist Clerk I | 995 459.36 5.742 | 1045 482.48 6.031 | 1098 506.80 6.335 | 1153 532.32 6.654 | 1212 559.20 6.990 |
| Typist Clerk II | 1095 505.36 6.317 | 1150 530.80 6.635 | 1208 557.60 6.970 | 1269 585.68 7.321 | 1333 615.20 7.690 |
| Typist Clerk III | 1257 580.24 7.253 | 1321 609.52 7.619 | 1387 640.24 8.003 | 1457 672.48 8.406 | 1531 706.40 8.830 |

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SALARY SCHEDULE A
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY
1983

GRANT PROGRAM EMPLOYEES

Rates Effective December 25, 1982

| | Salary Schedule: Monthly Rate Bi-weekly Rate Hourly Rate | | | | |
|--|---|-------------------------|--------------------------|--------------------------|--------------------------|
| | <u>A</u> | <u>B</u> | <u>C</u> | <u>D</u> | <u>E</u> |
| Boutique Manager | 859 396.24 4.953 | 902 416.24 5.203 | 947 437.20 5.465 | 995 459.28 5.741 | 1045 482.40 6.030 |
| Caregiver, Child Care | --- | --- | --- | 635 293.20 3.665 | 667 308.00 3.850 |
| Clerk, Child Care | 619 285.84 3.573 | 651 300.24 3.753 | 683 315.36 3.942 | 718 331.28 4.141 | 754 348.00 4.350 |
| Clerk, Foster Grand- parents | 688 317.36 3.967 | 722 333.36 4.167 | 759 350.16 4.377 | 797 367.84 4.598 | 837 386.40 4.830 |
| Cook, Child Care | 619 285.84 3.573 | 651 300.24 3.753 | 683 315.36 3.942 | 718 331.28 4.141 | 754 348.00 4.350 |
| Director, Child Care Development Center | 1589 733.36 9.167 | 1669 770.32 9.629 | 1753 809.12 10.114 | 1842 849.92 10.624 | 1934 892.80 11.160 |
| Director, Information and Referral | 1427 658.40 8.230 | 1499 691.60 8.645 | 1574 726.48 9.081 | 1653 763.12 9.539 | 1737 801.60 10.020 |
| Diswasher Trainee | --- | --- | --- | 632 291.68 3.646 | 664 306.40 3.830 |
| Head Teacher, Child Care | 1048 483.68 6.046 | 1101 508.08 6.351 | 1156 533.68 6.671 | 1215 560.56 7.007 | 1276 588.80 7.360 |
| Instructional Aide, Child Care | --- | --- | --- | 635 293.20 3.665 | 667 308.00 3.850 |
| Nurse, Child Care | 908 419.20 5.240 | 954 440.32 5.504 | 1002 462.56 5.782 | 1053 485.92 6.074 | 1106 510.40 6.380 |
| Site Supervisor, Foster Grandparents | 893 411.92 5.149 | 938 432.72 5.409 | 985 454.56 5.682 | 1035 477.52 5.969 | 1087 501.60 6.270 |
| Specialist, Information and Referral | 1202 554.56 6.932 | 1262 582.56 7.282 | 1326 611.92 7.649 | 1393 642.80 8.035 | 1463 675.20 8.440 |
| Teacher, Child Care | 716 330.56 4.132 | 752 347.20 4.340 | 790 364.72 4.559 | 830 383.12 4.789 | 872 402.40 5.030 |
| Teacher's Aide, Child Care | --- | --- | --- | --- | 619 285.60 3.570 |

EXHIBIT F

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SALARY SCHEDULE B
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY
1983

GRANT PROGRAM EMPLOYEES

Rates Effective June 25, 1983

| Salary Schedule: | | Monthly Rate Bi-weekly Rate Hourly Rate | | | | |
|--------------------------------|------|---|---------------------------|---------------------------|---------------------------|---------------------------|
| | | <u>A</u> | <u>B</u> | <u>C</u> | <u>D</u> | <u>E</u> |
| Boutique Manager | | 1122 517.84 6.473 | 1179 543.92 6.799 | 1238 571.36 7.142 | 1300 600.16 7.502 | 1366 630.40 7.880 |
| Child Care Specialist I | | 887 409.36 5.117 | 932 430.00 5.375 | 979 451.68 5.646 | 1028 474.48 5.931 | 1080 498.40 6.230 |
| Child Care Specialist II | | 1019 470.48 5.881 | 1071 494.24 6.178 | 1125 519.12 6.489 | 1181 545.28 6.816 | 1241 572.80 7.160 |
| Child Care Specialist III | | 1223 564.40 7.055 | 1285 592.88 7.411 | 1349 622.80 7.785 | 1418 654.24 8.178 | 1489 687.20 8.590 |
| Cook, Child Care | | 850 392.24 4.903 | 893 412.00 5.150 | 938 432.80 5.410 | 985 454.64 5.683 | 1035 477.60 5.970 |
| Pot Washer | | 772 356.16 4.452 | 811 374.08 4.676 | 851 392.96 4.912 | 894 412.80 5.160 | 940 433.60 5.420 |
| Program Manager, Child Care | | 1589 733.36 9.167 | 1669 770.32 9.629 | 1753 809.12 10.114 | 1842 849.92 10.624 | 1934 892.80 11.160 |
| Public Service Employee | I: | 665 306.96 3.837 | 699 322.40 4.030 | 734 338.64 4.233 | 771 355.68 4.446 | 810 373.60 4.670 |
| | II: | 891 411.44 5.143 | 936 432.16 5.402 | 984 453.92 5.674 | 1033 476.80 5.960 | 1085 500.80 6.260 |
| | III: | 1195 551.36 6.892 | 1255 579.12 7.239 | 1318 608.32 7.604 | 1384 638.96 7.987 | 1454 671.20 8.390 |
| | IV: | 1600 738.56 9.232 | 1681 775.76 9.697 | 1766 814.88 10.186 | 1855 856.00 10.700 | 1948 899.20 11.240 |
| | V: | 2143 988.96 12.362 | 2251 1038.80 12.985 | 2364 1091.20 13.640 | 2484 1146.24 14.328 | 2609 1204.00 15.050 |
| | VI: | 2870 1324.72 16.559 | 3015 1391.52 17.394 | 3167 1461.68 18.271 | 3327 1535.36 19.192 | 3494 1612.80 20.160 |
| Vocational Trainee | | 702 324.00 4.050 | 737 340.32 4.254 | 774 357.44 4.468 | 813 375.44 4.693 | 855 394.40 4.930 |

EXHIBIT G

COMPARISON OF BENEFITSMANAGERIAL, 1/ SUPERVISORY & 1/ CONFIDENTIALPresentProposed

| | | |
|---|--|--|
| <u>HEALTH BENEFITS:</u> (Medical/Dental) | \$157.42/month | \$175.29/mo. May utilize any balance as supplemental benefit |
| <u>LIFE INSURANCE:</u> | \$25,000; Optional \$10,000; 1 x annual salary (pay from benefit allowance) | Same |
| <u>RETIREMENT:</u> | Highest 3 years PERS. Employee contribution: 7% of salary over \$133.33 per month; Optional--pay percentage of employee's contribution from benefit allowance | Agency pick up 4% of employee contribution |
| <u>SOCIAL SECURITY:</u> | Regular employer contribution; Optional--pay percentage of employee's portion from benefit allowance | Same |
| <u>SICK LEAVE:</u> | 12 days/year. Employee may request to be paid for 25% earned previous year after 60 days accumulation. Pay for 1/3 of accumulated upon termination with 2 years of service | Same |
| <u>VACATION:</u> | 1-5 years: 10 days/yr. 6-15 years: 15 days/yr. 16+ years: 20 days/yr. Max. accrual = 2 x yearly allotment. Bought back at 100% upon leaving SHRA | Same |

OPERATIONS/MAINTENANCE
 and
GENERAL CLERICAL/SERVICE
 (AFSCME Represented)
PresentProposed

| | |
|--|--|
| \$157.42/month | \$175.29/month |
| \$5,000 Basic Life; Optional 1 x annual salary | Same |
| Same as existing Management | Agency pick up 4% of employee contribution |
| Same as existing Management | Same |
| Same as Management | Same |
| Same as Management | Same |

- (24) 1/ The Supervisory and Confidential classifications receive the same as General Clerical with the exception of medical/dental allowance usage and Supplemental Benefit allowance.
 2/ Employee may take 1 week of accrual in equivalent pay.

ATTACHMENT I

24

MANAGERIAL, SUPERVISORY & CONFIDENTIAL

| | <u>Present</u> | <u>Proposed</u> |
|-------------------------------|---|--|
| <u>HOLIDAYS:</u> | 12½ days/year | No change |
| <u>EXECUTIVE LEAVE:</u> | 40 hours/year | No change |
| <u>FREE PARKING:</u> | Yes | No change |
| <u>BUS PASS:</u> | 100% discount in lieu of free parking | Same |
| <u>DEFERRED COMPENSATION:</u> | Yes | Review for increased opportunities and plans available |
| <u>TUITION REIMBURSEMENT:</u> | \$50/semester, \$150/year from benefit allowance | No change |
| <u>DISABILITY INSURANCE:</u> | SDI, maximum \$175/week Cost to employee: .8% of first \$17,000. Optional - pay from benefit allowance | Same |
| <u>ON-CALL PAY:</u> | No | No |
| <u>VEHICLE ALLOWANCE:</u> | Department Heads \$180/mo. Division Chiefs \$124/mo. Others reimbursed for official mileage | Same |
| <u>UNIFORMS:</u> | No | No |
| <u>SUPPLEMENTAL BENEFIT:</u> | Supplemental amount to be used for optional medical/dental, life insurance, retirement, social security, tuition reimbursement and disability insurance | Management \$60/month Supervisory & Confidential \$30/month |

and
GENERAL CLERICAL/SERVICE
(AFSCME Represented)

| <u>Present</u> | <u>Proposed</u> |
|--|--|
| Same as Management | No change |
| No | No |
| \$12/month reimbursement | No change |
| 50% reimbursement | Same |
| Yes | Review for increased opportunities and plans available |
| \$50/semester, \$150/year | No change |
| SDI, maximum \$175 per week. Cost of employee: .8% of first \$17,000 | No change |
| \$91/week | \$112/week |
| Reimbursed for official mileage | Same |
| Maintenance employees: 5 shirt & 2 pant changes per week | Same |
| No | No |

1/83

COMPARISON OF MANAGEMENT BENEFITS

| | <u>County</u> | <u>City</u> | <u>SHRA</u> | <u>Proposed SHRA</u> |
|--|--|--|--|--|
| <u>HEALTH & SUPPLEMENTAL BENEFITS:</u> | \$112.43 | \$190.40 + 2% of salary. Total amount for optional use | \$157.42 \$60/month optional use | \$175.29 No change in optional benefit |
| <u>LIFE INSURANCE:</u> | 1 x annual Optional 2 x annual | \$25,000 Optional 1 x annual | \$25,000 Basic Life Optional \$10,000. and 1 x annual (pay from benefit allowance) | No change |
| <u>RETIREMENT:</u> | Highest 1 year PERS 1937 Act County pays 1/4 of employee's share. Employee contribution: 2.73% on first \$350/mo. & 4.10% over \$350/mo. | Highest 3 years PERS Employee contribution: 7% of salary over \$133.33/mo. Optional-- pay percentage of employee's contribution from benefit allowance. | Highest 3 years PERS Employee contribution: 7% of salary over \$133.33/mo. Optional - pay percentage of employee's contribution from benefit allowance. | Agency pick up 4% of employee contribution |
| <u>SOCIAL SECURITY:</u> | Regular employer contribution | Regular employer contribution. Optional-- pay percentage of employee's portion from benefit allowance. | Regular employer contribution. Optional - pay percentage of employee's portion from benefit allowance. | No change |
| <u>SICK LEAVE:</u> | 15 days/year, first 400 hours paid upon leaving or retirement, excess applied for service credit. 100% of sick leave paid to beneficiary upon death of employee. | 12 days/year. Employee may request to be paid for 25% earned previous year after 60 days accumulation. Pay for 1/3 of accumulated upon termination with 2 years service. | 12 days/year. Employee may request to be paid for 25% earned previous year after 60 days accumulation. Pay for 1/3 of accumulated upon termination with 2 years service. | No change |
| <u>VACATION:</u> | 1-3 years: 13 days/year 4-15 years: 18 days/year 16+ years: 23 days/year Max. accrual = 400 hours. Bought back at 100% upon leaving County. | 1-5 years: 10 days/year 6-15 years: 15 days/year 16+ years: 20 days/year* Max. accrual = 2 x yearly allotment. Bought back at 100% upon leaving City. | 1-5 years: 10 days/year 6-15 years: 15 days/year 16+ years: 20 days/year* Max. accrual = 2 x yearly allotment. Bought back at 100% upon leaving SHRA. | No change |

(*Employee may take 1 week of accrual in equivalent pay.)

ATTACHMENT II

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Comparison of Management Benefits Cont'd

| | <u>County</u> | <u>City</u> | <u>SHRA</u> | <u>Proposed SHRA</u> |
|-------------------------------|---|--|--|--|
| <u>HOLIDAYS:</u> | 12½ days/year* | 12½ days/year | 12½ days/year | No change |
| <u>EXECUTIVE LEAVE:</u> | No | 40 hours/year | 40 hours/year | No change |
| <u>MANAGEMENT TIME:</u> | Discretionary if function is adequately performed | No | No | No |
| <u>FREE PARKING:</u> | Yes** | Yes | Yes | No change |
| <u>BUS PASS:</u> | No | 100% discount in lieu of free parking | 100% discount in lieu of free parking | No change |
| <u>DEFERRED COMPENSATION:</u> | Yes | Yes | Yes | Review for increased opportunities and plans available |
| <u>TUITION REIMBURSEMENT:</u> | \$200/year attorneys \$150/year others | \$60/semester; \$180/year | \$50/semester; \$150/year from optional benefit allowance | No change |
| <u>DISABILITY INSURANCE:</u> | No | Travelers, max. \$300/wk. Pay from optional benefit allowance. | SDI, max. \$175/wk. Optional - pay from benefit allowance. | No change |
| <u>VEHICLE ALLOWANCE:</u> | County Executive, Board and other elected officials receive a monthly allowance | Department Heads up to \$180/mo. Division Chiefs up to \$124/mo. | Department Heads \$180/mo. Division Chiefs \$124/mo. | No change |

*Additional 8 hours CTO for any holiday which falls on Saturday or Sunday.

**Top Management

ATTACHMENT II
Page 2

RESOLUTION NO.

83-002

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO
ON DATE OF

January 11, 1983

RATIFICATION AND ADOPTION OF AGREEMENT
WITH A.F.S.C.M.E., LOCAL 146
DECEMBER 25, 1982 - DECEMBER 21, 1984

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY
OF SACRAMENTO:

Section 1. The attached Agreement by and between the Sacramento Housing and Redevelopment Agency on behalf of its constituent entities, the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, the Redevelopment Agency of the City of Sacramento, and the Redevelopment Agency of the County of Sacramento, and Local 146 of the American Federation of State, County and Municipal Employees, the recognized representative organization for the General Clerical & Service Unit and the Maintenance Representation Unit, is hereby ratified and approved as attached.

Section 2. The Executive Director is hereby authorized to make changes to the Agency Personnel Rules made necessary by the adoption of this Agreement.

CHAIRMAN

ATTEST:

SECRETARY

APPROVED
SACRAMENTO HOUSING AUTHORITY
CITY OF SACRAMENTO

JAN 11 1983

REC'D
F. P. MAG

RESOLUTION NO. 83-004

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO
ON DATE OF

January 11, 1983

RATIFICATION AND ADOPTION OF AGREEMENT
WITH A.F.S.C.M.E., LOCAL 146
DECEMBER 25, 1982 - DECEMBER 21, 1984

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE
CITY OF SACRAMENTO:

Section 1. The attached Agreement by and between the Sacramento Housing and Redevelopment Agency on behalf of its constituent entities, the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, the Redevelopment Agency of the City of Sacramento and the Redevelopment Agency of the County of Sacramento, and Local 146 of the American Federation of State, County and Municipal Employees, the recognized representative organization for the General Clerical & Service Unit and the Maintenance Representation Unit, is hereby ratified and approved as attached.

Section 2. The Executive Director is hereby authorized to make changes to the Agency Personnel Rules made necessary by the adoption of this Agreement.

CHAIRMAN

ATTEST:

SECRETARY

APPROVED
SACRAMENTO REDEVELOPMENT AGENCY
CITY OF SACRAMENTO

JAN 11 1983

5001 P P WAL

RESOLUTION NO.

ADOPTED BY THE HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO

ON DATE OF

January 11, 1983

RATIFICATION AND ADOPTION OF AGREEMENT

WITH A.F.S.C.M.E., LOCAL 146

DECEMBER 25, 1982 - DECEMBER 21, 1984

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO:

Section 1. The attached Agreement by and between the Sacramento Housing and Redevelopment Agency on behalf of its constituent entities, the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, the Redevelopment Agency of the City of Sacramento, and the Redevelopment Agency of the County of Sacramento, and Local 146 of the American Federation of State, County and Municipal Employees, the recognized representative organization for the General Clerical & Service Unit and the Maintenance Representation Unit, is hereby ratified and approved as attached.

Section 2. The Executive Director is hereby authorized to make changes to the Agency Personnel Rules made necessary by the adoption of this Agreement.

On a motion by Member _____, seconded by Member _____, the foregoing Resolution was passed and adopted by the Housing Authority of the County of Sacramento, State of California, this ____ day of _____, 1983, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ATTEST:

CHAIRMAN

CLERK

RESOLUTION NO.

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE COUNTY OF SACRAMENTO

ON DATE OF

January 11, 1983

RATIFICATION AND ADOPTION OF AGREEMENT
WITH A.F.S.C.M.E., LOCAL 146
DECEMBER 25, 1982 - DECEMBER 21, 1984

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE
COUNTY OF SACRAMENTO:

Section 1. The attached Agreement by and between the Sacramento Housing and Redevelopment Agency on behalf of its constituent entities, the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, the Redevelopment Agency of the City of Sacramento, and the Redevelopment Agency of the County of Sacramento, and Local 146 of the American Federation of State, County and Municipal Employees, the recognized representative organization for the General Clerical & Service Unit and the Maintenance Representation Unit, is hereby ratified and approved as attached.

Section 2. The Executive Director is hereby authorized to make changes to the Agency Personnel Rules made necessary by the adoption of this Agreement.

On a motion by Member _____, seconded by Member _____, the foregoing Resolution was passed and adopted by the Redevelopment Agency of the County of Sacramento, State of California, this _____ day of _____, 1983, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ATTEST:

CHAIRMAN

CLERK

AGREEMENT BETWEEN
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES,
LOCAL 146

AND

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

December 25, 1982 - December 21, 1984

ATTACHMENT III

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PREAMBLE

This Agreement, hereinafter referred to as the Agreement, has been entered into by the HOUSING AND REDEVELOPMENT AGENCY OF THE CITY AND COUNTY OF SACRAMENTO, hereinafter referred to as the Agency, and the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, LOCAL #146, hereinafter referred to as the Union. These parties have met and conferred in good faith and this resulting Agreement has as its purpose the promotion of harmonious labor relations between the Agency and the Union, establishment of an equitable and peaceful procedure for the resolution of differences and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE 1 ENTIRE AGREEMENT

1.1 ENTIRE AGREEMENT

a. This Agreement, upon ratification by the Governing Boards, supercedes and cancels all prior practices and agreements, whether written or oral, unless expressly stated to the contrary herein, and constitutes the complete and entire agreement between the parties and concludes negotiations for its term.

b. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the scope of representation and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Agency and the Union, for the duration of this Agreement and any extension, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to negotiate with respect to any subject or matter, whether or not referred to or covered in this Agreement even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

c. This Article shall not be construed so as to prevent the parties from mutually agreeing, in writing, to reopen a provision or provisions in this Agreement, so long as reopened provisions are specified in the parties' mutual reopened agreement and other provisions in this Agreement continue in full force and effect.

ARTICLE 2 RIGHTS OF MANAGEMENT

2.1 RIGHTS OF MANAGEMENT

The Agency retains all rights not expressly abridged by this Agreement and applicable laws and other regulations, including the grievance procedure

herein. These rights shall include, but are not limited to, the exclusive right to: a) direct, supervise, hire, promote, evaluate, suspend, discipline, discharge, transfer, assign, schedule and retain employees; b) dismiss employees due to lack of work, lack of funds, or abolishment of position; c) determine services to be rendered, operations to be performed, utilization of technology, work and productivity standards, and methods of work to be performed; d) determine the mission of the Agency, its organization, the number of employees, appropriate job classifications and all budgetary matters; e) maintain and improve the efficiency and effectiveness of Agency operations; and f) take any necessary actions to carry out its mission in situations of emergency.

ARTICLE 3 UNION RIGHTS

3.1 UNION RECOGNITION

a. For the purposes of meeting and conferring with respect to wages, hours, and other terms and conditions of employment, the Agency recognizes the Union as the sole and exclusive bargaining agent for all employees in the bargaining units in the following job classifications, subject to the right of an employee to represent himself/herself as provided in Government Code Section 3502.

General Clerical and Service

- Account Clerk I
- Account Clerk II
- Account Clerk III
- Clerk I
- Clerk II
- Clerk III
- Cook I
- Cook II
- Departmental Clerk
- Food Service Driver
- Food Service Worker
- Head Cook
- Housing Aide
- Mail Clerk/Messenger
- Receptionist-Clerk
- Senior Legal Stenographer
- Stenographer Clerk I
- Stenographer Clerk II
- Stenographer Clerk III
- Stock Control Clerk
- Student Trainee
- Tenant Services Clerk I
- Tenant Services Clerk II
- Tenant Services Clerk III
- Typist Clerk I

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Typist Clerk II
Typist Clerk III

Operations and Maintenance

Custodian I
Custodian II
General Repair Worker
Maintenance Clerk
Maintenance Inspector
Maintenance Specialist
Maintenance Worker I
Maintenance Worker II

b. Effective June 25, 1983, the Agency shall implement the classification study for the classifications represented by the Union. The listing below shall replace the classifications as specified in subsection (a).

General Clerical and Service

Account Clerk I
Account Clerk II
Account Clerk III
Accounting Technician
Central Services Clerk I
Central Services Clerk II
Delivery Driver
Food Assembler
Food Services Supervisor
Housing Management Clerk I
Housing Management Clerk II
Housing Services Clerk I
Housing Services Clerk II
Housing Services Clerk III
Institutional Cook I
Institutional Cook II
Institutional Head Cook
Legal Secretary I
Legal Secretary II
Program Aide, Community Services
Stenographer Clerk I
Stenographer Clerk II
Stenographer Clerk III
Stock Clerk
Storekeeper I
Typist Clerk I
Typist Clerk II
Typist Clerk III

Operations and Maintenance

Custodian I
Custodian II
Building Maintenance Inspector
Building Maintenance Mechanic
Maintenance Dispatcher
Maintenance Specialist
Maintenance Worker I
Maintenance Worker II

c. Employment Status: The standing of an employee's present appointment. There are the following types of status for employees covered by this Agreement:

Permanent: The status of an employee who has been lawfully retained in a classification after completion of a probationary period.

Probationary: The status of an employee who has been appointed to a classification, but who has not completed the required probationary period.

d. Positions: A combination of duties regularly assigned to be performed by one person. The following types of positions within a job classification are covered by this Agreement:

Regular: A position in the classified service in which the employee may be expected to be continuous on a full-time basis.

Limited-Term: A position stipulated to be of limited duration, made necessary by seasonal workloads, special projects, or other reason. A limited-term position must be of such duration to require an employee to work within one year from each date of employment, at least 1,040 hours during a continuous period of employment of more than six (6) months.

Part-Time: A position where the work schedule calls for less than the normal eight (8) hours per day, either on an intermittent or regular schedule. A part-time position must be of such duration to require an employee to work, within one year of each year of employment, at least 1,040 hours during a continuous period of employment of more than six (6) months.

e. Type of Employees: The following type of employees are covered by this Agreement:

Career Employees: Those employees working in a regular position who have probationary or permanent status in a job classification covered by this Agreement.

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Non-Career Employees: Those employees working in a limited-term or part-time position who have probationary or permanent status in a job classification covered by this Agreement.

f. The Union will not object to the State Mediation Service or the American Arbitration Association conducting an election pursuant to the Agency's Employer-Employee Relations Policy.

3.2 PAYROLL DEDUCTIONS

a. In addition to continuing existing payroll deductions for group insurance plans to which the Agency now is or shall hereafter be a contracting party, the Agency agrees to establish payroll deductions for members of the Union the first two (2) paydays of each month for:

- 1) the normal and regular monthly membership dues;
- 2) the service fees for non-members as set forth in Section 3.3 of this Agreement;
- 3) insurance premiums for plans to which the Agency is not a contracting party, including Union-sponsored disability insurance premiums and automobile insurance premiums; and
- 4) charitable contributions.

b. All payroll deductions set forth in 3.2(a) above shall be subject to the following conditions:

- 1) Such deductions shall be made pursuant to the terms and conditions set forth in authorization forms approved by the Agency. Such forms shall be those which are currently used. Any changes or modifications shall be agreed upon between the Agency and the Union.
- 2) Such deductions shall be made only upon submission to the Division of Finance of said authorization form duly completed and executed by the employee and the Union.
- 3) The Union will be responsible for submitting to the Division of Finance any changes in the amounts to be payroll deducted from the paychecks of employees who have authorization forms on file with the Agency. The Agency may devise a payroll deduction input document for use by the Union.
- 4) The Agency must approve, in advance, all payroll deductions made pursuant to Section 3.2(a)(3) and (4). All insurance plans must be approved as being non-competitive and non-duplicative of Agency-offered insurance programs.
- 5) The Union agrees to indemnify, defend and hold the Agency and the City of Sacramento, their officers, agents and employees harmless against any claims made, and against any suits

instituted against them or any one of them on account of any payroll deduction made pursuant to this Article.

c. The Agency will remit to the Union a check for all the deductions.

d. Solicitation and/or servicing of Union insurance and benefit programs shall not interrupt on-duty employees nor be conducted in any Agency facility without prior approval of the Agency.

3.3 UNION SECURITY

a. Maintenance of Membership

Effective February 1, 1983, as a condition of continued employment, employees who are members or become members of the Union shall maintain their Union membership or pay a service fee to the Union.

b. Agency Shop Election

The Union shall have the right during the term of this Agreement to call for one (1) secret ballot election among all eligible employees in the General Clerical and Service Unit and one (1) secret ballot election among all eligible employees in the Operations and Maintenance Unit to determine the employees' desire to be covered by a full agency shop. Eligible employees shall include all employees covered by the Agreement in the specified Unit in the bi-weekly pay period immediately preceding the Union's written request. The secret ballot election shall be supervised by the State Mediation Service. In the event a majority of the employees in the specified Unit vote in the affirmative for the full agency shop, the parties shall amend this Agreement to include such a provision for that Unit.

c. Service Fee

The service fee required in subsection (a) shall be an amount equal to the Union's uniformly-applied periodic dues and general assessments. In computing such amounts, the Union shall exclude expenditures for members-only benefits and Union expenditures for political and ideological purposes related to collective bargaining, contract administration and grievance adjustment. Any dispute as to the service fee or the amount thereof shall be directed solely to the Union, and the Agency shall not be a party to the dispute.

The service fee required in the event a full agency shop is authorized pursuant to subsection (b) shall be an amount equal to the Union's uniformly-applied standard initiation fee, periodic dues and general assessments. In computing such amounts, the Union shall exclude expenditures for members-only benefits and Union expenditures for political and ideological purposes unrelated to collective bargaining, contract administration and grievance adjustment. Any dispute as to the service fee or the amount thereof shall be directed solely to the Union, and the Agency shall not be a party to the dispute.

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No career employee who is paid for less than one (1) hour of salary during a bi-weekly pay period and no non-career employee who is paid for less than forty (40) hours of salary during a bi-weekly pay period shall be required to pay a service fee under either subsection (a) above or the full agency shop. Further, no employee shall be required to pay any service fee under the full agency shop through their first full calendar month of employment with the Agency.

d. Religious Objection

Any employee otherwise required to pay a service fee under this Section, and who is a member of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting public employee organizations shall not be required to join or financially support any public employee organization as a condition of continued employment. Such an employee shall be required as a condition of continued employment, in lieu of the service fee, to pay a sum equal to the service fee otherwise payable under this Section to a non-religious, non-labor charitable fund exempt from taxation under Internal Revenue Code Section 501(c)(3). Upon request of the Union, such employee shall be required to submit to the Union proof of payment of the in-lieu-of service fee. For purposes of this Section, such employees shall choose from the following three (3) organizations:

United Way
Firefighters Pacific Burn Institute
Children's Receiving Home

Employees claiming a religious exemption shall be required to file a written statement under oath or affirmation with the Union, which identifies the religious organization by name, if any, and which provides in detail that the employee and the organization meet all of the requirements for claiming the religious exemption.

e. Disclosure and Reporting

The Union shall keep an adequate itemized record of its financial transactions and shall make available annually, to the Agency upon written request and to the employees covered by this Section within sixty (60) days after the end of its fiscal year, a detailed written financial report thereof in the form of a balance sheet and an operating statement, certified as to accuracy by its president and treasurer or corresponding principal officer, or by a certified public accountant. The Union, if required to file financial reports under the Labor-Management Disclosure Act of 1959 covering employees governed by this Agreement, or if required to file financial reports under Section 3546.5 of the Government Code, shall instead provide the Agency with a copy of such financial reports.

f. Hold Harmless

The Union shall promptly refund to the Agency any amounts paid to the Union in error under this Section.

The Union expressly agrees to indemnify and hold the Agency harmless from any and all claims, demands, costs (including any costs incurred by the Agency in defense of a lawsuit), expenses, damages or other monetary losses arising out of or in any way connected with any action or inaction of the Agency in the adoption or administration of this Section. This hold harmless and indemnity agreement shall include but not be limited to employee legal actions of any sort or nature against the Agency based upon or related to this Section. Further, in the event that the Agency undertakes disciplinary action against an employee pursuant to this Section, this hold harmless and indemnity agreement shall cover all costs and expenses, including any costs incurred by the Agency in defense of a lawsuit.

g. Change of Law

In the event there is a change in the law whereby any provision hereof becomes invalid or if for any reason any provision of this Section is rendered unlawful by any published appellate court decision, this Section shall be forthwith deemed amended to comply with the change or decision in question.

h. Discipline Procedure

Failure to pay the required service fee under this Section constitutes cause for discharge pursuant to Section 10.3 of this Agreement. However, no employee shall be terminated under this Section unless:

- 1) The Union first has notified the employee by letter, explaining that he/she is delinquent in not tendering the required service fee, or payment in lieu of service fee pursuant to subsections (c) and (d) above, specifying the current amount of the delinquency, and warning the employee that unless such service fee, or payment in lieu of service fee, is tendered within thirty (30) calendar days, the employee will be reported to the Agency for termination as provided in this Section; and
- 2) The Union has furnished the Agency with written proof that the procedure of subsection (1) above has been followed, or has supplied the Agency with a copy of the letter sent to the employee and notice that he/she has not complied with the request. The Union must further provide, when requesting the Agency to terminate the employee, the following written notice:

"The Union certifies that _____ (employee's name) has failed to tender the agency shop service fee, or payment in lieu of service fee, required as a condition of employment under this Agreement and that under the terms thereof, the Agency shall terminate the employee."

i. Duty of Fair Representation

The Union shall accord fair representation in all matters to all employees in the unit without regard to whether the particular employee is a member of the Union. The duty of fair representation shall include but not be limited to all matters related to collective bargaining, discipline, contract administration, and grievance processing.

j. Employee Rights

Employees covered by this Agreement shall have all rights specified in Government Code Section 3502.5(b).

3.4 UNION STEWARDS AND UNION REPRESENTATION

a. The Agency recognizes and agrees to deal with the accredited Union Stewards and Representatives of the Union in all matters relating to grievances and the interpretation of this Agreement.

b. A written list of Officers of the Union and the Union Stewards with the specific areas they represent, shall be furnished to the Agency immediately after their designation and the Union shall notify the Agency promptly in writing of any changes of such Union Officers or Stewards.

c. The number of Union Stewards shall not exceed one for each twenty-five (25) employees within the representation unit, plus one Steward for the remaining group of twenty-four (24) or less employees. Any change in the number of Stewards shall be made by written consent of both parties.

d. Upon request of an aggrieved employee, a Steward for the representation unit of the aggrieved employee, or a representative of the local, may investigate the specified grievance and assist in its presentation. Reasonable time shall be allowed during working hours without loss of time or pay, subject to prior notification and approval of the immediate supervisor and the concurrence of the Director through Step 2 of the grievance procedure only.

e. Upon notification of the Personnel Director, or his/her designated representative; a representative of the International and/or Local #146 who will be representing the employee in the grievance and arbitration procedure, may visit the Agency at any time mutually agreeable to both parties for the purpose of preparing the case for arbitration.

f. A representative of the Agency, at its option, may accompany the parties. In addition, the representatives and the Union President, or his/her designated representative, may privately interview employees, one at a time, in possession of facts relevant to the grievance. The interviews shall be held at a place provided by the Agency and for a reasonable period of time.

g. During any such visits, representatives shall not in any way interfere with the orderly and efficient operation of the Agency.

h. Notwithstanding the provisions of this Article and Article 4, Grievance and Arbitration Procedure, on all matters relating to grievances and the interpretation of this Agreement, the Agency shall deal with only the accredited Union Stewards who are career employees and those Union Officers elected by the general membership of Local #146. Further, the provisions of Section 3.3(d) shall apply to only such persons (including a paid full-time local or International Union staff representative).

i. Notwithstanding any provision of this Section, in the event the full agency shop becomes effective for either Unit during the term of this Agreement, the Union Stewards for that Unit shall have no extensive designated responsibilities and shall not conduct any Union or representational activities, including grievance handling, on Agency time unless prior approval is expressly granted by Agency management.

3.5 UNION BUSINESS

a. A career employee who is elected or appointed to Union office, or is selected for regular employment with the Union, shall be granted a leave of absence from the Agency without pay for a one-year period. Leave of absence for Union business shall count as service time for the purpose of determining seniority.

b. Members of the Union Negotiating Committee shall be granted leave from duty with full benefits for the purpose of negotiating the terms of an agreement when such meetings take place at a time during which such members are scheduled to be on duty.

c. A career employee who is elected or selected by the Union, upon written request of the President of the Union, may be granted an excused absence without pay for a period of time sufficient to attend conferences, conventions, or special training schools, subject to the needs of the Agency.

3.6 BULLETIN BOARDS

a. For purposes of posting Union notices, the Agency shall provide the Union with adequate space on bulletin boards in areas where the Union has employees it represents. Such notices may be posted by the Union.

b. The Agency shall provide the Union with a list of bulletin boards with adequate space for Union notices. These same bulletin boards shall be utilized for the posting of job examination announcements and seniority lists.

c. In the event a dispute arises concerning the appropriateness of material posted, the President of the Union will be advised by the Director of the nature of the dispute and the notices will be removed until the dispute is resolved.

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ARTICLE 4 GRIEVANCE AND ARBITRATION PROCEDURE

4.1 DEFINITION

A grievance is any dispute between (a) the parties, (b) the Agency and an employee or employees, or (c) between or among employees, with respect to the meaning, interpretation, application or enforcement of this Agreement.

4.2 INTENT

It is the intent of the parties to this Agreement to anticipate and diminish causes of grievances and to settle any which arise, informally at the lowest practicable level of supervision, and as fairly and promptly as possible. Therefore, it is agreed that there should be time limits between the initiation of a grievance and its occurrence, between steps of the grievance procedure, and the time in which each answer must be given. Any grievance not initiated, or pursued by the Union, aggrieved employee, or the Agency, as the case may be, within these time limits, will be considered settled on the basis of the last timely demand or answer by the Agency, as the case may be, unless the time is extended by agreement of both parties. At each step of the grievance procedure, the Agency shall make available information necessary and pertinent to the processing of the grievance, except for any material which, in the Agency's discretion must, in the public interest be kept confidential or which is intimate and private to the grieving employee.

4.3 PROCEDURE

Grievances will be processed in the following manner and within the stated time limits.

4.4 INFORMAL GRIEVANCE

The aggrieved employee or group of employees or a representative of the Union shall orally present the grievance to the employee's appropriate supervisor (Building Maintenance Supervisor; Program Manager, Housing; etc.) or his designated representative within five (5) working days following the occurrence of events on which the grievance is based. The supervisor shall give his/her answer within five (5) working days of the date of presentation of the grievance.

4.5 FORMAL GRIEVANCE - STEP 1

If the grievance is not resolved under Section 4.4, it may be reduced to writing, setting forth the alleged facts or circumstances giving rise to the grievance, the applicable section of the Agreement asserted to have been violated and the remedy or correction requested of the Agency. The written grievance must be dated and signed by the aggrieved employee. The written grievance must be presented to the aggrieved employee's Department Head or the Department Head's designated representative, within five (5) working days after the supervisor's answer under Section 4.4. The Department Head or designated representative shall establish a time for a grievance meeting with the aggrieved employee and/or the Union Representative to occur within five (5) working days

after receipt of the written grievance in an attempt to resolve the matter. At the grievance meeting, the Department Head or designated representative shall receive such evidence relevant to the grievance as the aggrieved employee and/or Union Representative may wish to introduce. The Department Head or designated representative shall then consider the evidence received and render a written decision within five (5) working days after the grievance meeting.

4.6 FORMAL GRIEVANCE - STEP 2

a. If the grievance is not satisfactorily resolved at Step 1, the written grievance may be presented to the Executive Director or the Executive Director's designated representative within five (5) working days after receipt of the Department Head's written answer. The Executive Director or designated representative shall investigate and receive such evidence in the matter as seems just and proper and may meet with the aggrieved employee and/or the Union Representative in an attempt to resolve the grievance. The Executive Director or designated representative shall then consider the evidence received and render a written decision on the grievance within ten (10) working days after receipt of the written grievance by the Executive Director.

b. The Union or the Agency may initiate their grievances at this Step 2 of the grievance procedure. Any grievance by the Agency against the Union must be filed with the Local Union President.

4.7 FORMAL GRIEVANCE - ARBITRATION

a. Grievances not settled in Step 2 of the Grievance Procedure may be referred to arbitration by either party. Request for arbitration shall be made in writing within five (5) working days after the Director's response is given. An impartial arbitrator shall be selected jointly by the Agency and the Union within ten (10) working days of receipt of the request. The parties shall attempt to mutually agree on an arbitrator. If the parties cannot agree on an arbitrator, they shall immediately make a joint request of the American Arbitration Association for a list of five (5) qualified arbitrators. The parties shall each strike two names from the list and the remaining person shall be accepted as the arbitrator. The arbitrator shall have access to all written statements and documents relevant to the grievance. The arbitrator shall render his/her decision no later than thirty (30) days after the conclusion of the final hearing. Such decision shall be made in writing and shall be final and binding on both parties and made in accordance with, and in conformance to, the terms of this Agreement. Copies of the decision will be furnished to both parties.

b. The arbitrator shall have no authority to add to, delete, or alter any provision of this Agreement, but shall limit his/her decision to the scope, application and interpretation of the provisions of this Agreement and shall make no decisions in violation of existing law.

c. The fees and necessary expenses of any arbitration proceedings shall be shared equally by both parties, except that each party shall pay the fees of its own counsel and/or representative. The Agency agrees that employees shall not suffer loss of compensation for time spent as a witness at an

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arbitration hearing held pursuant hereto. The Union agrees that the number of witnesses requested to attend and their scheduling shall be kept to a reasonable minimum.

d. No matter shall be considered as a grievance unless it is presented in writing within sixty (60) calendar days after the occurrence of the events on which the grievance was based. It is the intent of this provision that a grievance shall be filed as soon as practicable. No grievance decision covering any type of grievance shall provide for retroactive compensation for more than sixty (60) calendar days prior to the date such grievance was filed, except by mutual agreement between the parties, except that a bona fide pay discrepancy, with proper documentation, will be reviewed.

ARTICLE 5 SALARIES

5.1 WAGE AND SALARY ADJUSTMENTS

a. The bi-weekly rates of pay as set forth in Exhibit A shall continue in effect through June 24, 1983.

b. Effective June 25, 1983, the bi-weekly rates of pay shall be as set forth in Exhibit B. These classification titles and rates of pay reflect the implementation of the classification and compensation study.

c. Effective January 21, 1984, the salaries of all classifications covered by this Agreement shall be as set forth in Exhibit C which reflect a 4.0% increase.

5.2 SALARY STEP INCREASE

a. A new employee will normally receive the salary specified for Step A of the salary range which corresponds to his/her job classification. In special circumstances, a beginning salary above Step A may be authorized by the Executive Director.

b. Upon successful completion of a probationary period equivalent to 26 weeks of full-time service, an employee is eligible for advancement to the next higher step of the salary range of his/her job classification. Employees thereafter are eligible for advancement after the completion of the equivalent of 52 weeks of full-time service to succeeding steps of the assigned salary range.

c. An employee's step increase date shall be effective the first Saturday after completion of the requirements set forth in subsection (b) above.

d. A step increase may be denied only for just cause in writing.

ARTICLE 6
EMPLOYEE BENEFITS

6.1 HEALTH INSURANCE

a. Effective January 1, 1983, all employees assigned to the General Clerical and Service Representation Unit and the Operations and Maintenance Representation Unit shall receive an additional \$17.87 per month medical and dental group insurance contribution bringing the Agency contribution up to \$175.29 per month.

b. To be eligible for the Agency contribution under this Article the non-permanent employee must be paid for a minimum of forty (40) hours of work during the bi-weekly pay period for which the Agency contribution is made. If an employee fails to meet this criterion the Agency shall deduct from the employee's paycheck the amount equal to the Agency contribution, in addition to any other employee deductions for health and dental insurance. If this deduction from the employee's paycheck cannot be made in its entirety, it is the responsibility of the individual employee to pay for the remaining amount. Failure to do so before the end of the calendar month, including such paycheck(s), shall automatically drop the employee from the health and dental insurance program until the next open enrollment period.

c. Effective January 1, 1984, the Agency will increase the maximum monthly insurance contribution as set forth in subsection (a) above by a dollar amount equal to the increase in the full family premium rates for the Kaiser Health Insurance and Traveler's Dental Insurance plans available to City Housing Authority employees. This increase, if any, will be calculated by subtracting the premium rates in effect December 1982 from the rates to be effective December 1983.

6.2 LIFE INSURANCE

The Agency shall provide \$5,000 Life Insurance for the career employees covered by this Agreement. The Agency shall also allow career employees to purchase additional life insurance at their own expense per a new plan to be sponsored by the Agency.

6.3 OPTICAL INSURANCE

The Agency shall sponsor an optical insurance plan no later than March 1, 1983, which career employees may purchase at their own expense.

6.4 OTHER EMPLOYEE BENEFITS

Except as modified by this Agreement, and subject to applicable laws, the following benefits shall remain in effect during the term of this Agreement:

- a) State Unemployment Insurance
- b) State Disability Insurance

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- c) Worker's Compensation Fund
 - d) Social Security
 - e) Public Employees' Retirement System
(Housing Authority employees only)

6.5 RETIREMENT CONTRIBUTION

Effective December 25, 1982, the Agency will pay the first four percent (4%) of an employee's Public Employees' Retirement System contribution. For employees not covered by the Public Employees' Retirement System, the Agency shall contribute an equal amount towards their retirement contribution.

ARTICLE 7 HOURS OF WORK AND OVERTIME

7.1 WORKDAY/WORKWEEK

a. The workweek for the Agency employees shall begin at 12:01 a.m., Saturday and end at 12:00 midnight the following Friday. The permanent employees' workweek shall consist of forty (40) working hours during the seven (7) day period.

For permanent employees, the Agency may establish a schedule consisting of forty (40) hours in any five (5) days during the workweek. Where practical, every effort will be made to schedule such five (5) days consecutively.

b. The hours of work and workweek for all non-permanent employees shall be established by the Agency.

c. The Agency shall have the right to initiate discussions regarding the implementation of a workweek schedule consisting of four (4) ten (10) hour workdays during the term of this Agreement. If the parties agree to such a schedule covering all or a portion of the employees, said agreement shall be formalized and made a part of this Agreement.

7.2 OVERTIME

a. Employees shall be paid time and one-half (1-1/2) for all hours worked in excess of eight (8) per day, forty (40) per week, or on any holiday as set forth in Article 8.

b. All holidays and paid leave time shall be considered time worked for the purpose of computing overtime.

c. Within each job classification, qualified career employees on a job site shall be offered overtime work prior to the offering of overtime work to qualified non-career employees. Completion of a started assignment shall be the prime factor in the assignment of overtime work.

7.3 COMPENSATORY TIME OFF (CTO)

a. Compensatory time off instead of cash compensation for overtime may be granted, at the request of the employee and approval of the appointing authority, at the rate of one and one-half (1-1/2) hours paid leave for each overtime hour worked. Compensatory time off may be accrued up to a maximum of forty (40) hours through the last full pay period in December of each year. All compensatory time off not used by the end of this pay period will be paid to the employee in cash. This cash payment will be included in the second paycheck in January.

b. The Agency shall have the right to schedule and approve all use of compensatory time off. Employees shall be required no later than September 15th of each year to submit to their supervisor a schedule for proposed use of all accrued compensatory time off available for use through the last full pay period in December of that year.

ARTICLE 8 HOLIDAYS AND LEAVES

8.1 HOLIDAYS

a. The following shall be recognized holidays for employees covered by this Agreement:

| <u>Holiday</u> | <u>Date</u> |
|------------------------------|--|
| New Year's Eve Day (4 hours) | Last working day prior to observance of New Year's Day holiday |
| New Year's Day | January 1 |
| Washington's Birthday | Third Monday in February |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Admission Day | September 9 |
| Columbus Day | Second Monday in October |
| Veteran's Day | November 11 |
| Thanksgiving Day | Fourth Thursday in November |
| Day After Thanksgiving | Fourth Friday in November |

Holiday

Date

Christmas Eve Day (4 hours)

Last working day prior to observance of Christmas Day holiday

Christmas Day

December 25

Friday (4 hours)

Friday before Easter

b. When one of these holidays falls on a Saturday, the employees shall be given the preceding Friday off. When one of these holidays falls on a Sunday, the employees shall be given the following Monday off.

c. When an employee is required to work on a recognized holiday, such worktime shall be compensated in overtime as set forth in Article 7, Section 7.3(a).

d. Non-permanent employees shall work the entire regularly-scheduled shift before and after the holiday to be eligible for holiday pay. Use of approved annual leave or sick leave shall be considered as worktime.

e. Non-career employees shall receive the holiday benefit on a pro-rata basis.

8.2 ANNUAL LEAVE

a. All permanent employees shall earn annual leave at the following rate:

- 1) 5/6 day per month (6-2/3 hours) through five (5) years of service;
- 2) 1-1/4 days per month (10 hours) from six (6) through fifteen (15) years of service;
- 3) 1-2/3 days per month (13-1/3 hours) after fifteen (15) years of service.

b. On January 1 of every year, annual leave earned but not taken may accrue to a maximum of two (2) times the employee's yearly accrual.

c. During any year in which an employee is accruing annual leave at the rate of 1-2/3 days per month, he/she may elect to take one week of his/her accrual in equivalent pay.

d. Once every three (3) months the Agency will notify each employee, in writing, of his/her accumulated sick leave and accumulated annual leave.

e. This Article shall apply to non-permanent employees except that the monthly accrual rate under Section 8.2(a) shall be computed on a pro-rata basis. Non-permanent employees shall not be eligible to use annual leave prior to six (6) months of service.

8.3 SICK LEAVE

a. Sick leave shall be accrued at the rate of twelve (12) days per year and shall be computed on the basis of one day, eight hours, for each full month of service, or straight percentage thereof.

b. There is no limit on the amount of sick leave which may be accumulated.

c. Whenever an employee has accumulated 60 days or more of unused sick leave as of the end of the last full pay period in December, such employee is eligible to be paid for 25% of the unused sick leave accrued during the year. The employee will be paid this amount on the second payday in January unless the employee notifies the Finance Division in writing that they do not wish to receive this payment. Such notification must occur no later than the end of the first full week of January.

d. When, after two or more consecutive years of service, an employee resigns, is retired, dies, or is laid off due to a reduction in the work force, the employee or his/her beneficiary will receive payment for 33-1/3% of total unused sick leave credits.

e. An employee is allowed a maximum of five days sick leave per year, chargeable to accumulated sick leave, when it is necessary to care for a sick member of the employee's immediate family.

f. An employee is allowed a maximum of five (5) days off if death occurs in the immediate family, unless otherwise expressly approved by the employee's supervisor. Immediate family shall be defined as the employee's mother, father, step-mother, step-father, grandparents, spouse, children, step-children, brother, sister, and persons bearing the same relation to the employee's spouse. Three (3) days shall be allowed off for the death of a relative not stated above who was a resident of the employee's household at the time of death. One (1) day shall be allowed off for the death of a relative not stated above who was not a resident of the employee's household at the time of death. Four (4) hours shall be allowed off to attend the funeral of a friend. All of this time shall be chargeable to sick leave.

g. Time off for doctor and dental appointments for an employee, or when absolutely necessary to take family members, may be charged to accumulated sick leave.

h. When an employee's sick leave has been depleted, annual leave shall automatically be utilized unless the employee otherwise notifies the Finance Division in writing.

i. An employee who, while on vacation, is bedridden for three (3) or more days, or hospitalized for one (1) or more days, due to an illness or injury may have such days charged to sick leave provided the employee submits appropriate written verification from the treating physician or the hospital in which he/she was confined.

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j. This Article shall apply to non-career employees except that the monthly accrual rate under Section 8.3(a) shall be computed on a pro-rata basis.

8.4 COURT LEAVE

For the period of time in court, on jury duty or under subpoena as a witness in a proceeding in which the employee is not a party, an employee is entitled to court leave with pay and said absence shall not be construed as annual leave or leave without pay. Any fee, other than for mileage, collected by the employee for such duty shall be collected by the employer from the employee, except that such fees collected shall not be in excess of the salary earned by the employee in the same period. However, the employee may elect to take annual leave or leave without pay and retain any fees.

8.5 LEAVES OF ABSENCE WITHOUT PAY - CAREER EMPLOYEES

a. Upon written request and approval by the Executive Director, a leave of absence without pay may be granted to any career employee for a period of not to exceed one (1) year for the following reasons:

- 1) Illness or disability, including pregnancy-related disability, not covered by sick leave;
- 2) Union business;
- 3) Education or training which will materially benefit the Agency;
- 4) Other personal reasons which do not cause inconvenience to the Agency.

b. Any leave of absence granted under Section 8.5(a)(1) above shall be only for the actual period of illness, disability, or pregnancy-related disability. Any request for a leave of absence longer than the actual period of illness, disability, or pregnancy-related disability, up to the one (1) year maximum from the date the initial leave began under Section 8.5(a)(1), must be approved by the Executive Director, and will be considered a leave under Section 8.5(a)(4).

c. Requests for leave of absence shall be submitted to the Director and shall state specifically the reasons for the leave, the date when the leave is to begin, and the probable date of return.

d. An employee on leave of absence without pay necessitated by pregnancy, illness or disability, as verified by medical reports, is eligible to return to his/her position on request at the completion of such leave. In all other cases, if the leave of absence without pay has been granted for a period of time which would necessitate a permanent replacement, the employee on leave shall not be returned to the position he/she vacated unless that position is open at the time he/she reports for work. He/she shall, however, be granted preferential hiring rights for the first position of similar job classification which is open at a later date.

e. If the leave of absence without pay necessitates a temporary replacement, the employee on leave shall be returned to the position he/she vacated upon his/her return to work.

f. In the event a career employee is transferred or promoted on a temporary basis for the duration of a leave of absence, such appointment shall have no effect on the status of the employee so promoted or transferred, and he/she shall be entitled to all rights and benefits that would be provided him/her had he/she not been temporarily promoted or transferred.

g. Employees may not accrue annual or sick leave while on leave of absence without pay; however, employees returning to work following a leave shall retain their accumulated sick leave and annual leave.

h. Approved leaves of absence shall count as service time for the purpose of determining seniority.

i. All premiums required under the Agency's health and welfare program shall be paid by the employee while on leave of absence without pay.

ARTICLE 9 SPECIAL ALLOWANCES

9.1 ON-CALL PAY

A career employee who is required to remain on call for emergency work shall be paid \$112.00 per week in addition to his/her regular compensation. Employees who are called out while on standby shall receive two (2) hours minimum pay at time and one-half their base rate of pay.

9.2 NIGHT-SHIFT DIFFERENTIAL

All employees of the Agency covered by this Agreement who work five-eighths (5/8) or more of their regular shift in the period extending from 6:00 p.m. to 6:00 a.m. shall be compensated therefore by payment for the entire shift of an additional five percent (5%) of their base pay for that shift. Employees who work less than five-eighths (5/8) of their regular work shift in the period extending from 6:00 p.m. to 6:00 a.m. shall be compensated for those hours worked (to the nearest one-half hour) within this period by payment of an additional five percent (5%) of their base pay for such hours.

9.3 TEMPORARY WORK IN A HIGHER CLASS

a. When it is required that an employee perform essentially all the duties of a position in a higher classification, due to a vacancy, out-of-classification payment shall begin after completion of two consecutive working days in the higher classification. Payment for such out-of-classification work shall be five percent (5%) above the regular base pay of the employee, providing such pay shall be a minimum of the "A" step of the higher class, and no more than the maximum of "E" step of the higher

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classification. No position will be filled by "temporary work in a higher class" for more than forty-five (45) consecutive days, except as follows:

- 1) Illness
- 2) Vacation relief
- 3) Sick leave relief
- 4) Leave of absence
- 5) During the promotional examination process
- 6) Conditions of extended emergency

b. The Agency agrees not to abuse or circumvent the application or intent of this section, including the establishment of new positions.

c. Out-of-classification pay, as stated in Section 3.4(a) shall not apply to non-career employees unless such out-of-classification work is being performed on an unsupervised (non-trainee) basis.

d. If an employee is assigned to work out-of-classification the day before and the day after a holiday, sick leave, or vacation, such time off with pay shall be at the out-of-classification rate of pay.

9.4 LEADWORKER PAY

When a career employee holding permanent status as a Maintenance Specialist, Building Maintenance Mechanic, or Maintenance Worker I and II is assigned as a Leadworker over three (3) or more employees, such employee shall receive five percent (5%) per hour in addition to base pay.

9.5 LONGEVITY PAY

a. Employees who have been employed by the Agency for a period of twenty (20) to twenty-five (25) years on January 1 of each year shall receive longevity pay of \$100 on the second payday of January.

b. Employees who have been employed by the Agency for a period of twenty-five (25) or more years on January 1 of each year shall receive \$300 on the second payday of January.

c. For only those employees eligible for longevity pay in January 1983, the cash payments set forth in subsections (a) and (b) above shall be reduced by one-half (1/2). Thereafter, all employees shall be eligible for the full cash payment.

ARTICLE 10
PERSONNEL ACTIONS

10.1 PROMOTIONS - CAREER EMPLOYEES

a. Promotional examinations are open to all career employees who meet the basic qualifications for the higher position. Any employee, upon promotion shall be entitled to receive in the position to which he/she is promoted, the rate of compensation next higher than that received by him/her prior to this promotion; provided that the amount of such increase shall be at least equal to one full in-grade salary step, but in no case shall the new rate exceed the maximum rate of higher class.

b. All job examination announcements shall be posted on the bulletin boards as specified in Article 3.6 at least ten (10) working days prior to the closing of the filing period. Job announcements may be posted for less than ten (10) working days with the written consent of the Union.

c. Where an employee of the Agency applies for a promotional position within the Agency and does not meet the minimum qualifications of the high classification, such employee shall be notified in writing which minimum qualification(s) were not met.

d. Within any job examination process, all employees who meet the minimum qualifications of a higher job classification covered by this Agreement shall be eligible for the job-related examination process. The current top five (5) names on the eligible list from the most recent examination process shall be granted interviews for each vacancy in said higher job classification. The promotion shall be given to the most qualified candidate without regard to relative position on the list. If two (2) or more candidates are equally qualified, seniority shall be the determining factor in the promotion.

e. Any career employee who is promoted and subsequently released from that new job classification while serving the probationary period shall be reinstated to the job classification from which promoted, unless reason for release would be just cause for dismissal from agency service pursuant to Article 10.3, but said released but not dismissed career employee shall be entitled to file a grievance at the second step of the grievance procedure, but shall have no right to take such grievance to Step 3 (arbitration).

10.2 TRANSITION

Upon approval of the Executive Director or his/her designee, any non-career employee holding permanent status may be considered for appointment to a regular position. Qualifying employees shall be subject to a performance appraisal or interview to determine ranking. Where performance of two (2) or more qualifying employees is equally satisfactory, the employee having the most Agency service shall be selected. Permanent status shall be granted without further examination. Such appointment may be made only to an entry-level classification covered by this Agreement, or to the employee's current classification where such classification is within a flexibly staffed classification series.

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10.3 DISCIPLINARY ACTION

a. Employees shall be disciplined only for just cause. Disciplinary action or measures may include the following:

- 1) Written reprimand
- 2) Suspension
- 3) Reduction within salary range
- 4) Demotion
- 5) Discharge

b. The Agency shall not discipline an employee, including a verbal reprimand, where an employee refuses to utilize bilingual ability during the course of their duties, except where the employee is employed in a position where the use of bilingual ability is a job requirement.

c. An employee who is released from a job classification while serving a probationary period shall have no right of appeal under this Agreement, except as provided in Section 10.1(e).

d. No Steward or Union Representative need be present during normal job site verbal reprimands being given by the employee's immediate supervisor. During all other disciplinary actions the employee may request the presence of a steward or Union Representative.

e. A written reprimand and any written rebuttal submitted by the employee shall be removed from an employee's personnel files if the employee has worked for a three (3) consecutive year period, subsequent to receipt of the written reprimand, without receipt of any additional disciplinary action as listed under Section 10.3(a).

f. Written reprimands which are removed from an employee's personnel files shall be kept in a separate file in the Office of the Executive Director.

g. Once a written reprimand is removed from the employee's personnel files as stated above, said written reprimand shall not be used by the Agency to base the severity of any future disciplinary action.

10.4 CITIZENS COMPLAINT

a. The Agency agrees not to take any disciplinary action against any employee under Article 10.3 of this Agreement based upon a complaint from a tenant or other member of the public unless and until such complaint is reduced to writing and signed by the complainant. Such written complaint shall specifically allege what acts by an employee are complained of.

b. If a tenant or other member of the public files a written complaint with the Agency complaining of the actions of any employee, the Agency shall provide a copy of a complaint to the employee and shall afford an opportunity for a written reply by the employee to the matter complained of in such complaint. The complaint, the employee's reply, and any Agency action based on the complaint, shall become a part of the employee's personnel file.

10.5 EMPLOYEE PERSONNEL RECORDS

a. Employee personnel records shall be subject to inspection only by the employee concerned and authorized Agency personnel except as otherwise provided by law. Upon notification and approval of the employee's supervisor, an employee shall be entitled to make an appointment for and review his/her personnel records at the appropriate personnel office for a reasonable time during Personnel Department hours. Upon proper request, such permission shall not be unreasonably withheld. No persons shall be allowed other than those stated in this section, to inspect an employee's personnel record without the express written authorization of the employee.

b. The employee's signing of any detrimental or adverse document or materials to be placed in the employee's personnel record will not indicate an agreement by the employee as to the contents of the document or materials. Such signing does indicate the employee has had an opportunity to review the detrimental or adverse document or material.

However, the employee may submit a written rebuttal to be placed in his/her personnel record to such a detrimental or adverse document or material. Such rebuttal shall constitute and remain a part of the employee's personnel record.

c. Upon request, an employee or his/her expressly authorized representative shall be given a copy of any written material which is part of his/her personnel records.

ARTICLE 11 SENIORITY AND LAYOFF

11.1 SENIORITY

a. Agency Service Seniority: Agency service seniority shall be defined as the effective date of appointment to the employee's current full-time position with the Agency, or as the effective date of appointment to any full-time position(s) with the Agency which preceded, in continuous service, the appointment to the employee's current full-time position, whichever is greater. Employment with the Agency in any part-time position shall be calculated as Agency service seniority on a pro-rata basis.

b. Classification Seniority: Classification seniority shall apply only to career employees. Classification seniority shall be defined as the effective date of probationary appointment to a regular position in the employee's present job classification including any time spent in a higher classification less any time spent in a lower job classification due to a

downgrade. The term higher classification shall mean a job classification in which the top rate of pay (Step E) is greater than the top rate of pay (Step E) of the employee's present job classification. For any career employee who has not served a probationary period in his/her present job classification, classification seniority shall be the effective date of reallocation or transition to the employee's present job classification. For downgrading purposes, computation of classification seniority for a job classification lower than that in which the employee holds permanent status, the following seniority shall be counted: (1) classification seniority in any higher classifications, and (2) previous classification seniority in the job classification in which the employee is currently working, and (3) present time spent in the job classification in which the employee is currently working.

c. Employees shall lose their seniority for the following reasons:

- 1) Permanent discharge
- 2) Resignation
- 3) Failure to return to work when recalled from layoff as set forth in the recall procedure in Article 11.2(g)
- 4) Failure to return to work after expiration of a formal leave of absence
- 5) Retirement
- 6) Layoff for a continuous period of two (2) consecutive years from Agency service

d. The Agency shall prepare and maintain a seniority list which shall show the names, classification, classification seniority date and Agency service seniority date of all employees covered by the Agreement. The Union shall be given two copies of the list within thirty (30) calendar days after the effective date of this Agreement, and thereafter a current list every six (6) months.

e. A seniority unit list, including the same information shall be maintained and posted for each seniority unit. This list shall be available for inspection by the employee and his/her steward.

f. These lists shall be deemed correct as to an employee's seniority unless the employee or the Union notifies the Agency to the contrary in writing within ten (10) working days after a list is given to the Union and posted by the Agency on the bulletin boards as specified in Article 3.6.

g. Section (f) above, shall be posted at the top of the seniority unit list.

11.2 LAYOFF

a. PURPOSE

This Article provides the procedure to be followed when an employee is to be displaced/laid off from his/her position due to layoff.

b. DEFINITIONS

- 1) Layoff: A layoff shall be defined as the dismissal of at least one (1) employee due to lack of work, lack of funds, or abolishment of position.
- 2) Seniority: Seniority shall be defined as in Article 11, Section 11.1.
- 3) Downgrade: A downgrade shall be defined as a change in job classification to which the top rate of pay (Step E) is the same or less than the top rate of pay (Step E) of the employee's present classification, due to a layoff. A downgrade shall only be allowed to the appropriate classification within the employee's regression ladder, except as provided in Section 11.2(c)(4) of this Article.
- 4) Regression Ladder: A regression ladder shall be defined as a classification series through which an employee may downgrade. The regression ladders are as set forth in Exhibit C.

c. PROCEDURE

- 1) Within each job classification in which a layoff occurs, employees shall be laid off in the following order: first, non-career employees with probationary status in order of Agency service seniority; second, non-career employees with permanent status in order of Agency service seniority; third, career employees with probationary status in order of classification seniority. The first employees affected by a layoff within each of these categories shall be the employee with the least applicable seniority. No non-career employee may remain working in a job classification from which a career employee is laid off or displaced.
- 2) Any career or non-career employee with probationary status who is affected by a layoff or displaced by a downgrading employee shall return to the former job classification where the employee held permanent status, if any. Said employee shall also return to the same department and type position which the employee left immediately prior to the probationary appointment, and shall then be treated as either a career or non-career employee, depending upon the type position previously held, with permanent status with respect to any layoff within that former job classification. If a

probationary employee does not hold permanent status in another job classification, he/she will be laid off.

- 3) Within a job classification, any career employee with permanent status who is to be laid off or displaced shall have the right to downgrade, in descending order, to job classifications within his/her regression ladder, if any, provided that the employee meets the qualifications of the lower classification and can displace an employee in the lower classification as follows:
 - a) If there are non-career employees with probationary status in limited-term positions, the downgrading career employee shall first displace such non-career employee with the least Agency service seniority. In this event, the downgrading career employee shall continue to be a career employee even though he/she is filling a non-career limited-term position.
 - b) If there are no non-career employees with probationary status in limited-term positions, the downgrading career employee shall then displace the non-career employee with permanent status in a limited-term position with the least Agency service seniority. In this event, the downgrading career employee shall continue to be a career employee even though he/she is filling a non-career limited-term position.
 - c) If there are no non-career employees in limited-term positions, the downgrading career employee shall then displace the career employee with probationary status with the least classification seniority.
 - d) If there are no non-career employees in limited-term positions or career employees with probationary status, the downgrading career employee shall then displace the career employee with permanent status with the least seniority, provided the downgrading career employee has greater seniority. Classification seniority shall be utilized as the applicable seniority for downgrading purposes except that Agency service seniority shall be utilized to downgrade into the following classifications:

Maintenance Worker I
Custodian I
Food Service Driver
Stenographer Clerk I
Typist Clerk I
Tenant Services Clerk I
General Clerk I
Mail Clerk/Messenger

Account Clerk I
Cook I
Stock Control Clerk

Effective June 25, 1983, due to the implementation of the classification study, the classifications requiring Agency service seniority to downgrade into shall be as follows:

Maintenance Worker I
Custodian I
Delivery Driver
Program Aide, Community Services
Housing Services Clerk I
Stock Clerk
Typist Clerk I
Central Services Clerk I
Account Clerk I
Housing Management Clerk I
Institutional Cook I
Food Assembler

- 4) If a career employee with permanent status is unable to downgrade into any job classification within the appropriate regression ladder, he/she shall be laid off.
- 5) Whenever this Section is referenced within a regression ladder the career employee with permanent status shall have the right to downgrade, in the same manner as provided in Section 11.2 (c)(3) to the last classification in which permanent status was held, if any, provided such classification is contained within regression ladders 1 through 15. If such a downgrade is possible the employee shall then in the future have the right to downgrade through that new regression ladder only. If such a downgrade is not possible, the employee shall then continue to downgrade in accordance with Section 11.2(c)(3) to further classifications in his/her regression ladder, if any.
- 6) An employee may accept layoff in lieu of the opportunity to downgrade by notifying the Personnel Department within three (3) working days of receiving notice of layoff. Where the employee accepts a layoff in lieu of a downgrade, said employee shall forfeit all recall rights except to a vacancy within the same classification from which the employee was laid off.
- 7) If two (2) or more employees have an equal amount of classification seniority, the senior employee shall be determined on the basis of greater Agency service seniority. If two (2) or more employees have an equal amount of Agency service seniority, the senior employee shall be determined on the basis of earliest hire date with the Agency, or by chance draw in the event of a tie.

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- 8) The application of this procedure is not intended to extend job assignment, work organization, or departmental preference to any employee affected by a layoff.

d. NOTICE OF LAYOFF

In the event of layoff, the Agency shall send by certified mail, return receipt requested, a layoff notice to all affected employee(s). Such notice shall be postmarked at least fourteen (14) calendar days in advance of the effective date of layoff. Such layoff notice shall be mailed to the employee's address currently on file in the personnel office and shall be deemed appropriate notice. The employee(s) who is on a paid or unpaid leave shall be affected by the layoff in accordance with the provisions of this Article in the same manner as all other employees. However, the employee who is on sick leave or injury-on-duty status on the date of the layoff notice shall not be laid off or downgraded until the employee returns to work; except that the effective date for recall purposes shall be the date of actual layoff as stated on the layoff notice.

e. SALARY IN EVENT OF DOWNGRADE

- 1) An employee who is downgraded through a regression ladder pursuant to this Article shall be paid in the new classification the salary range step closest to the monthly pay rate received immediately prior to downgrade providing there is no increase in pay.
- 2) If appointed in the lower classification at other than Step "E", future salary step adjustment shall be made in accordance with Article 5.2 "Salary Step Increases" with time served in the class from which the downgrade occurred counting toward salary step advancement.
- 3) Upon subsequent recall through a regression ladder the employee shall not receive in the next higher class less than that received in the lower class, provided however, that upon subsequent placement in the class from which the employee was downgraded, salary step placement shall be at the salary step previously held. If, however, said salary step is less than that received in the class to which the employee was downgraded, salary step placement shall be at the salary step immediately higher. The anniversary date for future in-grade salary adjustments shall be the date of recall to the permanent classification.
- 4) Salary as referred to in this Article shall be the monthly salary range and respective salary step for the affected classification as set forth in Exhibits "A", "B", and "C" of this Agreement.

f. FRINGE BENEFITS

Employees laid off shall be paid sick leave, vacation, and similar benefits per this Agreement and applicable ordinances and rules. Employees being recalled who received a sick leave pay off at the time of layoff, shall have the uncompensated portion of their sick leave balance restored; provided, however, that only those sick leave hours accrued after recall shall be applied to sick leave pay off related to a subsequent termination.

g. RECALL

- 1) When a vacancy occurs in a job classification, the laid off or downgraded employee(s) eligible to return to that job classification shall be recalled in the inverse order of layoff. Career employees who were laid off or downgraded are eligible to return to the job classification in which permanent status is held within their regression ladder, or to lower classifications within the same regression ladder, but shall have no recall rights to any job classification in which probationary status was held at the time of layoff or downgrade.
- 2) Employees shall be entitled to recall rights for a period of two (2) consecutive years from the effective date of layoff or downgrade. The effective date of layoff shall be the employee's last day of work. The effective date of downgrade shall be the employee's last day of work in the classification from which he/she is downgraded. An employee who has downgraded and has not been recalled to the classification where permanent status is held within the two (2) year period shall gain permanent status in the job classification in which the employee is working at the expiration of the two (2) year period.
- 3) When a vacancy exists and employees are to be recalled, notice of the opening(s) shall be sent to the mailing address as shown on Personnel Department records unless a more recent address has been furnished in writing by the laid off/downgraded employee. To expedite recall, more than one (1) employee may be notified of an opening. This recall notice shall be by certified mail, return receipt requested, and the employee shall have fourteen (14) calendar days to report to work from the date of receipt of the recall notice. If said employee fails to report to work within fourteen (14) calendar days, he/she will lose all recall rights. An employee who has been laid off shall be required to meet the qualifications of the classification to which he/she is recalled.
- 4) The Agency shall only be obligated to recall eligible laid off or downgraded career employees to regular full-time positions. The Agency shall offer part-time or limited-term employment (not recall) to eligible laid off or downgraded career employees, but if such career employee(s) accepts or refuses such employment offer there shall be no effect on the original

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duration of the two (2) consecutive year recall period. The Agency shall not be obligated to offer employment or recall any employee(s) to any temporary position.

h. EMPLOYEES NOT COVERED BY THIS AGREEMENT

Where an employee holds status in a job classification not covered by this Agreement, and is laid off from that job classification, such employee shall be entitled to downgrade to a job classification covered by this Agreement in accordance with Section 11.2(c)(3) of this Article, provided such employee held permanent status in such bargaining unit job classification not more than two (2) years prior to the effective date of the layoff.

i. ALTERNATIVE LAYOFF REOPENER

The Agency or the Union shall have the right, at any time during the term of this Agreement, to initiate discussions between the parties as to possible alternatives to layoff and/or alternative layoff procedures. The Agency, however, retains the right to proceed with layoffs according to the procedures set forth in this Agreement at any time including, but not limited to that time, if any, during which an impasse on layoff alternatives is being resolved.

ARTICLE 12
REIMBURSEMENTS

12.1 REIMBURSEMENT FOR DAMAGED OR STOLEN TOOLS

a. The Agency shall process claims for damaged or stolen tools, the loss of which did not result from negligence on the part of the employee. Employees shall be reimbursed for damaged or stolen tools within thirty (30) days following the filing of the claim. Claims adjusted by the Agency's insurance carrier will be immediately forwarded to the employee upon receipt of payment from the carrier.

b. For an employee to be eligible for reimbursement under this Article, the employee, on an Agency form, shall maintain with the Agency a current list of tools authorized by the employee's supervisor. No reimbursement shall be made for any tool not on said list.

12.2 TUITION REIMBURSEMENT

Career employees shall be eligible for tuition reimbursement up to \$50.00 per semester with a maximum of \$150.00 per year for coursework related to their employment with the Agency for which the employee receives no other funds from any other source (G. I. Bill, Scholarships, etc.). Such reimbursement shall only be applicable for the actual cost of the tuition of the course and other mandatory student fees and shall not include other items such as books, materials, non-mandatory fees, parking, etc. Reimbursement shall be made only for coursework completed at accredited high schools, colleges, universities, and correspondence schools. Employees must receive Agency approval of the

coursework prior to the start of such course and must receive a grade of "C" or it's numerical equivalent or better to be eligible for the tuition reimbursement.

12.3 REGIONAL TRANSIT BUS PASS

Career employees who utilize the Sacramento Regional Transit District (SRTD) for home-to-work transportation are eligible to receive a 50% reimbursement on the cost of a SRTD monthly bus pass. The 50% reimbursement shall not be applied toward the cost of a zone sticker, only the normal cost of the monthly bus pass. Employees must submit their claim for the 50% reimbursement no later than the tenth (10th) calendar day of the month for which the bus pass is valid to be eligible for the reimbursement.

12.4 PARKING

Employees are eligible to receive a maximum of \$12.00 per month reimbursement on their monthly parking costs provided that:

- a) The individual was an Agency employee on December 25, 1981, and has been continuously employed since that date; and
- b) As an Agency employee he/she had been allowed to park at no cost in the vacant lot next to the Agency's main office at 630 "I" Street, Sacramento.

Employees must submit their claim for the maximum \$12.00 reimbursement during the month for which they are claiming reimbursement to be eligible for the reimbursement. No employee shall be eligible to receive any parking reimbursement until such time they are no longer allowed to park at no cost in the vacant lot.

ARTICLE 13 SAFETY AND UNIFORMS

13.1 SAFETY

a. The Agency agrees to provide for the safety of the employees during the hours of their employment. In this regard, the Agency agrees that it will receive and consider written recommendations with respect to unsafe working conditions or other safety ideas in the area of working conditions from any employee or from the Union. The employees and the Union agree that they will direct their safety recommendations and ideas to the Agency. The safety advisory committee consisting of representatives of the Agency and the Union shall meet every three months, or whenever necessary, to consult on such safety matters. Up to three Union representatives may attend such meetings without loss of pay or benefits.

b. The Agency shall take all reasonable and required precautions to provide for the safety of its employees during hours of their employment.

13.2 SAFETY GLASSES

a. The Agency shall furnish free, non-prescription, safety glasses or goggles where such glasses or goggles are required by the Agency to be worn and it shall be mandatory for employees to use them. Where prescription safety glasses are required, the Agency shall contribute an amount which represents the cost of a pair of non-prescription safety glasses toward the cost of such lenses and frames.

b. In order to qualify for the Agency's contribution, the employee must receive authorization from the Agency before such purchase. The Agency may make arrangements for employees to purchase required safety glasses and frames at a reduced price.

13.3 UNIFORM CHANGES

The Agency agrees to provide two (2) pant changes per week and five (5) shirt changes per week for employees in the Operations and Maintenance Unit beginning as soon as possible after the effective date of this Agreement.

ARTICLE 14 MISCELLANEOUS

14.1 SELECTION OF VACANCIES

a. When permanent vacancies occur in a particular job assignment, career employees holding permanent status in that classification may request to be assigned to such vacancy. A vacancy or vacancies resulting from an assignment herein may not be subject to this procedure. The requests for transfer shall not be arbitrarily or capriciously denied. Transfers shall be made on the basis of the most qualified applicant. Where two or more employees request transfers and their qualifications are not significantly different, the senior employee will be given the transfer.

b. For an employee to be considered for transfer under Section 14.1 (a), a written transfer request, on a form provided by the Agency, must be filed with the Agency Personnel Department. Such transfer request shall be valid through December 31 of each calendar year.

c. Whenever the names of the top five (5) candidates are given an interview for a vacancy pursuant to Section 10.1(d), the names of employees who have submitted transfer requests for that opening shall also be given an interview for that vacancy. However, in no event shall more than five (5) employees requesting transfer be given such interview, with the employees who submitted their transfer request on the earliest date being given preference.

14.2 DISCRIMINATION CLAUSE

The Agency and the Union agree not to unlawfully discriminate against any employee and/or member on the basis of age, sex, marital status, religion, race, color, creed, national origin, political affiliation, union membership or activity, or handicap.

14.3 SAVING CLAUSE

If any parts of the Agreement are found to be illegal, such illegality shall not in any way invalidate any other parts of this Agreement.

14.4 STRIKES AND LOCKOUTS

For the duration of this Agreement the Union and its members agree that it shall not call, sanction or engage in any strike, slowdown, suspension or stoppage of work activity, and the Agency agrees that it shall not cause or engage in any lockout.

14.5 CLASSIFICATION STRUCTURE CHANGES

The Agency agrees to advise the Union in writing at least thirty (30) days prior to the implementation of any change in the employer's existing classification structure affecting classifications represented by the Union.


14.6 TERM

This Agreement shall remain in full force and effect from December 25, 1982, to and including December 21, 1984.

DATED:

AFSCME LOCAL #146
Negotiating Committee


Richard Black


Doug Selby


Ashley Ebberts


Robin McGraw


Charlis Cervantes

SACRAMENTO HOUSING AND
REDEVELOPMENT AGENCY

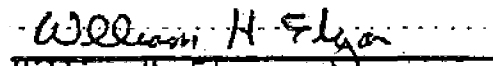

William H. Edgar
Executive Director

EXHIBIT A

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

1983

| <u>Unit and Department</u> | <u>Salary Schedule No.</u> | <u>Range No.</u> | <u>Approx. Mo. Salary Range</u> |
|---|--------------------------------|----------------------|-------------------------------------|
| <u>OPERATIONS & MAINTENANCE</u> (Rates effective December 25, 1982) | | | |
| Custodian I | III | 1 | 1046-1274 |
| Custodian II | III | 2 | 1126-1371 |
| General Repair Worker | III | 7 | 1582-1926 |
| Maintenance Clerk | III | 3 | 1155-1406 |
| Maintenance Inspector | III | 8 | 1741-2120 |
| Maintenance Worker I | III | 4 | 1163-1416 |
| Maintenance Worker II | III | 5 | 1277-1555 |
| Maintenance Worker III | III | 6 | 1422-1732 |
| Maintenance Specialist | III | 8 | 1741-2120 |

| | | | |
|---|----|----|-----------|
| <u>GENERAL CLERICAL & SERVICE</u> (Rates effective December 25, 1982) | | | |
| Account Clerk I | IV | 2 | 914-1113 |
| Account Clerk II | IV | 6 | 1027-1250 |
| Account Clerk III | IV | 9 | 1186-1444 |
| Clerk I | IV | 1 | 890-1083 |
| Clerk II | IV | 5 | 1002-1220 |
| Clerk III | IV | 8 | 1155-1406 |
| Cook I | IV | 3 | 974-1186 |
| Cook II | IV | 8 | 1155-1406 |
| Departmental Clerk | IV | 12 | 1384-1685 |
| Food Service Driver | IV | 3 | 974-1186 |
| Head Cook | IV | 12 | 1384-1685 |
| Housing Aide | IV | 6 | 1027-1250 |
| Mail Clerk/Messenger | IV | 1 | 890-1083 |
| Receptionist-Clerk | IV | 5 | 1002-1220 |
| Senior Legal Stenographer | IV | 11 | 1277-1555 |
| Stenographer Clerk I | IV | 4 | 982-1196 |
| Stenographer Clerk II | IV | 7 | 1081-1316 |
| Stenographer Clerk III | IV | 10 | 1247-1518 |
| Stock Control Clerk | IV | 9 | 1186-1444 |
| Tenant Services Clerk I | IV | 2 | 914-1113 |
| Tenant Services Clerk II | IV | 6 | 1027-1250 |
| Tenant Services Clerk III | IV | 9 | 1186-1444 |
| Typist Clerk I | IV | 1 | 890-1083 |
| Typist Clerk II | IV | 5 | 1002-1220 |
| Typist Clerk III | IV | 8 | 1155-1406 |

Pay Per Hour

| | | | | | |
|---------------------|-------|-------|-------|-------|-------|
| Food Service Worker | 3.837 | 4.030 | 4.233 | 4.446 | 4.670 |
| Student Trainee | 4.599 | 4.831 | 5.075 | 5.331 | 5.600 |

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EXHIBIT A
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

1983

SALARY SCHEDULE III: Monthly Rates
 Bi-weekly Rates
 Hourly Rates

| <u>Steps</u> | | | | | |
|------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <u>Range No.</u> | <u>A</u> | <u>B</u> | <u>C</u> | <u>D</u> | <u>E</u> |
| 1 | 1046 482.96 6.037 | 1099 507.28 6.341 | 1155 532.88 6.661 | 1213 559.76 6.997 | 1274 588.00 7.350 |
| 2 | 1126 519.76 6.497 | 1183 546.00 6.825 | 1243 573.52 7.169 | 1305 602.40 7.530 | 1371 632.80 7.910 |
| 3 | 1155 532.88 6.661 | 1213 559.76 6.997 | 1274 588.00 7.350 | 1338 617.68 7.721 | 1406 648.80 8.110 |
| 4 | 1163 536.96 6.712 | 1222 564.00 7.050 | 1284 592.40 7.405 | 1348 622.24 7.778 | 1416 653.60 8.170 |
| 5 | 1277 589.44 7.368 | 1341 619.12 7.739 | 1409 650.32 8.129 | 1480 683.12 8.539 | 1555 717.60 8.970 |
| 6 | 1422 656.40 8.205 | 1494 689.52 8.619 | 1569 724.32 9.054 | 1648 760.80 9.510 | 1732 799.20 9.990 |
| 7 | 1582 730.08 9.126 | 1662 766.88 9.586 | 1745 805.52 10.069 | 1833 846.16 10.577 | 1926 888.80 11.110 |
| 8 | 1741 803.68 10.046 | 1829 844.16 10.552 | 1921 886.72 11.084 | 2018 931.44 11.643 | 2120 978.40 12.230 |

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EXHIBIT A
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

1983

SALARY SCHEDULE IV: Monthly Rates
Bi-weekly Rates
Hourly Rates

| <u>Steps</u> | | | | | |
|------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Range No.</u> | <u>A</u> | <u>B</u> | <u>C</u> | <u>D</u> | <u>E</u> |
| 1 | 890 410.64 5.133 | 935 431.36 5.392 | 982 453.12 5.664 | 1031 476.00 5.950 | 1083 500.00 6.250 |
| 2 | 914 421.92 5.274 | 960 443.20 5.540 | 1009 465.52 5.819 | 1059 488.96 6.112 | 1113 513.60 6.420 |
| 3 | 974 449.44 5.618 | 1023 472.08 5.901 | 1075 495.92 6.199 | 1129 520.96 6.512 | 1186 547.20 6.840 |
| 4 | 982 453.44 5.668 | 1032 476.32 5.954 | 1084 500.32 6.254 | 1139 525.52 6.569 | 1196 552.00 6.900 |
| 5 | 1002 462.56 5.782 | 1053 485.92 6.074 | 1106 510.40 6.380 | 1162 536.16 6.702 | 1220 563.20 7.040 |
| 6 | 1027 473.76 5.992 | 1078 497.68 6.221 | 1133 522.80 6.535 | 1190 549.12 6.864 | 1250 576.80 7.210 |
| 7 | 1081 498.80 6.235 | 1135 523.92 6.549 | 1192 550.32 6.879 | 1253 578.08 7.226 | 1316 607.20 7.590 |
| 8 | 1155 532.88 6.661 | 1213 559.76 6.997 | 1274 588.00 7.350 | 1338 617.68 7.721 | 1406 648.80 8.110 |
| 9 | 1186 547.36 6.842 | 1246 574.96 7.187 | 1309 603.92 7.549 | 1375 634.40 7.930 | 1444 666.40 8.330 |
| 10 | 1247 575.68 7.196 | 1310 604.72 7.559 | 1376 635.20 7.940 | 1446 667.20 8.340 | 1518 700.80 8.760 |
| 11 | 1277 589.44 7.368 | 1341 619.12 7.739 | 1409 650.32 8.129 | 1480 683.12 8.539 | 1555 717.60 8.970 |
| 12 | 1384 638.64 7.983 | 1454 670.88 8.386 | 1527 704.72 8.809 | 1604 740.24 9.253 | 1685 777.60 9.720 |

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EXHIBIT B
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY
1983

OPERATIONS AND MAINTENANCE

Rates Effective June 25, 1983

Salary Schedule: Monthly Rate
Bi-weekly Rate
Hourly Rate

| | <u>A</u> | <u>B</u> | <u>C</u> | <u>D</u> | <u>E</u> |
|--------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Building Maintenance Inspector | 1741 803.68 10.046 | 1829 844.16 10.552 | 1921 886.72 11.084 | 2018 931.44 11.643 | 2120 978.40 12.230 |
| Building Maintenance Mechanic | 1582 730.08 9.126 | 1662 766.88 9.586 | 1745 805.52 10.069 | 1833 846.16 10.577 | 1926 888.80 11.110 |
| Custodian I | 1054 486.32 6.079 | 1107 510.80 6.385 | 1163 536.56 6.707 | 1221 563.60 7.045 | 1283 592.00 7.400 |
| Custodian II | 1159 534.88 6.686 | 1217 561.84 7.023 | 1279 590.16 7.377 | 1343 619.92 7.749 | 1411 651.20 8.140 |
| Maintenance Dispatcher | 1262 582.24 7.278 | 1325 611.60 7.645 | 1392 642.40 8.030 | 1462 674.80 8.435 | 1536 708.80 8.860 |
| Maintenance Specialist | 1741 803.68 10.046 | 1829 844.16 10.552 | 1921 886.72 11.084 | 2018 931.44 11.643 | 2120 978.40 12.230 |
| Maintenance Worker I | 1190 549.36 6.867 | 1250 577.04 7.213 | 1313 606.16 7.577 | 1380 636.72 7.959 | 1449 668.80 8.360 |
| Maintenance Worker II | 1310 604.56 7.557 | 1376 635.04 7.938 | 1445 667.04 8.338 | 1518 700.64 8.758 | 1595 736.00 9.200 |
| Maintenance Worker III | 1442 665.60 8.320 | 1515 699.20 8.740 | 1591 734.48 9.181 | 1672 771.52 9.644 | 1756 810.40 10.130 |

GENERAL CLERICAL AND SERVICE

Rates Effective June 25, 1983

| | | | | | |
|---------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Account Clerk I | 1002 462.56 5.782 | 1053 485.92 6.074 | 1106 510.40 6.380 | 1162 536.16 6.702 | 1220 563.20 7.040 |
| Account Clerk II | 1105 509.92 6.374 | 1161 535.60 6.695 | 1219 562.64 7.033 | 1281 591.04 7.388 | 1345 620.80 7.760 |
| Account Clerk III | 1262 582.24 7.278 | 1325 611.60 7.645 | 1392 642.40 8.030 | 1462 674.80 8.435 | 1536 708.80 8.860 |
| Accounting Technician | 1388 640.64 8.008 | 1458 672.96 8.412 | 1532 706.88 8.836 | 1609 742.56 9.282 | 1690 780.00 9.750 |
| Central Services Clerk I | 957 441.60 5.520 | 1005 463.84 5.798 | 1056 487.20 6.090 | 1109 511.76 6.397 | 1165 537.60 6.720 |
| Central Services Clerk II | 1052 485.60 6.070 | 1105 510.08 6.376 | 1161 535.76 6.697 | 1219 562.80 7.035 | 1281 591.20 7.390 |
| Delivery Driver | 1019 470.48 5.881 | 1071 494.24 6.178 | 1125 519.12 6.489 | 1181 545.28 6.816 | 1241 572.80 7.160 |

| | A | B | C | D | E |
|----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Food Assembler | 850 392.24 4.903 | 893 412.00 5.150 | 938 432.80 5.410 | 985 454.64 5.683 | 1035 477.60 5.970 |
| Food Service Supervisor | 934 431.04 5.388 | 981 452.80 5.660 | 1031 475.60 5.945 | 1083 499.60 6.245 | 1137 524.80 6.560 |
| Housing Management Clerk I | 1052 485.60 6.070 | 1105 510.08 6.376 | 1161 535.76 6.697 | 1219 562.80 7.035 | 1281 591.20 7.390 |
| Housing Management Clerk II | 1156 533.60 6.670 | 1214 560.48 7.006 | 1276 588.72 7.359 | 1340 618.40 7.730 | 1408 649.60 8.120 |
| Housing Services Clerk I | 1002 462.56 5.782 | 1053 485.92 6.074 | 1106 510.40 6.380 | 1162 536.16 6.702 | 1220 563.20 7.040 |
| Housing Services Clerk II | 1105 509.92 6.374 | 1161 535.60 6.695 | 1219 562.64 7.033 | 1281 591.04 7.388 | 1345 620.80 7.760 |
| Housing Services Clerk III | 1262 582.24 7.278 | 1325 611.60 7.645 | 1392 642.40 8.030 | 1462 674.80 8.435 | 1536 708.80 8.860 |
| Institution Cook I | 1019 470.48 5.881 | 1071 494.24 6.178 | 1125 519.12 6.489 | 1181 545.28 6.816 | 1241 572.80 7.160 |
| Institutional Cook II | 1172 540.80 6.760 | 1231 568.08 7.101 | 1293 596.72 7.459 | 1358 626.80 7.835 | 1427 658.40 8.230 |
| Institutional Head Cook | 1407 649.28 8.116 | 1478 682.00 8.525 | 1552 716.40 8.955 | 1630 752.48 9.406 | 1713 790.40 9.880 |
| Legal Secretary I | 1156 533.60 6.670 | 1214 560.48 7.006 | 1276 588.72 7.359 | 1340 618.40 7.730 | 1408 649.60 8.120 |
| Legal Secretary II | 1314 606.48 7.581 | 1380 637.04 7.963 | 1450 669.20 8.365 | 1523 702.96 8.787 | 1600 738.40 9.230 |
| Program Aide, Community Services | 1019 470.48 5.881 | 1071 494.24 6.178 | 1125 519.12 6.489 | 1181 545.28 6.816 | 1241 572.80 7.160 |
| Stenographer Clerk I | 1052 485.60 6.070 | 1105 510.08 6.376 | 1161 535.76 6.697 | 1219 562.80 7.035 | 1281 591.20 7.390 |
| Stenographer Clerk II | 1105 509.92 6.374 | 1161 535.60 6.695 | 1219 562.64 7.033 | 1281 591.04 7.388 | 1345 620.80 7.760 |
| Stenographer Clerk III | 1262 582.24 7.278 | 1325 611.60 7.645 | 1392 642.40 8.030 | 1462 674.80 8.435 | 1536 708.80 8.860 |
| Stock Clerk | 1052 485.60 6.070 | 1105 510.08 6.376 | 1161 535.76 6.697 | 1219 562.80 7.035 | 1281 591.20 7.390 |
| Storekeeper I | 1262 582.24 7.278 | 1325 611.60 7.645 | 1392 642.40 8.030 | 1462 674.80 8.435 | 1536 708.80 8.860 |
| Typist Clerk I | 957 441.60 5.520 | 1005 463.84 5.798 | 1056 487.20 6.090 | 1109 511.76 6.397 | 1165 537.60 6.720 |
| Typist Clerk II | 1052 485.60 6.070 | 1105 510.08 6.376 | 1161 535.76 6.697 | 1219 562.80 7.035 | 1281 591.20 7.390 |
| Typist Clerk III | 1209 557.84 6.973 | 1270 586.00 7.325 | 1334 615.52 7.694 | 1401 646.52 8.082 | 1472 679.20 8.490 |

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EXHIBIT C
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY
1984

OPERATIONS AND MAINTENANCE

Rates Effective January 21, 1984

Salary Schedule: Monthly Rate
Bi-weekly Rate
Hourly Rate

| | A | B | C | D | E |
|--------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| Building Maintenance Inspector | 1811 835.84 10.448 | 1902 878.00 10.975 | 1998 922.24 11.528 | 2099 968.72 12.109 | 2205 1017.60 12.720 |
| Building Maintenance Mechanic | 1646 759.60 9.495 | 1729 797.92 9.974 | 1816 838.16 10.477 | 1908 880.40 11.005 | 2004 924.80 11.560 |
| Custodian I | 1096 505.92 6.324 | 1151 531.44 6.643 | 1210 558.24 6.978 | 1271 586.40 7.330 | 1335 616.00 7.700 |
| Custodian II | 1206 556.56 6.957 | 1267 584.64 7.308 | 1331 614.08 7.676 | 1398 645.04 8.063 | 1468 677.60 8.470 |
| Maintenance Dispatcher | 1313 605.84 7.573 | 1379 636.40 7.955 | 1448 668.48 8.356 | 1521 702.16 8.777 | 1598 737.60 9.220 |
| Maintenance Specialist | 1811 835.84 10.448 | 1902 878.00 10.975 | 1998 922.24 11.528 | 2099 968.72 12.109 | 2205 1017.60 12.720 |
| Maintenance Worker I | 1239 571.68 7.146 | 1301 600.48 7.506 | 1367 630.72 7.884 | 1436 662.56 8.282 | 1508 696.00 8.700 |
| Maintenance Worker II | 1363 628.96 7.862 | 1431 660.64 8.258 | 1504 693.92 8.674 | 1579 728.88 9.111 | 1659 765.60 9.570 |
| Maintenance Worker III | 1501 692.56 8.657 | 1576 727.52 9.094 | 1656 764.16 9.552 | 1739 802.72 10.034 | 1827 843.20 10.540 |

GENERAL CLERICAL AND SERVICE

Rates Effective January 21, 1984

| | | | | | |
|---------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------|
| Account Clerk I | 1042 481.04 6.013 | 1095 505.28 6.316 | 1150 530.72 6.634 | 1208 557.52 6.969 | 1269 585.60 7.320 |
| Account Clerk II | 1149 530.32 6.629 | 1207 557.04 6.963 | 1268 585.12 7.314 | 1332 614.64 7.683 | 1399 645.60 8.070 |
| Account Clerk III | 1313 605.84 7.573 | 1379 636.40 7.955 | 1448 668.48 8.356 | 1521 702.16 8.777 | 1598 737.60 9.220 |
| Accounting Technician | 1444 666.32 8.329 | 1517 699.92 8.749 | 1593 735.20 9.190 | 1673 772.24 9.653 | 1758 811.20 10.140 |
| Central Services Clerk I | 995 459.36 5.742 | 1045 482.48 6.031 | 1098 506.80 6.335 | 1153 532.32 6.654 | 1212 559.20 6.990 |
| Central Services Clerk II | 1095 505.36 6.317 | 1150 530.80 6.635 | 1208 557.60 6.970 | 1269 585.68 7.321 | 1333 615.20 7.690 |
| Delivery Driver | 1061 489.52 6.119 | 1114 514.24 6.428 | 1170 540.16 6.752 | 1229 567.36 7.092 | 1291 596.00 7.450 |

GENERAL CLERICAL AND SERVICE (Cont'd)

EXHIBIT C - 1984

| | A | B | C | D | E |
|-------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------|
| Food Assembler | 885 408.64 5.108 | 930 429.28 5.366 | 977 450.96 5.637 | 1026 473.68 5.921 | 1078 497.60 6.220 |
| Food Service Supervisor | 972 448.80 5.610 | 1021 471.44 5.893 | 1073 495.20 6.190 | 1127 520.16 6.502 | 1184 546.40 6.830 |
| Housing Management Clerk I | 1095 505.36 6.317 | 1150 530.80 6.635 | 1208 557.60 6.970 | 1269 585.68 7.321 | 1333 615.20 7.690 |
| Housing Management Clerk II | 1203 555.20 6.940 | 1264 583.20 7.290 | 1327 612.64 7.658 | 1394 643.52 8.044 | 1465 676.00 8.450 |
| Housing Services Clerk I | 1042 481.04 6.013 | 1095 505.28 6.316 | 1150 530.72 6.634 | 1208 557.52 6.969 | 1269 585.60 7.320 |
| Housing Services Clerk II | 1149 530.32 6.629 | 1207 557.04 6.963 | 1268 585.12 7.314 | 1332 614.64 7.683 | 1399 645.60 8.070 |
| Housing Services Clerk III | 1313 605.84 7.573 | 1379 636.40 7.955 | 1448 668.48 8.356 | 1521 702.16 8.777 | 1598 737.60 9.220 |
| Institutional Cook I | 1061 489.52 6.119 | 1114 514.24 6.428 | 1170 540.16 6.752 | 1229 567.36 7.092 | 1291 596.00 7.450 |
| Institutional Cook II | 1220 563.12 7.039 | 1282 591.52 7.394 | 1346 621.36 7.767 | 1414 652.72 8.159 | 1486 685.60 8.570 |
| Institutional Head Cook | 1464 675.52 8.444 | 1538 709.60 8.870 | 1615 745.36 9.317 | 1696 782.96 9.787 | 1782 822.40 10.280 |
| Legal Secretary I | 1203 555.20 6.940 | 1264 583.20 7.290 | 1327 612.64 7.658 | 1394 643.52 8.044 | 1465 676.00 8.450 |
| Legal Secretary II | 1367 630.72 7.884 | 1436 662.56 8.282 | 1508 696.00 8.700 | 1584 731.12 9.139 | 1664 768.00 9.600 |
| Program Aide, Community Services | 1061 489.52 6.119 | 1114 514.24 6.428 | 1170 540.16 6.752 | 1229 567.36 7.092 | 1291 596.00 7.450 |
| Stenographer Clerk I | 1095 505.36 6.317 | 1150 530.80 6.635 | 1208 557.60 6.970 | 1269 585.68 7.321 | 1333 615.20 7.690 |
| Stenographer Clerk II | 1149 530.32 6.629 | 1207 557.04 6.963 | 1268 585.12 7.314 | 1332 614.64 7.683 | 1399 645.60 8.070 |
| Stenographer Clerk III | 1313 605.84 7.573 | 1379 636.40 7.955 | 1448 668.48 8.356 | 1521 702.16 8.777 | 1598 737.60 9.220 |
| Stock Clerk | 1095 505.36 6.317 | 1150 530.80 6.635 | 1208 557.60 6.970 | 1269 585.68 7.321 | 1333 615.20 7.690 |
| Storekeeper I | 1313 605.84 7.573 | 1379 636.40 7.955 | 1448 668.48 8.356 | 1521 702.16 8.777 | 1598 737.60 9.220 |
| Typist Clerk I | 995 459.36 5.742 | 1045 482.48 6.031 | 1098 506.80 6.335 | 1153 532.32 6.654 | 1212 559.20 6.990 |
| Typist Clerk II | 1095 505.36 6.317 | 1150 530.80 6.635 | 1208 557.60 6.970 | 1269 585.68 7.321 | 1333 615.20 7.690 |
| Typist Clerk III | 1257 580.24 7.253 | 1321 609.52 7.619 | 1387 640.24 8.003 | 1457 672.48 8.406 | 1531 706.40 8.830 |

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EXHIBIT D
REGRESSION LADDERS
(Through June 24, 1983)

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1. Maintenance Inspector
General Repair Worker
Maintenance Worker II
*Maintenance Worker I
2. Custodian II
*Custodian I
*Food Service Driver
3. Maintenance Specialist (by maintenance specialty; i.e.,
Section 11.2c(5) Painter, Plumber, Stationary Engineer,
Maintenance Worker II Locksmith, Air Conditioning Servicer,
*Maintenance Worker I Drapery, Carpenter, etc.)
4. For employees holding permanent status in the class of
Departmental Clerk:

Departmental Clerk
Stenographer Clerk III
Tenant Services Clerk III
Typist Clerk III
General Clerk III
Stenographer Clerk II
Tenant Services Clerk II
Typist Clerk II
Receptionist Clerk
General Clerk II
*Stenographer Clerk I
*Tenant Services Clerk I
*Typist Clerk I
*General Clerk I
*Mail Clerk/Messenger
5. For employees holding permanent status in the classes of Senior
Legal Stenographer, Stenographer Clerk III, Stenographer Clerk II,
Stenographer Clerk I:

Senior Legal Stenographer
Stenographer Clerk III
Tenant Services Clerk III
Typist Clerk III
General Clerk III
Stenographer Clerk II
Tenant Services Clerk II
Typist Clerk II
Receptionist Clerk
General Clerk II
*Stenographer Clerk I
*Tenant Services Clerk I
*Typist Clerk I
*General Clerk I
*Mail Clerk/Messenger

6. For employees holding permanent status in the classes of Tenant Services Clerk III, Tenant Services Clerk II, Tenant Services Clerk I:

Tenant Services Clerk III
Typist Clerk III
General Clerk III
Tenant Services Clerk II
Typist Clerk II
Receptionist Clerk
General Clerk II
*Tenant Services Clerk I
*Typist Clerk I
*General Clerk I
*Mail Clerk/Messenger

7. For employees holding permanent status in the classes of Typist Clerk III, Typist Clerk II, Typist Clerk I, Receptionist Clerk:

Typist Clerk III
General Clerk III
Typist Clerk II
Receptionist Clerk
General Clerk II
*Typist Clerk I
*General Clerk I
*Mail Clerk/Messenger

8. For employees holding permanent status in the classes of General Clerk III, General Clerk II, General Clerk I, Mail Clerk/Messenger:

General Clerk III
General Clerk II
*General Clerk I
*Mail Clerk/Messenger

9. For employees holding permanent status in the classes of Account Clerk III, Account Clerk II, and Account Clerk I:

Account Clerk III
Account Clerk II
*Account Clerk I
*Typist Clerk I
*General Clerk I
*Mail Clerk/Messenger

10. For employees holding permanent status in the class of Housing Aide:

Housing Aide
*General Clerk I
*Mail Clerk/Messenger

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11. For employees holding permanent status in the classification of Maintenance Clerk:

Maintenance Clerk
Section 11.2c(5)
General Clerk III
General Clerk II
*General Clerk I
*Mail Clerk/Messenger

12. Head Cook

Cook II
*Cook I
*Stock Control Clerk

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EXHIBIT E

REGRESSION LADDERS
(Effective June 25, 1983)

1. Building Maintenance Inspector
Building Maintenance Mechanic
Maintenance Worker II
*Maintenance Worker I
2. Custodian II
*Custodian I
*Delivery Driver/Program Aide, Community Services
3. Maintenance Specialist (By Maintenance Specialty; i.e.,
Section 11.2(c) (5) Painter, Plumber, Stationary Engineer,
Maintenance Worker II Locksmith, Air Conditioning Servicer,
*Maintenance Worker I Drapery, Carpenter, etc.)
4. For employees holding permanent status in the classifications
of Stenographer Clerk III, Stenographer Clerk II, and Steno-
grapher Clerk I:

Stenographer Clerk III
Typist Clerk III
Stenographer Clerk II
Housing Services Clerk II
Stenographer Clerk I
Typist Clerk II
Central Services Clerk II
*Stock Clerk
*Housing Services Clerk I
*Typist Clerk I
*Central Services Clerk I
5. For employees holding permanent status in the classifications of
Housing Services Clerk III, Housing Services Clerk II, and
Housing Services Clerk I:

Housing Services Clerk III
Typist Clerk III
Housing Services Clerk II
Typist Clerk II
Central Services Clerk II
*Stock Clerk
*Housing Services Clerk I
*Typist Clerk I
*Central Services Clerk I

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6. For employees holding permanent status in the classifications of Typist Clerk III, Typist Clerk II, and Typist Clerk I:

Typist Clerk III
Typist Clerk II
Central Services Clerk II
*Stock Clerk
*Typist Clerk I
*Central Services Clerk I

7. For employees holding permanent status in the classifications of Accounting Technician, Account Clerk III, Account Clerk II, and Account Clerk I:

Accounting Technician
Account Clerk III
Account Clerk II
Central Services Clerk II
*Stock Clerk
*Account Clerk I
*Typist Clerk I
*Central Services Clerk I

8. For employees holding permanent status in the classifications of Housing Management Clerk II and Housing Management Clerk I:

Housing Management Clerk II
Housing Services Clerk II
Typist Clerk II
*Housing Management Clerk I
Central Services Clerk II
*Stock Clerk
*Housing Services Clerk I
*Typist Clerk I
*Central Services Clerk I

9. For employees holding permanent status in the classifications of Legal Secretary II and Legal Secretary I:

Legal Secretary II
Housing Services Clerk III
Typist Clerk III
Legal Secretary I
Housing Services Clerk II
Typist Clerk II
Central Services Clerk II
*Stock Clerk
*Housing Services Clerk I
*Typist Clerk I
*Central Services Clerk I

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10. For employees holding permanent status in the classifications of Maintenance Dispatcher, Central Services Clerk II, Central Services Clerk I, and Stock Clerk:

- Maintenance Dispatcher
- Section 11.2(c)(5)
- Central Services Clerk II
- *Stock Clerk
- *Central Services Clerk I

11. Institutional Head Cook
 - Institutional Cook II
 - *Institutional Cook I
 - *Stock Clerk

12. Food Services Supervisor
 - *Food Assembler

*Agency service seniority must be utilized to downgrade into these classifications.

MANAGEMENT, SUPERVISORY AND CONFIDENTIAL

SCHEDULE B - 1983

| | A | B | C | D | E |
|---------------------|---------|---------|---------|---------|---------|
| Program Manager, | 2198 | 2309 | 2425 | 2548 | 2676 |
| Accounting Systems | 1014.56 | 1065.68 | 1119.44 | 1175.92 | 1235.20 |
| | 12.682 | 13.321 | 13.993 | 14.695 | 15.440 |
| Program Manager, | 2155 | 2264 | 2378 | 2498 | 2624 |
| Central Eligibility | 994.80 | 1044.96 | 1097.68 | 1153.04 | 1211.20 |
| | 12.435 | 13.062 | 13.721 | 14.413 | 15.140 |
| Program Manager, | 1748 | 1837 | 1929 | 2026 | 2129 |
| Community Services | 806.96 | 847.68 | 890.40 | 935.28 | 982.40 |
| | 10.087 | 10.596 | 11.130 | 11.691 | 12.280 |
| Program Manager, | 2198 | 2309 | 2425 | 2548 | 2676 |
| Data Processing | 1014.56 | 1065.68 | 1119.44 | 1175.92 | 1235.20 |
| | 12.682 | 13.321 | 13.993 | 14.699 | 15.440 |
| Program Manager, | 2155 | 2264 | 2378 | 2498 | 2624 |
| Housing | 994.80 | 1044.96 | 1097.68 | 1153.04 | 1211.20 |
| | 12.435 | 13.062 | 13.721 | 14.413 | 15.140 |
| Program Manager, | 2010 | 2112 | 2218 | 2330 | 2448 |
| Nutrition | 927.84 | 974.64 | 1023.76 | 1075.36 | 1129.60 |
| | 11.598 | 12.183 | 12.797 | 13.442 | 14.120 |
| Program Manager, | 2060 | 2164 | 2273 | 2388 | 2508 |
| Purchasing & Stores | 950.88 | 998.80 | 1049.12 | 1102.00 | 1157.60 |
| | 11.886 | 12.485 | 13.114 | 13.775 | 14.470 |
| Senior Planner | 2446 | 2569 | 2699 | 2835 | 2978 |
| | 1128.88 | 1185.84 | 1245.60 | 1308.40 | 1374.40 |
| | 14.111 | 14.823 | 15.570 | 16.355 | 17.180 |
| Supervising Clerk | 1314 | 1380 | 1450 | 1523 | 1600 |
| | 606.48 | 637.04 | 669.20 | 702.96 | 738.40 |
| | 7.581 | 7.963 | 8.365 | 8.787 | 9.230 |