

RESOLUTION 2026-0079

Adopted by the Sacramento City Council

March 24, 2026

Approving the Memorandums of Understanding between the City of Sacramento and the following Recognized Employee Organizations: Stationary Engineers, Local 39 Miscellaneous; Stationary Engineers, Local 39 Plant Operators; Stationary Engineers, Local 39 General Supervisory; and Approving the Citywide Salary Schedule

BACKGROUND

- A. The 2023-2025 Memorandum of Understanding (MOU) between City of Sacramento and the Stationary Engineers, Local 39 Miscellaneous (L39A) expired on September 19, 2025. The City entered successor negotiations with L39A which represents employees in the Miscellaneous Units: Operations and Maintenance (Representation Unit 03), Office and Technical (Representation Unit 16), Professional (Representation Unit 17). The negotiations resulted in a MOU expiring on September 15, 2028. The City has been informed by Payden Martin, Business Representative of L39A, that ratification meetings were held, and that L39A Unit members successfully ratified the terms of the MOU.
- B. The 2023-2025 MOU between the City of Sacramento and the Stationary Engineers, Local 39 Plant Operators (L39B) expired on December 27, 2025. The City entered into successor negotiations with L39B which represents employees in the Plant Operators Unit (Representation Unit 04). The negotiations resulted in a MOU expiring on December 22, 2028. The City has been informed by Payden Martin, Business Representative of L39B, that ratification meetings were held, and that L39B Unit members successfully ratified the terms of the MOU.
- C. The 2023-2025 MOU between the City of Sacramento and the Stationary Engineers, Local 39 General Supervisory (L39C) expired on September 19, 2025. The City entered into successor negotiations with L39C which represents employees in the Plant Operators Unit (Representation Unit 15). The negotiations resulted in a MOU expiring on September 15, 2028. The City has been informed by Amanda Skibby, Business Representative of L39C, that ratification meetings were held, and that L39C Unit members successfully ratified the terms of the MOU.
- D. The California Code of Regulations requires that the City Council adopt the City's salary schedules at a public meeting (2 CCR § 570.5). This obligation arises whenever salary ranges are changed.

- E. These publicly adopted rates are used by California Public Employees' Retirement System (CalPERS) to determine the appropriate compensation earnable for each City employee when calculating their pension benefit.
- F. The salary schedules attached to this Resolution as Exhibit D are posted to ensure that salary ranges are transparent and publicly available.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1.

The MOU with L39A attached to this Resolution as Exhibit A is approved.

SECTION 2.

The MOU with L39B attached to this Resolution as Exhibit B is approved.

SECTION 3.

The MOU with L39C attached to this Resolution as Exhibit C is approved.

SECTION 4.

The salary schedule attached to this Resolution as Exhibit D is adopted.

SECTION 5.

The City Manager is authorized to make minor changes or adjustments to Exhibits A through D to correct omissions and errors.

SECTION 6.

Exhibits A through D are part of this Resolution.

SECTION 7.

The City Manager is authorized to amend the FY2025/26 Approved Budget and to conduct budget adjustments and transfers from fund balance as necessary to implement the terms of the agreements.

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Exhibit B – L39B MOU

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Exhibit D – Salary Schedule

Adopted by the City of Sacramento City Council on March 24, 2026, by the following vote:

Ayes: Members Dickinson, Guerra, Jennings, Kaplan, Maple, Pluckebaum, Talamantes, Vang, and Mayor McCarty

Noes: None

Abstain: None

Absent: None

Attest:  04/03/2026

Mindy Cuppy, City Clerk

The presence of an electronic signature certifies that the foregoing is a true and correct copy as approved by the Sacramento City Council.

City of
SACRAMENTO

and

**International Union of Operating Engineers,
Stationary Engineers, Local 39**

Labor Agreement

**Covering All Employees In The Operations and
Maintenance, Office and Technical,
And Professional Units**

2025 - 2028

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PREAMBLE

This AGREEMENT, hereinafter referred to as the Agreement, entered into by and between the CITY OF SACRAMENTO, hereinafter referred to as the City, and the INTERNATIONAL UNION OF OPERATING ENGINEERS, STATIONARY ENGINEERS LOCAL 39, AFL-CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious labor relations between the City 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 – RECOGNITION

1.1 RECOGNITION

- a. The City hereby recognizes the Union as the exclusive bargaining agent for all employees in the Operations and Maintenance, Office and Technical, and Professional Units, as defined in the City's Employer-Employee Relations Policy, and agrees to meet and confer and otherwise deal exclusively with the Union on all matters relating to the scope of representation pertaining to the said employees as authorized by law.
- b. The Union will not object to the State Mediation and Conciliation Service or the American Arbitration Association conducting an election pursuant to the City's Employer-Employee Relations Policy.

1.2 EMPLOYEES COVERED BY THIS AGREEMENT

Any employee working in a job classification in the Operations and Maintenance, Office and Technical, and Professional Units shall be covered by this Agreement except as hereinafter provided. Additionally, any career employee covered by this Agreement who accepts a temporary appointment to a classification outside this Agreement shall continue to be covered by this Agreement for a period of ninety (90) calendar days. Such temporary appointment shall be treated as an out-of-classification assignment. Similarly, a career employee not covered by this Agreement who accepts a temporary appointment to a classification covered by this Agreement shall not fall under the provisions of this Agreement for a period of ninety (90) calendar days. The City shall not make temporary appointments under this provision for the sole purpose of eroding the bargaining units represented by the Union.

The following terms are defined as used throughout this Agreement:

Career Employees: Those employees having either probationary or permanent status in a classification covered by this Agreement.

Non-Career Employees: Employees working in a classification covered by this Agreement who are not required to serve a probationary period and who therefore have neither probationary nor permanent status. There are the following two (2) categories of non-career employees:

(+1,040): These non-career employees work, within one year of each date of employment, in excess of 1,040 hours during a continuous period of employment of more than six (6) months.

(-1,040): These non-career employees work, within one year of each date of employment, 1,040 or less hours. Included in this category are all non-career employees who do not fall under the (+1,040) definition.

Probationary Period: Probation is an extension of the hiring process and the employee may be released from probation at any time during the probationary period with no appeal rights.

With the exception of Parking Enforcement Officer; Senior Parking Enforcement Officer; Parking Meter Coin Collector; Parking Lot Attendant; Senior Parking Lot Attendant; and Parking Meter Repair Worker, the probationary period for career employees hired or promoted into or within this unit on or after June 19, 2020, who are employed in classifications covered under this Agreement, whose probationary period was six (6) months shall be twelve (12) months (2,080 regular hours). All relevant job specifications shall be deemed modified to reflect this provision.

Classifications with an eighteen (18) month (3,120 regular hours) probationary period shall remain unchanged.

1.3 CAREER DEVELOPMENT TRAINEES

The City shall have the right during the term of the Agreement to establish Career Development Trainee classifications. Such classifications shall have a flat hourly rate of pay equivalent to ten percent (10%) below Step 1, as applicable, of the salary range of the career classification, as shown in the current salary schedule. (For example, if the "1" step hourly rate of pay is \$9.00 for the career classification for which the career development training is being conducted, the flat hourly rate for the Career Development Trainee would be \$9.00 minus \$.90 or \$8.10.) An employee appointed as a Career Development Trainee shall have non-career (+1,040) status for purposes of benefit eligibility during the term of the appointment.

ARTICLE 2 – SOLE AGREEMENT

2.1 SOLE AGREEMENT

- a. This Agreement when signed by the parties hereto, and approved by the City Council, supersedes all other Agreements and supplements, and represents the sole agreement between the parties.
- b. If during its term, the parties hereto should mutually agree to modify, amend, or alter the provisions of the Agreement in any respect, any such change shall be effective only if and when reduced to writing and executed by the authorized representative of the City and the Union. Any such changes validly made shall become a part of this Agreement and subject to its terms.
- c. The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all terms and conditions herein.

ARTICLE 3 – CITY RIGHTS

3.1 CITY RIGHTS

The City retains the exclusive right, subject to and in accordance with applicable laws, the City Charter, Civil Service Board Rules and Regulations, and the provisions of this Agreement, (a) to direct employees in the performance of their duties; (b) to hire, promote, transfer and assign employees; (c) to classify employees in accordance with applicable Charter, ordinance and Civil Service Board Rule provisions; (d) to discipline employees in accordance with applicable Rules; (e) to dismiss employees because of lack of work or for other reasonable cause; (f) to determine the mission of its Divisions and Departments, and its budget, organization, the number of employees, and the numbers, types, classifications and grades of positions or employees assigned to an organization unit, work project, shift, or tour of duty, and the methods and technology of performing its work; and (g) to take whatever action may be appropriate to carry out its mission in situations of emergency.

ARTICLE 4 – UNION RIGHTS

4.1 PAYROLL DEDUCTIONS

- a. In addition to continuing existing payroll deductions for group insurance plans to which the City is or shall hereafter be a contracting party, the City agrees to establish payroll deductions for: (1) the normal and regular monthly Union membership dues, initiation fees, and assessments; and (2) the insurance

premiums for plans sponsored by the City or the Union, not to exceed three (3) insurance deductions per member.

b. All the above payroll deductions shall be subject to the following conditions:

- (1) Such deductions shall be made pursuant to the terms and conditions set forth using the dues authorization form agreed to by the City and the Union and shall include:
 - (a) Employee full name
 - (b) Employee eCAPS ID number or last four digits of their Social Security number
 - (c) Amount or percentage of wage for monthly membership dues and/or initiation fee
 - (d) Additional Union sponsored deductions (e.g., life insurance)
 - (e) Any additional necessary information
- (2) Any changes or modifications to the authorization form shall be agreed upon between the City and Union.
- (3) The authorization form for deductions shall be completed and submitted by the Union to the Payroll Division, Department of Finance.
- (4) Such deductions shall be made only upon submission of the authorization form by the Union to the Payroll Division, Department of Finance.
- (5) When changes in rates affect large groups of Union members, the Union may, in lieu of utilizing the dues authorization form, notify the Labor Relations Division, Department of Human Resources of the new rate and clearly define the group(s) of Union members who are affected.
- (6) The Union is responsible for submitting the dues authorization form to the Payroll Division, Department of Finance, any changes in the amounts to be payroll deducted from the paychecks of employees who have so authorized.
- (7) Dues deductions shall occur over twenty-four (24) pay periods per year, which shall be the first two (2) pay periods of each month.
- (8) If for any reason an employee does not have sufficient funds due him/her to provide for the payment of any of the above payroll

deductions after all other authorized or mandatory deductions or garnishments have been made, if any, no such sums shall be payroll deducted and the Union shall assume the duty of direct collection from the employee.

- (9) Deductions and authorizations shall be separated by type of deduction (e.g., Union membership dues, initiation fees, insurance premiums) and by payee.
- (10) Unless notified in writing by the Union of an employee's request to cancel their dues deductions, the City will continue to deduct union dues, and/or any additional deduction(s) noted. Notification of cancellation will be made utilizing the dues authorization form, notating in the "Additional Information," or "Action," column that it is a "Membership Cancellation."
- (11) The City shall make the Union's requested dues changes, enroll new members, and/or cancel existing membership as soon as practicable, not to exceed a period of thirty (30) calendar days following notification.
- (12) The City will remit to the Union a check for all of the deductions.
- (13) The Union shall indemnify, defend and hold the City harmless against any claims made of any nature whatsoever, and against any suit instituted against the City arising from its deductions for dues, initiation fees, or insurance or other programs sponsored by the Union.
- (14) In the event there is a change in the law whereby any provision in this Section 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. Upon occurrence of such an event, the parties shall meet and confer as soon as practicable regarding the invalidated or amended provision(s).
- (15) Employees recalled pursuant to Article 15 shall immediately be enrolled upon recall into the union dues deduction, or other payment that existed at the time of layoff, as appropriate.

4.2 TIME OFF FOR UNION BUSINESS

City employees covered by this Agreement who are serving current terms as members of the Union's Local 39 Executive Board may be allowed three (3) days per month of City time to conduct Union business if such request is made by the Business Representative of Local 39 to the Director of Human Resources with at least forty-eight (48) hours advance notice. The Director of Human Resources shall have the right to deny such requests.

4.3 BULLETIN BOARDS

- a. In addition to providing the Union with a locked bulletin board at City Hall, space shall be provided on City property, at locations mutually agreed upon, for Union bulletin boards for the posting of the following types of notices:
 - (1) Union recreational and social activities
 - (2) Union steward elections
 - (3) Union appointments and results of Union elections
 - (4) Union meetings
- b. Such other notices as may be mutually agreed upon by the Union and the Department of Human Resources. Bulletin boards are for the sole purpose of such notices as are listed above. The board size shall be no larger than three (3) feet by four (4) feet.

4.4 LIST OF NEW EMPLOYEES

At least every thirty (30) days, the City shall provide the Union with a list of employees who are employed in classifications represented by the bargaining unit.

To the extent it is known, information shall include: name; classification date; job title; department; work location; work, home, and personal cellular phone numbers; personal email address; and the home address of each employee.

4.5 STEWARDS

- a. The City recognizes that the Union has established Stewards, who consist of career City employees represented by the Union. A current list of Stewards shall be made available to the Director of Human Resources, together with any changes thereto.
- b. Stewards shall be designated in accordance with areas mutually agreed upon by the Union and the City. The Union will not exceed a ratio of one (1) Steward to every fifty-five (55) represented employees.
- c. Stewards shall not conduct Union or representational activities on City time unless prior approval is expressly granted by City management.

4.6 USE OF CITY INFORMATION SYSTEMS

- a. The Union shall have the right to reasonable use of the City's existing internal mail system for the limited purpose of communicating with employees who have been designated in writing by the Union as Stewards. The envelope for such mail shall contain the following information: Steward's name,

Department, Division, and work location. The City shall not be held responsible for untimely or lost mail.

- b. The Union may have reasonable use of the City's electronic mail (Outlook) system (email) for the limited purpose of communicating with employees who have been designated in writing by the Union as stewards. Stewards may, with the advance approval of department management, have reasonable use of City email to fulfill their role as a Steward.
- c. Failure to comply with these requirements will result in withdrawal of the use of City information systems.

4.7 NEW EMPLOYEE ORIENTATION

- a. Unless otherwise agreed in advance, Union Business Representatives, or their designees, shall be provided up to fifteen (15) minutes to attend the City's regularly scheduled new-employee orientations so that they may provide information about the Union and the labor agreement.

The new-employee orientation schedule, and the reserved fifteen (15) minutes of time for the Union's representative(s) to attend, shall be established by the City. The City shall make a reasonable effort to provide the Union with at least forty-eight (48) hours' notice of changes to the regular schedule.

- b. The Union shall be permitted to have one (1) Union steward attend the new employee orientation so long as their absence from their assignment does not unduly disrupt the operation of the City and the steward obtains their supervisor's authorization. The steward shall be on City-paid Union release time for up to one (1) hour of regular time; release time shall not create an overtime obligation.

The Union may have only one (1) steward on City-paid release time regardless of the Unit they are in (i.e., Miscellaneous, Plant Operators, General Supervisors).

The City may terminate section 4. 7(b) by providing written notice to the Union within thirty (30) calendar days -prior to the expiration of this Agreement.

When new employee orientations occur virtually, the City will include the Union Business Representative on the meeting invitation so that a representative may attend consistent with subsections (a) and (b) above. It is the Union's responsibility to pre-designate the Union Business Representative contact with the City. If a Union Business Representative is not available to attend the virtual new-employee orientation, the Union Business Representative may contact the employee and the employee's department management to schedule a thirty (30) minute meeting with the employee. The

meeting shall be either in person at the employee's primary physical City work location or if that is not practical, may be virtual.

This meeting shall occur within the first thirty (30) calendar days of the new employees' employment and shall be scheduled within seven (7) calendar days of the Union's request on a date and time that is mutually agreed upon between the City and the Union Business Representative.

During the meeting, the employee shall be released from duty. The meeting shall occur during the employee's normally scheduled work shift and without loss of compensation to the employee; however, under no circumstance will the meeting take place on overtime. The City may terminate section 4.7 (c) by providing written notice to the Union within thirty (30) calendar days prior to the expiration of this Agreement.

ARTICLE 5 – GRIEVANCE PROCEDURE

5.1 GRIEVANCE PROCEDURE

The City and the Union agree to implement the following grievance procedure.

No matter shall be considered as a grievance under this Article unless it is presented in writing within thirty (30) calendar days after occurrence of the events on which the grievance was based. With the consent of the City's third step representative, the thirty (30) calendar day time limit for filing grievances may be extended.

5.2 PURPOSE

- a. This grievance procedure shall be used to process and resolve grievances arising under this Agreement except to the extent that the City Charter vests jurisdiction elsewhere.
- b. The purposes of this procedure are:
 - (1) to resolve grievances informally at the lowest possible level;
 - (2) to provide an orderly procedure for reviewing and resolving grievances promptly.

5.3 DEFINITIONS

A grievance is a good faith complaint of one (1) or a group of employees, or a dispute between the City and the Union involving the interpretation, application, or enforcement of the express terms of this Agreement.

- a. As used in this procedure, the term "supervisor" means the individual who assigns, reviews and directs the work of an employee.

- b. As used in this procedure, the term "party" means an employee, the Union, the City, or their authorized representatives.
- c. The employee retains all rights conferred by Sections 3500 et seq., of the Government Code or Rules and Regulations of the Civil Service Board unless waived by such employee.

5.4 STEP ONE

An employee who believes they have cause for grievance may contact their supervisor alone. An employee who believes they have cause for grievance may contact their supervisor with their Steward. If after discussions with the supervisor, the employee does not feel the grievance has been properly adjusted, the grievance may be reduced to writing. The grievance statement shall include the following:

- a. A statement of the grievance clearly indicating the question raised by the grievance and the article(s) and section(s) of this Agreement.
- b. The remedy or correction requested of the City.
- c. The grievance form shall be signed by the grieving employee, the date and time of presentation affixed thereto, and signed as received by the employee's supervisor.
- d. The grieving employee's Division Head or designee shall give their answer to the grievance in writing within fourteen (14) calendar days from the time they received the grievance in writing. The answer by the Division Head or designee shall include the following:
 - (1) a complete statement of the City's position and the facts upon which it is based;
 - (2) the remedy or correction which has been offered, if any.

5.5 STEP TWO

The appeal to the second step will be made within fourteen (14) calendar days after receipt of the City's Step One response. The hearing of the grievance will be held within fourteen (14) calendar days of the second step appeal. The Union representative and designated Departmental representative will meet in an effort to settle the matter. The City's answer will be made fourteen (14) calendar days after the hearing is held. The employee has fourteen (14) calendar days after receiving the City's Step Two response to determine whether or not to appeal the grievance to the third step.

5.6 STEP THREE

- a. The Union's representative and the designated representative of the City will meet to hear a grievance appealed to the third step.
- b. Grievances of a general nature pertaining to matters not normally decided by Shop or Unit supervisory personnel may be presented directly to the third step.
- c. Grievances appealed to the third step of the grievance procedure shall be heard within fourteen (14) calendar days after the appeal to the third step of the grievance procedure.
- d. A written answer will be made within fourteen (14) calendar days after the hearing, stating the City's position.

5.7 ARBITRATION

If the third step answer is not satisfactory, the Union may appeal the grievance to arbitration. The request for arbitration must be given in writing to the Labor Relations Manager by the Union within fourteen (14) calendar days from the date of the third step answer.

- a. An arbitrator may be selected by mutual agreement between the Union representative and the Labor Relations Manager, or designee.
- b. Should the representatives fail to mutually agree on an arbitrator they shall make a joint request to the State Mediation and Conciliation Service for a list of five (5) qualified arbitrators. The parties shall alternate striking names from the list and the remaining person shall be accepted as the arbitrator. The first party to strike will be determined by the flip of a coin.
- c. It is understood that the arbitrator will only interpret this Agreement and will in no instance add to, delete from, or amend any part thereof. The arbitrator's decision shall be final and binding.
- d. The fees of the arbitrator and the court reporter if used will be borne equally by the Union and the City.
- e. Either party to this Agreement shall, upon receipt of a written grievance, have the right to refuse to handle such grievance if the aggrieved party has not followed the steps outlined in this Article for processing a grievance.
- f. If the City does not meet time limits, the Union may process the grievance to the next step of the grievance procedure. Time limits at each grievance step may be waived by mutual agreement of the parties.

- g. The Union District Representative or designee shall have the authority to settle grievances for the Union or employees at the respective steps of the grievance procedure.

5.8 WITNESSES

The City agrees that employees shall not suffer loss of compensation for time spent as a witness at an arbitration hearing held pursuant hereto. The Union agrees that the number of witnesses requested to attend and their scheduling shall be reasonable.

ARTICLE 6 – SALARY ADJUSTMENTS

6.1 SALARY RANGE

The salary schedule shall consist of eight (8) steps with five percent (5.0%) between steps.

6.2 GENERAL SALARIES

- a. Effective September 20, 2025, all salary steps shall be increased by one percent (1.0%)

This increase to all salary steps will be implemented within ninety (90) calendar days after the adoption of this Agreement by City Council. Only those employees who are on the payroll and who are employed in a classification covered by this Agreement on the date the payment is issued shall be eligible to receive retroactive pay.

- b. Effective September 19, 2026, all salary steps shall be increased by two and one-half percent (2.5%).
- c. Effective September 18, 2027, all salary steps shall be increased by three percent (3.0%).

6.3 EQUITY ADJUSTMENTS

- a. Effective April 4, 2026, all salary steps for the classification of Integrated Waste Equipment Operator shall be increased by seven percent (7%).
- b. Effective April 4, 2026, all salary steps for the classification of Senior Integrated Waste Equipment Operator shall be increased by seven percent (7%).

6.4 SIGNING BONUS

Within forty-five (45) calendar days after adoption of this Agreement by City Council, the City will pay all employees covered by this Agreement a signing bonus of five

hundred dollars (\$500), less normal and customary payroll deductions. Only those employees who are on the payroll and who are employed in a classification covered by this Agreement on the date the payment is issued will receive the signing bonus.

ARTICLE 7 – SALARY ADMINISTRATION

7.1 ORIGINAL APPOINTMENT COMPENSATION RATE

The rate of compensation upon original appointment shall normally be Step 1, as applicable. However, if the City Manager or designee finds that the appointee has extraordinary qualifications, or that a higher step is necessary in order to recruit, appointment at any step in the range may be made. This provision shall apply to original appointments to career positions and appointment to non-career positions.

7.2 ADVANCEMENT IN RATE OF COMPENSATION

a. Advancement in Steps

- (1) Upon successful completion of twenty-six (26) weeks (1,040 hours) of service, an employee shall be advanced to the next higher step of the salary range of the classification. Employees who thereafter maintain a normally satisfactory level of performance shall be advanced automatically at fifty-two (52) week (2,080 hours) intervals to succeeding steps of the assigned salary range.
- (2) Time spent on leave of absence without pay of ten (10) or less consecutive workdays shall not affect the step increase eligibility date. For such leaves in excess of ten (10) consecutive working days, all leave time shall not count toward step increases.
- (3) An employee who has completed the required probationary period in their current classification and who is at a salary step lower than top step may be advanced to any higher step in the salary range for that classification at any time. Such step advancement under this provision shall not be subject to the grievance procedure and shall be at the sole discretion of the Department Head.

Except as provided herein, this Section shall not apply to non-career employees.

b. Denial of Step Increase and Reduction in-Grade

Employees who do not maintain a satisfactory level of performance may be denied advancement, and may be reduced within grade upon approval of the appointing authority. Employees in the civil service who are denied advancement, or who are reduced in-grade, shall have the right to appeal to

the Civil Service Board in accordance with its Rules and Regulations. (This subsection shall not apply to non-career employees.)

c. Effective Date of Step Increases/Payroll Changes

All payroll changes shall be effective on the first day of the bi-weekly pay period following the date the employee became eligible for a pay increase, which bi-weekly pay period shall begin at 12:01 a.m. Saturday of the first week, and end at 12:00 midnight on the Friday of the second week.

d. Effective Date of Salary Step Increase Upon Extension of Probationary Period

- (1) If the probationary period is extended due to light duty, sick leave, or injury-on-duty time, the salary step increase will be delayed for the period of the extension. However, the probationary period shall only be extended if the time exceeds thirty (30) consecutive calendar days.
- (2) For an employee in a classification with a six (6) month probationary period who successfully completes the extended probationary period, the period of the extension shall be included in determining the eligibility date for the salary step increase. For example, an employee is appointed on January 4, 1986, and works in the regular assignment until April 11, 1986. On April 12, 1986, the employee is on injury-on-duty time until July 4, 1986, and returns to the regular assignment on July 5, 1986. The employee successfully completes the probationary period on September 26, 1986. The effective date on the salary step increase is July 5, 1986, because the period April 12, 1986, to July 4, 1986, is included in determining the salary step eligibility date.
- (3) When the probationary period is extended for an employee in a classification with a twelve (12) month probationary period who has successfully completed less than twenty-six (26) weeks of service, the employee shall be eligible for a salary step increase upon successful completion of twenty-six (26) weeks of service, excluding the period of the extension. The period of the extension, however, shall be included in determining the eligibility date for the salary step increase. The effective date of the salary step increase is determined in accordance with the example given above.
- (4) When the probationary period is extended for an employee in a classification with a twelve (12) month probationary period who has successfully completed more than twenty-six (26) weeks of service and who successfully completes the extended probationary period, the period of the extension shall be included in determining the eligibility date for the next salary step increase. The effective date of the salary step increase is determined in accordance with the example given

above, except fifty-two (52) weeks is required rather than twenty-six (26) weeks.

- (5) If a probationary period is extended due to an unpaid leave of absence, the period of such extension is excluded in determining the eligibility date for a salary step increase.

7.3 EFFECT OF CLASSIFICATION CHANGE ON RATE OF COMPENSATION

a. Movement to a Higher Classification

When an employee moves from one classification to another which has a higher salary, through examination, appointment to an exempt position, temporary appointment in the absence of an eligible list, or reallocation, the employee shall receive an increase at least equal to a full in-grade salary step (5%) or Step 1, as applicable, of the higher classification, whichever is greater, but not to exceed the maximum rate of the higher classification.

b. Movement to Another Position in the Same Classification or to a Classification with the Same Salary Range

When an employee moves to another position in the same classification or to another classification with the same salary range, the employee shall maintain the same salary and same anniversary date.

c. Movement to a Lower Classification

When an employee's position is reallocated to a classification with a lower salary range, the employee shall suffer no reduction in salary, and the Y-rate provisions of this Agreement shall apply. The salary of an employee who voluntarily demotes shall be that salary step nearest but does not exceed such salary paid in the previous classification.

7.4 EFFECT OF CHANGE OF SALARY RANGE UPON COMPENSATION

Whenever the salary range of a classification is adjusted upward, the salary rate of each employee in the classification shall be adjusted to the step in the new range which corresponds to the step received in the former range, and the employee shall retain the current anniversary date for further increases within the new range.

7.5 RATE OF COMPENSATION UPON RETURN TO CITY SERVICE

- a. An employee recalled after layoff, reinstated after a leave of absence, or reemployed in the same classification after resignation shall return to the same salary step paid and shall be credited with the duration of time spent in their salary step paid at the time of departure. The period of time separated

from City service shall not be included in the calculation of the anniversary date for future in-grade salary adjustments.

- b. If the employee is reemployed after resignation to a classification lower than that in which last employed, the employee may receive any step, but not to exceed the salary of the classification in which last employed. If that step is other than the maximum step of the salary range, the anniversary date for subsequent in-grade adjustments shall be twelve (12) months from the date of reemployment and each year thereafter until the maximum step of the salary range is reached.

7.6 RATES HIGHER THAN TOP STEP (Y-RATE)

Whenever the salary of an employee exceeds top step of the salary range established for a classification, such salary shall be designated as a "Y-rate." During such time as an employee's salary remains above the top step, the employee shall not receive further salary increases, except that upon promotion to a higher classification, the employee shall immediately advance to the step of the range of the higher classification next above the "Y-rate," and be eligible for advancement to succeeding steps in the range as outlined in this Agreement. In the event an employee is "Y-rated" below top step, as applicable, the employee shall be permitted to advance to the maximum step of the original range.

7.7 SALARY CONTINUATION FOR ABSENCES FOR LESS THAN ONE WORK DAY

A salaried employee exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act who works for only a portion of the day shall not have their salary reduced that day due to insufficient accrued, usable leave. This provision shall apply only to employees in the Professional Unit.

7.8 LONGEVITY PAY (CITY CHARTER)

Employee eligibility for longevity pay as provided in [Section 108 of the City Charter](#) shall be determined by an employee's City Service Seniority as defined in Article 15, Layoff, Section 15.2(b)(2). The amount to be paid annually on the second check in July after twenty (20) years of City service shall be one hundred dollars (\$100.00), and after twenty-five (25) years of City service, an additional two hundred dollars (\$200.00), for a total of three hundred dollars (\$300.00). The parties acknowledge that Longevity Pay is provided in the City Charter and not through this Agreement. In the event that changes are made to the City Charter, those changes shall supersede the provision of this Agreement regarding Longevity Pay.

Longevity Pay as provided in this Section shall be reported to CalPERS in a manner consistent with CalPERS rules for reporting special compensation, as amended.

7.9 LONGEVITY PAY (CONTRACT)

- a. Employees who have completed seventeen (17) years of City service shall be eligible to receive contract longevity pay as follows:
 - (1) Effective September 19, 2026, longevity pay will be one percent (1%) of the employee's base rate of pay.
 - (2) Effective September 18, 2027, longevity pay will be increased by two percent (2%) of the employee's base rate of pay, for a total of three percent (3%).
- b. Longevity Pay shall be additive and shall not be compounded with any other type of pay or incentive. For purposes of determining employee eligibility for longevity, as provided in this Section, years of service shall be determined by an employee's City Service Seniority as defined in Article 15, Layoff, Section 15.2 (b)(2).

ARTICLE 8 – HEALTH AND WELFARE

8.1 CONTRIBUTION TO FULL-TIME AND PART-TIME CAREER EMPLOYEES

- a. The City shall administer a Cafeteria Plan (Plan) for employees consistent with Section 125 of the [Internal Revenue Code](#). The details of Plan eligibility and operational requirements are set forth in Plan documents. The City shall make contributions (City dollars) as defined below. One-half (1/2) of the City contributions will be made to eligible employees on the first two (2) paychecks (Eligible Paycheck) in each month for insurance coverage the first and second halves of that month, respectively.
- b. Eligible employees shall receive a City contribution for each Eligible Paycheck on which the employee is paid for forty (40) or more hours. Employees who are paid less than forty (40) hours on an Eligible Paycheck may continue elected coverage limited to the City's medical, dental, and vision, plans for up to six (6) months or the period of time permitted by Consolidated Omnibus Budget Reconciliation Act (COBRA), whichever is greater, by personal remittance or other arrangement for payment of the full premiums of any insurance elected to be continued.
- c. The amount of City contribution for each of the first two (2) paychecks of each month shall be based on the number of hours for which the employee was paid in that bi-weekly pay period: 64 or more hours paid = 100% contribution; 40-63.9 hours paid = 50% contribution.
- d. Notwithstanding subsections 8.1(b) and 8.1(c), eligible employees shall continue to receive a City contribution for each Eligible Paycheck during (1)

an approved protected leave of absence, if required by state and federal law; or (2) while suspended from service without pay.

- e. All terms and conditions of medical, dental, vision, disability, and basic life insurance sponsored by the City will be as outlined in certificates of coverage and related insurance contracts.

8.2 CONTRIBUTION TO NON-CAREER EMPLOYEES

- a. The City shall contribute City dollars as provided below, on either a 100% or 50% basis, for non-career (+1,040) employees. Except as provided herein, the City contribution shall be applied toward the premiums for City-sponsored medical, dental, and vision insurance plans for eligible employees and qualified dependents, if any. The amount of City contribution for each of the first two (2) paychecks of each month shall be based on the number of hours for which the employee was paid in that bi-weekly pay period: 64 or more hours paid = 100% contribution; 40-63.9 hours paid = 50% contribution.
- b. To be eligible for the City contribution under this Section, the non-career employee must be paid for a minimum of forty (40) hours of work on each paycheck. If the employee fails to be paid for the minimum forty (40) hours necessary to receive the City contribution, the City shall deduct from the employee's first two (2) paychecks each month the amount needed to pay for the insurance plans which the employee has selected. If this deduction from the employee's first two (2) paychecks each month 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 City-sponsored insurance program until the next open enrollment period.

8.3 AMOUNT OF CONTRIBUTION

a. Employees Enrolled in an Account-Based Health Plan (ABHP)

- (1) The ABHP is a combination of a High Deductible Health Plan (HDHP) and a Health Savings Account (HSA).
- (2) Employees enrolled in an ABHP shall receive the same City contributions as specified in Section 8.3(b), below. To the extent the premium for the ABHP is less than the City contributions outlined in Section 8.3(b), below, any excess City contribution shall be credited to the employee's HSA to the extent allowed by law.

b. Employees Not Enrolled in an ABHP

- (1) For Plan Years Prior to the Effective Date of Subsection (2), the City contributions shall be as follows:

- i. For full-time employees enrolled in a City-sponsored medical plan for employee only, the City contribution shall be nine hundred seventy-one dollars (\$971) per month.
 - ii. For full-time employees enrolled in a City-sponsored medical plan for employee plus one (1) dependent, the City contribution shall be one thousand five hundred forty-five dollars (\$1,545) per month.
 - iii. For full-time employees enrolled in a City-sponsored medical plan for employee plus two (2) or more dependents, the City contribution shall be two thousand fifty-one dollars (\$2,051) per month.
- (2) Effective the pay period beginning March 21, 2026, with the increased contribution first appearing on the paycheck issued April 14, 2026, the City's monthly contributions shall be as follows:
 - i. For full-time employees enrolled in a City-sponsored medical plan for employee only, the City contribution shall be one thousand fifty-one dollars (\$1,051) per month.
 - ii. For full-time employees enrolled in a City-sponsored medical plan for employee plus one (1) dependent, the City contribution shall be one thousand six hundred seventy-four dollars (\$1,674) per month.
 - iii. For full-time employees enrolled in a City-sponsored medical plan for employee plus two (2) or more dependents, the City contribution shall be two thousand two hundred thirty dollars (\$2,230) per month.
- (3) Effective the first Eligible Paycheck of 2027 for plan year 2027, the City shall contribute fifty percent (50%) of the first one hundred dollars (\$100) of premium increases, up to a total City dollar maximum contribution of fifty dollars (\$50) per month toward the cumulative total increase in premiums, from plan year 2026 to plan year 2027, of the benchmarked twenty-five dollar (\$25) Kaiser HMO, Delta Dental PPO, and VSP basic vision plans. The employee shall be responsible for any premium increase(s) which exceed this amount.

If the year-over-year premium increase for the benchmarked twenty-five dollar (\$25) Kaiser HMO for any applicable coverage level (Employee Only, Employee +1 dependent, or Employee +2 or more dependents) from plan year 2026 to plan year 2027 exceeds ten percent (10%), the parties shall meet and discuss, upon the Union's request, City dollar contribution increases limited solely to the specific

coverage level for which the year-over-year premium increase exceeds ten percent (10%). Absent mutual agreement, the City dollar contribution calculation outlined in this subsection 8.3 (b)(3) shall remain in effect.

- (4) Effective the first Eligible Paycheck of 2028 for plan year 2028, the City shall contribute fifty percent (50%) of the first one hundred dollars (\$100) of premium increases, up to a total City dollar maximum contribution of fifty dollars (\$50) per month toward the cumulative total increase in premiums, from plan year 2027 to plan year 2028, of the benchmarked twenty-five dollar (\$25) Kaiser HMO, Delta Dental PPO, and VSP basic vision plans. The employee shall be responsible for any premium increase(s) which exceed this amount.

If the year-over-year premium increase for the benchmarked twenty-five dollar (\$25) Kaiser HMO for any applicable coverage level (Employee Only, Employee +1 dependent, or Employee +2 or more dependents) from plan year 2027 to plan year 2028 exceeds ten percent (10%), the parties shall meet and confer, upon the Union's request, City Dollar contribution increases limited solely to the specific coverage level for which the year-over-year premiums increase exceeds ten percent (10%).

- c. Employees not enrolled in a City-sponsored medical plan shall receive a City contribution of up to seven hundred forty-seven dollars (\$747) per month to purchase City-sponsored dental and vision coverage.
- d. Part-time employees shall receive a prorated City contribution consistent with subsection 8.1(c).
- e. Employees who are eligible to receive the City contribution who do not provide proof of other group medical coverage or do not enroll in City medical coverage within thirty (30) calendar days of being eligible for the City's contribution shall be enrolled in the lowest cost ABHP medical plan for employee only coverage..
- f. Employees shall not receive any unused portion of the City contribution as cash.
- g. Changes to the City's healthcare contribution levels as provided in this Section, including the adjustments effective for plan year 2026, shall not create or entitle employees to a special open enrollment period. Open enrollment opportunities shall occur only as provided in the City's normal annual benefits cycle or as otherwise required by law.

8.4 COVERED DEPENDENTS

- a. An employee who has a domestic partner, and has a notarized City provided “Declaration & Understanding of Partnership Status for City of Sacramento Employee Health Benefits” dated on or before December 5, 2017, may cover the domestic partner under the employee's City-sponsored medical plan. The employee’s contribution for the premium cost for the domestic partner coverage will be made on an “after tax” basis.
- b. An employee who has a domestic partner, and is registered with the Secretary of State of the State of California, may cover the domestic partner and/or the domestic partner's children, under the employee's City-sponsored medical plan. Employees with registered State of California domestic partners shall receive the City contributions as specified in Section 8.3.
- c. The following eligible dependents qualify to be enrolled on a City medical, dental, or vision plan: lawfully married spouse or registered domestic partner; children up to age 26 who are an employee’s natural child, stepchild, adopted child, or the natural or adopted child of an employee’s spouse or registered domestic partner; children up to age 26 who are placed under the legal guardianship of an employee, the employee’s spouse, or employee’s registered domestic partner; children under the age of 26 in which the City has received notice of a Qualified Domestic Relations Order of Required Coverage; and disabled unmarried children over the age of 26 who reside with the employee. The definition of a dependent child for purposes of medical insurance shall also be in accordance with the Patient Protection and Affordable Care Act.
- d. An employee covered as a dependent of another City employee may not enroll in a City medical plan but may enroll in a City dental or vision plan.

8.5 CASH-BACK LIMITS

- a. The cash-back of City dollars shall be limited to two hundred dollars (\$200) per month for career employees who have waived City-sponsored medical insurance continuously since June 29, 2012. Part-time employees shall be prorated as indicated in subsection 8.1(c).
- b. New employees or employees who were not receiving the cash-back as of June 29, 2012, shall not be eligible for any cash-back.
- c. Employees transferring to classifications covered by this Agreement who are receiving cash-back at the time of transfer may maintain the cash-back option as long as they continuously waive City-sponsored medical insurance.

8.6 LIFE INSURANCE

- a. The City provides basic life insurance in an amount of \$20,000 to each eligible career employee at no charge. Employees may purchase, at their expense, additional life insurance of \$30,000.
- b. Employees may also purchase, at their expense, supplemental life insurance at an amount of up to three (3) times their annual salary, subject to limitations specified by the insurance carrier.

8.7 FLEXIBLE SPENDING ACCOUNTS

The City shall offer the following Flexible Spending Accounts (FSA) as permitted by Internal Revenue Service Regulations:

- a. Out-of-pocket costs for City-sponsored health, dental, and vision insurance plans;
- b. Unreimbursed health care expenses; and
- c. Dependent care reimbursement.

The City shall provide a summary of IRS rules on flexible spending limits during each open enrollment to both the employees and the Union.

8.8 RETIREES OR SURVIVOR DEPENDENTS

Eligible City retirees or survivor dependents shall receive City-paid retiree insurance contributions for medical, dental, and vision insurance benefits under the following provisions:

- a. The maximum City contribution towards the purchase of medical, dental, or vision insurance for retirees is three hundred dollars (\$300) per month for the retiree. A retiree with a dependent enrolled on the retiree's medical plan shall receive an additional sixty-five dollars (\$65) per month. Retirees shall not receive any unused portion of the City contribution as cash.
- b. Employees Retiring On or After July 1, 1992
 - (1) Except as provided below, to be eligible for the City's retiree insurance contribution the employee must retire from active service with a minimum of ten (10) full years of City service for a service or ordinary disability retirement, and age fifty (50).
 - (2) Employees retiring with thirty (30) or more years of City service shall be eligible for the City's retiree health insurance contribution and dental benefit effective with the date of retirement without regard to age.

- (3) The City's retiree insurance contribution shall be as follows:
 - (a) Employees with a minimum ten (10) full years of City service but less than fifteen (15) full years of City service shall be eligible to a maximum of fifty percent (50%) of the City's maximum health insurance contribution identified in subsection 8.8(a) above.
 - (b) Employees with a minimum fifteen (15) full years of City service but less than twenty (20) full years of City service shall be eligible to a maximum of seventy-five percent (75%) of the City's maximum retiree insurance contribution identified in subsection 8.8(a) above.
 - (c) Employees with a minimum of twenty (20) full years of City service shall be eligible for up to one hundred percent (100%) of the City's maximum retiree insurance contribution identified in subsection 8.8(a) above.
- (4) There shall be no City-paid retiree insurance contribution or dental benefit for retirees with less than ten (10) full years of City service.
- (5) An employee who does not retiree from the Sacramento City Employee Retirement System (SCERS) or the California Public Employee Retirement System (CalPERS) within one-hundred twenty (120) days from the date of separation from City service shall not be eligible for the City's retiree insurance contribution and may not enroll in a City medical, dental, or vision plan.

c. Retiree Insurance Contribution for Persons in Deferred Retirement Status As of January 1, 1991

Employees who have elected a deferred retirement prior to January 1, 1991, and who then elect to retire on or after July 1, 1992, and before December 5, 2017, shall be eligible to the City's retiree insurance contribution and dental benefit as follows:

- (1) A retiree with at least ten (10) full years of City service shall be eligible for fifty percent (50%) of the City's retiree insurance contribution as identified in subsection (a) above.
- (2) A retiree with twenty (20) full years or more of City service shall be eligible for one hundred percent (100%) of the City's retiree insurance contribution as identified in subsection (a) above.
- (3) Retirees must be at least fifty (50) years of age.

(4) There is no eligibility for retiree insurance contribution or dental benefit for retirees with less than ten (10) full years of City service or who have not attained the age minimum specified in subsection 8.8(b) above.

d. Pre-Medicare Eligible Retirees

Retirees who are not eligible for Medicare benefits may elect to participate in a City-sponsored medical plan or purchase an individual medical plan. A retiree who elects to purchase a medical plan not sponsored by the City shall be eligible to reenroll in a City-sponsored health plan within two (2) consecutive plan years of waiving City coverage.

e. Retiree Insurance Contribution Exclusion

Retirees who participate in another group medical plan as an employee or dependent spouse shall not be eligible for the City contribution outlined above.

f. Industrial Disability or Death in Line of Duty Survivors

Retirees who receive industrial disability pensions or death in-line-of-duty survivors will be entitled to one hundred percent (100%) of the City-paid health insurance contribution and dental benefit for retirees regardless of years of service.

g. Survivor Dependents Benefits

Survivor dependents of eligible retirees shall continue to receive the retiree insurance contribution of up to three hundred dollars (\$300) for the survivor only, or up to three hundred sixty-five dollars (\$365) for the survivor and an eligible dependent.

“Eligible dependent,” as used in this Section, is defined as a dependent who was eligible to be enrolled on the retiree’s benefit plan at the time of the retiree’s death.

h. Medicare Supplement

In order to maintain eligibility for the City retiree health insurance contribution, each eligible retiree and dependent shall enroll in Medicare Parts A and B immediately after becoming eligible for such benefits.

i. Limitation Clause

No employee or retiree shall have any rights provided by section 8.8 (Retirees or Survivor Dependents) after September 15, 2028.

j. Elimination of Retiree or Survivors Dependents Benefits for Employees Hired After June 30, 2012

Unless otherwise required by law, no employee hired, reemployed, or rehired on or after June 30, 2012, shall be eligible for any of the benefits provided in Section 8.8 (Retirees or Survivor Dependents). Employees being recalled from layoff, reinstated consistent with the Rules and Regulations of the Civil Service Board, Rule 10.6, or transferring to classifications covered by this Agreement after June 30, 2012, shall be eligible for the benefits provided by Section 8.8 only if the transferring employee was eligible for retiree or survivor dependent benefits at the time of layoff, reinstatement, or transfer.

k. Resuming Retiree or Survivor Dependents Benefits for Eligible Personnel who Unretire from City Service and Subsequently Re-Retire from City Service On/After September 23, 2023

Individuals retired from classifications represented by the Union who are eligible for retiree or survivor dependents benefits under Section 8.8 shall have these benefits suspended if they elect to unretire and return to active employment with the City of Sacramento.

Notwithstanding Section 8.8(j), upon re-retirement from a classification represented by the Union, retirees who were eligible for retiree or survivor dependents benefits under Section 8.8 at the time of their first retirement, shall receive the City contribution to which they were entitled to upon their original retirement date. Years of service during the employee's return to active employment will not be used to determine any employee's entitlement to the City's retiree insurance contribution under Section 8.8.

Example: An employee retires from a classification represented by the Union with fifteen (15) years of City service. The employee is eligible for 75% of the City's retiree insurance contribution. The individual unretires and works in a Union represented classification for another ten (10) years. When the employee re-retires, the employee is only eligible for the fifteen (15) year contribution amount, irrespective of any additional years of service worked for the City.

ARTICLE 9 – HOURS OF WORK AND SELECTION OF VACANCIES

9.1 WORKDAY, WORKWEEK

- a. The workweek for employees covered by this Agreement shall begin at 12:01 a.m. Saturday, and end at 12:00 midnight the following Friday. The employees' workweek shall consist of forty (40) working hours during the said

seven (7) day period. This paragraph does not apply to non-career employees.

- b. The City may establish a workweek schedule consisting of forty (40) hours in increments of four (4), ten (10) hour workdays; five (5) eight (8) hour workdays; or a 9-80 workweek schedule consisting of four (4), nine (9) hour workdays, four (4), nine (9) hour workdays, and one (1), eight (8) hour workday during an eighty (80) hour bi-weekly period. The City shall discuss with the Union thirty (30) days in advance of implementation of the four (4), ten (10) workweek or 9-80 workweek schedule. Every effort will be made to schedule such workdays consecutively and avoid back-to-back workweeks, unless a separate written workweek agreement is entered into by the City and the Union.
- c. All employees covered by this Agreement, except those employees on a straight eight (8) hour workday, shall be allowed a lunch period, to be used as the employee desires within accepted standards, of not less than thirty (30) minutes nor more than one (1) hour which may be scheduled generally in the middle of the work shift. If an employee is required to work during their lunch period, and if no alternate lunch period is taken, at the approval of the employee's supervisor said time shall be compensated at one and one-half (1 ½) times the employee's regular rate of pay if the time worked exceeds that of their scheduled work shift. This paragraph does not apply to non-career employees.
- d. Employees shall be given at least ten (10) workdays' notice prior to a permanent change in their assigned hours of work. If an employee's shift or days off are changed without the above notification, they shall be paid the one and one-half (1 ½) times the employee's regular rate of pay for all time worked on the first day of the new shift. This paragraph applies to career employees and to those non-career (+1,040) employees who have a permanent shift schedule. Every effort will be made to give employees as much notice as possible for any change of shift or days off.

9.2 TEMPORARY ASSIGNMENT AND SHIFT CHANGES

- a. When a temporary assignment arises within twenty-four (24) hours of the shift, the supervisor shall assign an employee to cover the work as required by the needs of the operation.
- b. When a temporary assignment arises within the pay period and there is advance notice of the assignment, the supervisor may solicit and select from qualified volunteers provided that there is no disruption in meeting the business needs of the operation. If there are no volunteers, the supervisor shall designate an employee to work the assignment.

- c. Employees may voluntarily, and with the mutual agreement of their Department Head, or designee, flex their shift(s) to meet the needs of the operation. These voluntary shift changes shall not require the payment of overtime; however, the City shall not change an employee's shift involuntarily to avoid the payment of overtime. This provision may be cancelled by either party with thirty (30) calendar days' written notice.
- d. When a long-term temporary assignment arises with a minimum of fifteen (15) calendar days' advance notice, the type of work and duration shall be posted for three (3) calendar days. The supervisor shall solicit and select from qualified volunteers provided that there is no disruption in meeting the business needs of the operation. If there are no volunteers, the supervisor shall designate an employee assignment.
- e. To the extent possible, the supervisor will seek to distribute temporary assignments among all qualified employees.
- f. There are operations with multiple functions which may be assigned and/or reassigned based on the function priority and operational need of the organization. Insofar as it is reasonable, the expressed assignment preferences of employees shall be considered when making such assignments/reassignments provided that there is no disruption in meeting the business needs of the operation.
- g. Every effort will be made to give employees as much notice as possible for any temporary change of assignment or shift.
- h. Recycling and Solid Waste

When a Recycling and Solid Waste employee who is assigned to a route has noticed the City that they will be off work for four (4) or more work weeks on a City-approved leave of absence, the City shall post the vacancy for four (4) calendar days as a temporary bid for floating employees, which are employees who do not have a designated route. When the employee who is on leave returns to work, the floating employee shall return to floating status. If the employee on leave separates from City service, promotes, or transfers, then the vacancy becomes permanent and shall be subject to the standard post and bid requirements.

9.3 FILLING PERMANENT VACANCIES

- a. Whenever a vacancy occurs in a particular job assignment, and the manager elects to permanently fill said vacancy, the vacancy shall be posted for a period of ten (10) calendar days. The posting shall include the duties of the position. Employees holding career status in the classification allocated to that position, and who are assigned to the particular operation in which the vacancy arises, may request to be reassigned to fill said vacancy. The

manager shall give first consideration to those employees making such requests before considering any other persons for the vacancy. The term “first consideration” does not mean that the employees requesting transfer to the vacant position have first priority to the job, nor does it require the appointing authority to appoint an employee from such list to the vacancy, but only assures that such employees shall in fact be given consideration for the position prior to reviewing other candidates.

- b. In the event more than one (1) qualified employee requests to fill said vacancy, the assignment shall be based on classification seniority (or in the case of a tie, highest position on the eligible list) provided relative experience and capability in performing the required job functions and relative disruptive effect on the established work schedule are equal.
- c. The City shall reassign or prevent the assignment of employees where there is or would be an immediate supervisory/subordinate relationship and the employees have a potential employment conflict of interest due to a parental, spousal, or sibling relationship.
- d. A vacancy or vacancies resulting from an assignment made hereunder may not be subject to this procedure.
- e. It shall be within the discretion of the Department Heads, or their respective designee, to make departmental transfers as in their judgment will best meet the organizational, operational, and personnel needs of the departments.
- f. This Section does not apply to non-career employees.

9.4 REST PERIODS

- a. Each employee covered by this Agreement will be afforded rest periods. These rest periods will be as currently administered by their respective departments.
- b. The length of the rest periods will be fifteen (15) minutes during the first half of an employee’s work shift, and fifteen (15) minutes during the last half of an employee’s work shift, unless the City and the Union agree otherwise in writing. Non-career employees shall be entitled to a fifteen (15) minute rest period during every four (4) hours of scheduled work.
- c. The City shall notify employees or post in each work location a policy statement regarding when rest periods shall be taken. In the event it is deemed necessary to change an established rest period within a work organization, notification will be given to the Union prior to implementing such change.

9.5 VOLUNTARY WORK FURLOUGH PROGRAM

Full-time career employees may participate in a voluntary work furlough/reduced work week consisting of a full day of unpaid leave on a variable schedule or a work schedule which is modified on a regular fixed basis to less than forty (40) hours per week. Employees shall apply for participation in the program pursuant to the conditions set forth in the rules and procedures governing this Citywide program.

ARTICLE 10 – OVERTIME COMPENSATION

10.1 OVERTIME/COMPENSATING TIME OFF (CTO)

- a. Employees are eligible for overtime compensation at one and one-half (1.5) times their regular rate of pay when they work in excess of forty (40) hours in a workweek. With the exception of sick leave, all paid time shall count as time worked for the purpose of calculating overtime eligibility.
- b. Overtime compensation shall be paid by cash payment. In lieu of cash payment, Compensating Time Off (CTO) may be earned by mutual agreement between the employee and the appointing authority or designee. The scheduling of CTO use must be approved in advance by the appointing authority or designee.
- c. Employees may accrue up to one hundred sixty (160) hours of CTO. The City may cash out CTO hours accumulated in excess of eighty (80) hours at any time provided that the use of such time off has not been previously approved.
- d. Overtime work shall be distributed equally insofar as possible among qualified career employees engaged in the same activities or any one classification in accordance with the criteria established herein.
- e. The City shall determine which employees are qualified for overtime based on the following factors:
 - (1) Employee classification
 - (2) Job location
 - (3) Shift
 - (4) Completion of started assignment
 - (5) Emergency
 - (6) Desire to work overtime
 - (7) Employee availability

- f. The City shall review its distribution of overtime every three (3) months. It is understood that the nature of certain work assignments does not easily permit equal distribution of overtime, and in such cases exception may be made to equal distribution. Disputes over equal distribution of overtime may be resolved pursuant to the grievance procedure.
- g. The City shall not adjust a regular workweek schedule during said workweek to avoid payment of overtime.
- h. Out-of-class incentive and/or night shift differential shall be included when calculating an employee's overtime rate of pay for all actual hours worked in said assignment.
- i. Cash-back provided to employees who opt-out of City sponsored medical insurance as provided in Section 8.5, Cash-Back Limits, shall not be included in the employee's regular rate of pay when determining such rate for contract overtime.

10.2 COURT OVERTIME

a. Court Overtime

- (1) This Section applies when an employee is subpoenaed to appear in the litigation of a public offense in their capacity as an employee of the City of Sacramento. For the purposes of this Section "subpoenaed to appear" shall be defined as being served with a subpoena in California Penal Code Sections 1326 through 1332, or a "subpoena request form" used by the Sacramento Police Department.
- (2) When an employee is subpoenaed to appear in court and is not scheduled to be on duty during the time of their appearance, upon reporting to the court the employee will receive a minimum of four (4) hours pay at time and one-half the employee's base rate of pay, plus applicable incentives, or the actual amount of time spent in court, whichever is greater.
- (3) When such court appearance on off-duty time requires the employee to be in attendance before and after the lunch recess, such lunch time will be included in determining the employee's court overtime pay.
- (4) When an employee works a graveyard shift that ends at or after 7:00 a.m., and is required to make a morning court appearance on the same day, the employee shall receive court overtime pay at time and one-half the employee's base rate of pay, plus applicable incentives, beginning at the end of the employee's shift. The employee shall use the time to the maximum extent possible to travel to and prepare for the court appearance.

- (5) When the employee's court appearance is scheduled within two (2) hours prior to the beginning of the employee's work hours, the employee will be compensated at the rate of time and one-half the employee's base rate of pay, plus applicable incentives, for a minimum of two (2) hours for such court appearance.
- (6) When an employee is on vacation more than two hundred (200) miles from Sacramento and the vacation is interrupted by a court appearance, the employee shall be paid a minimum of four (4) hours pay at the rate of double time for such court appearance, and shall be given an additional vacation day for each day at court appearance and travel time, if such travel time is at least one full day. (Travel time is defined as seven (7) hours.) However, for an employee to be eligible for compensation under this subsection the employee must, upon receiving the subpoena, notify both their immediate supervisor and the Court Liaison Office of the scheduled vacation/court appearance conflict.

b. Telephone Standby Time

- (1) When an employee is placed on telephone standby by the District Attorney, or the judge of the court, the employee is required, at no cost to the City, to notify the Court Liaison Office, and the employee's immediate supervisor, of the court order. If the standby requirement has been confirmed by the Department, the employee will be compensated at the rate of one and one-half (1-1/2) times their regular rate of pay for only those hours that the court is actually in session.
- (2) There shall be no telephone overtime for an employee merely answering their personal telephone.
- (3) This Section does not preclude the employee from contacting the court, District Attorney, their office, or the Court Liaison Office at their own discretion. However, these calls will not be compensated.

c. Cancellation of Appearances

Notice of cancellation will be given to employees three (3) hours prior to court or at the end of last shift prior to court. In the event that such notice is given within the three (3) hours, employees will receive two (2) hours of overtime at the rate of time and one-half. Notification to employees prior to three (3) hours will eliminate overtime compensation.

ARTICLE 11 – STANDBY ASSIGNMENTS AND NIGHT-SHIFT PREMIUM PAY

11.1 STANDBY ASSIGNMENTS

- a. An employee who is required to remain on standby for emergency work shall be paid \$245 per week, or the daily pro rata rate of \$35.00, in addition to their regular compensation. Employees who are called out while on standby shall receive two (2) hours minimum pay at their regular rate of pay, or consistent with Article 10.1, one and one-half (1 ½) times their regular rate of pay, whichever is greater. Non-career employees shall not be on standby for emergency work. Any employee who is on standby New Year's Day, Christmas Day, Thanksgiving Day, or the 4th of July shall receive twelve (12) hours of holiday credit.
- b. Effective April 4, 2026, the following subsection will replace subsection (a), above: An employee who is required to remain on standby for emergency work shall be paid \$329 per week, or the daily pro rata rate of \$47.00, in addition to their regular compensation. Employees who are called out while on standby shall receive two (2) hours minimum pay at their regular rate of pay, or consistent with Article 10.1, one and one-half (1 ½) times their regular rate of pay, whichever is greater. Non-career employees shall not be on standby for emergency work. Any employee who is on standby New Year's Day, Christmas Day, Thanksgiving Day, or the 4th of July shall receive twelve (12) hours of holiday credit.
- c. Employees who are issued a City cell phone, laptop, and/or pager are not on standby unless assigned by the appointing authority.
- d. With the exception of sick leave, employees may use any type of authorized leave, including, but not limited to, vacation; CTO; holiday credit; etc., during their standby assignment so long as they remain available for their standby assignment. An employee utilizing sick leave who is unable to work due to a personal illness, shall not receive standby pay for the day(s) out sick. Employees who fall ill after hours while they are on standby, shall notify the Standby Supervisor who will find a replacement for the day(s) the employee is out sick. The standby assignment may resume when the employee returns to work.
- e. If an employee is assigned to standby and receives telephone contacts, and is engaged in a problem resolution which exceeds fifteen (15) minutes, the employee shall receive the two-hour minimum, or actual time worked, whichever is greater. Additional calls within the two-hour period are covered under that minimum time.

11.2 NIGHT-SHIFT PREMIUM PAY

- a. Career and non-career (+1,040) employees 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. Said 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.
- b. An employee shall not receive night-shift premium pay when on vacation or other authorized leave of absence with pay.

ARTICLE 12 – LEAVES

12.1 HOLIDAYS

- a. The following shall be the recognized holidays under this Agreement

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Cesar Chavez's Birthday	March 31
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving Day	Friday after Thanksgiving
Christmas Eve (4 hours)	December 24
Christmas Day	December 25
New Year's Eve (4 hours)	December 31

- b. Eligibility

- (1) To be eligible for holiday pay, the employee shall work the last scheduled workday before and after the recognized holiday. Paid time on vacation, sick leave or compensating time off shall be considered hours worked for the purpose of holiday pay eligibility. An employee absent due to a disciplinary suspension shall not be considered to have missed a scheduled workday for the purpose of holiday pay eligibility.

- (2) A part-time career employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall receive the recognized holiday benefit based upon the number of hours the employee was paid in that workweek as follows:

Number of Recognized Holidays <u>In the Workweek</u>	Minimum Number of Paid Hours in the Workweek	
	<u>50% Benefit</u>	<u>100% Benefit</u>
.5	18	28.8
1.0	16	25.6
1.5	14	22.4
2.0	12	19.2

An employee paid for less than the minimum number of hours required for the 50% benefit shall receive no recognized holiday benefit.

- (3) Notwithstanding any provision of this Section, non-career (-1,040) employees who work in classifications which have only an hourly rate of pay as set forth in the current salary schedule shall not receive recognized or floating holiday benefits.

c. Monday-Friday Schedule

If an employee's scheduled days off are Saturday and Sunday during a standard City workweek in which a recognized holiday falls, the following shall apply:

- (1) If the recognized holiday falls on a Saturday, the preceding Friday shall be considered the employee's holiday.
- (2) If the recognized holiday falls on a Sunday, the following Monday shall be considered the employee's holiday.
- (3) An employee who is scheduled to work on a recognized holiday shall receive holiday pay plus time and one-half compensation for working the holiday.

d. Weekend Schedule

If an employee's scheduled days off are other than Saturday and Sunday during the standard City workweek in which a recognized holiday falls, the following shall apply:

- (1) The actual dates as listed above shall be considered as the employee's holiday.

- (2) If the recognized holiday falls on the employee's scheduled day off, the employee shall accrue holiday credit for the hours of the holiday benefit.
- (3) An employee who is regularly scheduled to work on a recognized holiday shall receive holiday pay plus time and one-half compensation for working the holiday.

e. Alternative Monday-Friday Schedules

- (1) For employees who work a Monday through Friday alternative work schedule, including but not limited to 9/80 or 4/10, if the recognized holiday falls on the employee's scheduled day off, the employee shall receive holiday credit for the hours of the holiday benefit, up to a maximum of eight (8) hours.
- (2) An employee who is scheduled to work on a recognized holiday shall receive holiday pay plus time and one-half compensation for working the holiday.

f. Holiday Benefit for Employees in Classifications Which Accrue Holiday Time

- (1) The number of recognized holiday hours for full-time career employees in a classification designated to accrue holiday time shall be one hundred and twenty (120) per calendar year which shall accrue at five (5) hours on each of the first two (2) paychecks each month.
- (2) A part-time career employee, including an employee in a work sharing program or a non-career (+1,040) employee, shall accrue recognized holiday credit based on the number of hours for which the employee was paid in that bi-weekly pay period: 64 or more hours paid = 100% accrual; 40-63.9 hours paid = 50% accrual.
- (3) The following classifications shall accrue holiday credit:
 - Evidence and Property Technician
 - Senior Evidence and Property Technician
 - Parking Lot Attendant
 - Senior Parking Lot Attendant
- (4) Employees who accrue holiday time may accumulate holiday credit up to a maximum of eighty (80) hours. Thereafter, all accrued holiday time in excess of eighty (80) hours in any bi-weekly pay period shall be paid to the employee at their straight-time hourly rate. Holiday credit may be taken by the employee at the discretion of the Department Head. Employees may use up to forty (40) hours of holiday accrual in

conjunction with a scheduled vacation with the approval of the Department Head.

g. Floating Holidays

(1) Accrual

In addition to the recognized holidays specified above, all employees, except those employees covered under subsection (f), shall receive the equivalent of two (2) floating holidays per calendar year accrued as follows:

- (a) Full-time career employees shall accrue forty (40) minutes of floating holiday on each of the first two (2) paychecks each month, as long as the employee is in paid status for forty (40) or more hours on the paycheck that the accrual would occur.
- (b) A part-time career employee, including an employee in a work sharing program or a non-career (+1,040) employee shall accrue floating holiday credit based on the number of hours for which the employee was paid in that bi-weekly pay period: 64 or more hours paid = 100% accrual; 40-63.9 hours paid = 50% accrual.

(2) Administration

- (a) The scheduling of floating holiday time must be approved in advance by the appointing authority or designated representative.
- (b) An employee may carry over from the preceding calendar year a maximum of eight (8) hours of floating holiday. All floating hours accrued and not used in excess of eight (8) hours shall be paid to the employee at the employee's straight-time hourly rate of pay on the final paycheck of the calendar year in which it was earned.
- (c) An employee terminating for any reason shall be paid for all accrued floating holiday time at the straight-time hourly rate.

(3) Close Operations/Conversion of Floating Holiday

The City may elect to close operations for a full day on Christmas Eve and New Year's Eve and eliminate one (1) floating holiday. The City agrees to meet and confer on the impacts associated with the implementation of the conversion of the floating holiday to the extent required by law.

h. Christmas Eve and New Year's Eve Holidays

In the event an eligible employee cannot be scheduled off the last four (4) hours of the work shift, or applicable pro-ration for part-time employees, on the two (2) four (4) -hour recognized holidays before Christmas and New Year's, the holidays shall be observed as a single holiday, at the discretion of the City, on Christmas Eve or New Year's Eve.

12.2 VACATION

a. Vacation Leave Accrual

- (1) Employees with less than five (5) full years of service shall earn eighty (80) hours of vacation each year which shall accrue at three (3) hours, twenty (20) minutes on each of the first two (2) paychecks each month.
- (2) Employees with more than five (5) full years of service and less than fifteen (15) full years of service shall earn one hundred twenty (120) hours of vacation each year which shall accrue at five (5) hours on each of the first two (2) paychecks each month.
- (3) Employees with more than fifteen (15) full years of service shall earn one hundred sixty (160) hours of vacation each year which shall accrue at six (6) hours, forty (40) minutes on each of the first two (2) paychecks each month.
- (4) Continuous career service and contiguous non-career service prior to the date of appointment to a career classification shall be used to determine the vacation accrual date used in determining the above accrual rates.
- (5) An employee's maximum accrual of vacation shall not exceed four hundred and eighty (480) hours. Accrual shall be suspended until the balance is brought below the maximum accrual amount. Accrual will resume on the applicable paycheck following the paycheck in which the balance is brought down.

- b. Employees who are eligible to receive a cash payment in-lieu of vacation leave, as provided in Section 107(d) of the Sacramento City Charter, may make an irrevocable election to receive such payment by foregoing the same number of vacation hours in the calendar year following the election. Notification of the election must be made to the Payroll Division, Department of Finance, in writing by November 30. The in-lieu payment will be made to the employee on the last paycheck in March of the calendar year following the election. Payment shall be made at the straight time hourly rate of pay the employee is receiving at the time payment is made. If the employee electing the in-lieu payment separates from City employment for any purpose before

receiving the in-lieu payment, the employee forfeits any right to receive the payment, but will instead have their vacation leave balances credited with the amount of hours that would have accrued from January 1 to the last day of employment.

c. Integration of Vacation with Workers' Compensation

Where a career employee sustains an injury covered by workers' compensation and has utilized all of the one year "injury-on-duty time" as provided under City Charter Section 253, or former City Charter Section 167, as the case may be, and consequently is receiving straight workers' compensation temporary disability payments, the employee will be allowed to utilize (while off work) accrued vacation time in partial day increments in addition to receiving workers' compensation temporary disability payments with the total aggregate payment of temporary disability and vacation pay not to exceed one hundred percent (100%) of the employee's regular rate of pay. As a condition of so using such accrued vacation, however, the employee is required to continuously utilize accrued vacation until accrued vacation is exhausted or they return to work. This provision also applies to any accrued leave with the exception as noted in 12.4 Sick Leave.

d. Vacation Scheduling

- (1) The time at which the employee shall be granted a vacation is at the approval of the Department Head. The Department shall determine the number and classification of employees who can be off on vacation on any given day. However, in an effort to accommodate the employee's requested vacation schedule each Department shall open to bid vacation scheduling thirty-one (31) days prior to November 1st of each year. Classification seniority shall govern where more than one employee bids for the same period. In case of a tie, the employee with the greatest amount of continuous City service shall be senior.
- (2) Non-career (+1,040) employees shall be eligible to bid for vacation after all career employees have bid. Date of last hire shall determine seniority for non-career employees. Non-career employees shall bid for vacation on the basis of said seniority.
- (3) The final vacation schedule as approved by the Department Head shall be permanently posted in the employee work area not later than the first Friday of December.
- (4) Annual vacations applied for other than during the open bid period will be granted with the approval of the Department Head or designee. Such request shall not be unreasonably denied.

- (5) In no event may a senior employee bump a junior employee from a vacation period after the thirty-one (31) day bidding period has run. However, employees may trade vacation periods if all trading employees agree. Changes in the vacation schedule may be amended with the approval of the Department Head or authorized representative.
- (6) An employee who has bid for and scheduled a vacation of forty (40) hours or more shall provide the Department with a minimum two (2) week notice of cancellation if they later decide not to take the time off. Unless there are operational staffing needs which preclude bidding the time off, the Department shall post the available time for employees to bid consistent with (c)(1) above.
- (7) Employees covered by this Agreement are entitled to schedule accumulated and unused vacation credits in increments of one (1) hour or more.
- (8) Recycle and Solid Waste – The use of vacation leave by employees in the classification(s) of Integrated Waste Equipment Operator and Senior Integrated Waste Equipment Operator shall be limited per day to a combined total of nine percent (9.0%) of authorized budgeted positions; this calculation shall include seasonal, limited term employees assigned to leaf season pickup. If the number of authorized budgeted positions change, the number of employees allowed off daily will be adjusted to maintain nine percent (9.0%). This calculation shall be rounded to the closest whole number. For example, calculations of .4 and below shall round down and calculations of .5 and above shall round up. Previously approved vacation time will not be cancelled as a result of this adjustment.

The annual bidding shall be by classification seniority in the following order:

1. Senior integrated Waste Equipment Operator
2. Integrated Waste Equipment Operator

Written vacation selection proxies are allowed; however, if an employee fails to proxy their selection, they shall be skipped and placed at the bottom of their seniority in their classification group.

- (9) Within ninety (90) calendar days after the adoption of this Agreement by City Council, at the written request of the City, the parties agree to meet and confer on the vacation scheduling process described in subsection 12.2 (d)(8), above. The rights created by this subsection 12.2 (d)(9) shall expire on September 15, 2028, unless an extension is expressly negotiated by the parties.

12.3 SICK LEAVE

a. Accrual

- (1) A full-time employee shall accrue sick leave at the rate of four (4) hours on each of the first two (2) paychecks each month which may be used at the discretion of the employee in the event of illness or injury which is not job-related. In accordance with the Rules and Regulations of the Civil Service Board, one-third (1/3) of the employee's accrued sick leave may be used after exhaustion of injury-on-duty time; however, the combination of temporary disability payments and sick leave pay shall not exceed one hundred percent (100%) of the employee's regular rate of pay. Such usage shall not exceed the maximum amount of the employee's accumulation. A part-time career or non-career (+1,040) employee shall earn sick leave on a pro rata basis.
- (2) Employees who have at least four hundred and eighty (480) hours of sick leave on the last day of the pay period ending on or before November 1 in any calendar year, may make an irrevocable election to forego the accrual of not more than twenty-four (24) hours of sick leave during the following calendar year and receive instead, a cash payment for the number of sick leave hours designated in the election.
- (3) Notification of the irrevocable election must be made in writing to the Payroll Division, Department of Finance, between November 1 and November 30. The payment will be made on the last paycheck in May of the calendar year following the irrevocable election. Payment shall be made at the hourly rate of pay the employee is receiving at the time the payment is made.
- (4) If the employee electing the payment is separated from City employment before receiving the payment, the employee forfeits any right to the payment, but will instead have their sick leave balances credited with the sick leave hours the employee would have accrued from the January 1 following the date of election to the last day of employment.

b. Sick Leave Cash-Out/Conversion to PERS Service Credit

(1) PERS

- (a) PERS members hired prior to January 1, 2005, with more than twenty (20) years of City service, shall be eligible to cash out sick leave and/or convert sick leave to PERS service credit upon separation as follows:

- (i) Eligible employees may receive payment for thirty-three and one-third percent (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of their retirement, resignation, or layoff.
 - (ii) Eligible employees with an effective retirement date from PERS within one hundred twenty (120) calendar days of their separation from City service may also convert any or all of their total sick leave credits accrued, less any payment received pursuant to sub-paragraph (i), above, to PERS service credit as of the date of their retirement consistent with and pursuant to the PERS contract with the City, as amended.
 - (iii) Individuals identified pursuant to California Government Code Section 53245 as being the person designated on the employee's "Designation of Person Authorized to Receive Warrants," or in the absence of an identified person pursuant to California Government Code Section 53245, persons entitled by law to the possession of the estate of a deceased employee who was eligible to cash out sick leave credits pursuant to sub-paragraph (i), above, may receive payment for thirty-three and one-third percent (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of the employee's death.
- (b) Employees hired, rehired, or reemployed on or after January 1, 2005, shall not be eligible for payment of any portion of accumulated sick leave credits upon retirement, resignation, or layoff regardless of their years of service. However, employees hired, rehired, or reemployed on or after January 1, 2005, may convert their remaining sick leave balance to service credit consistent with law and pursuant to the PERS contract with the City upon separation of employment for retirement.
 - (c) No employee whose services are terminated by reason of discharge for cause shall be eligible for payment of any portion of accumulated sick leave credits.
- (2) SCERS

Upon termination of any employee in SCERS eligible to accumulate sick leave credits for reasons of retirement, resignation, and/or layoff after service for a period of not less than two (2) years, or death, such

employee (or those entitled by law to the possession of the estate of a deceased employee) shall receive payment for thirty-three and one-third percent (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of such retirement, resignation, layoff, or death. No employee whose services are terminated by reason of discharge for cause, or by reason of resignation or layoff prior to the completion of two (2) years of service, shall be eligible for payment of any portion of accumulated sick leave credits.

c. Reinstatement of Sick Leave After Return From Layoff

Any employee who is laid off and receives payment for thirty-three and one-third percent (33-1/3%) of their total accumulated sick leave credits shall be credited with the remaining sixty-six and two-thirds percent (66-2/3%) of their accumulated sick leave credits if and when said employee is recalled. If said employee thereafter leaves City service after being recalled and is entitled to payment of their accumulated sick leave credits under this Section, said employee shall only receive payment for thirty-three and one-third percent (33-1/3%) of those sick leave credits which accrued after the date of recall.

d. Utilization of Sick Leave

Use of sick leave is governed by the Citywide Sick Leave Policy, the Rules and Regulations of the Service Board, Rule 16 and Attachment A to the Rules and Regulations of the Civil Service Board.

e. Administration of Sick Leave

The Rules and Regulations of the Civil Service Board relating to the administration of sick leave privileges and benefits and the Citywide Sick Leave Policy shall apply to all eligible employees.

f. Sick Leave Credit Limitation

Except as provided herein, no payments made or sick leave credits accumulated shall be construed or deemed to constitute retirement benefits payable to employees of the City.

g. Sick Leave Verification

Departments shall notify and receive approval from the Citywide Leave Administrator in the Department of Human Resources, Administration Division prior to placing employees on sick leave verification to ensure compliance with appropriate City policies. Employees placed on sick leave verification may request to be removed after six (6) months, or earlier based upon appropriate City policy. If it is determined by the Citywide Leave Administrator in the

Department of Human Resources, Administration Division that the employee is in compliance with the policy, the employee shall be removed from sick leave verification. If the employee is not in compliance, the employee may request to be removed on a monthly basis thereafter.

12.4 COURT LEAVE

- a. When an employee is absent from work to testify in response to a subpoena issued by a court of competent jurisdiction in a non-work related matter to which the employee is not a party, or to serve on a jury or to report for jury duty examination, the employee shall be granted pay for those hours which the employee is absent for such reason. The City may require the employee to elect to be on telephone alert and remain on the job until such time as called to testify or serve jury duty. When an employee is required to be on telephone alert, the employee will cooperate with the court or jury commissioner and the City will be responsible to ensure that the employee is available. Pay for work time lost shall be computed at the employee's regular rate of pay at the time of such absence. The employee shall return all witness fees or jury remuneration received, less transportation allowance, to the City.
- b. If a swing shift or graveyard shift employee has served in excess of one-half the scheduled shift in court or on jury duty, the employee will notify the supervisor in advance of the start time so they will be excused from the shift. If the employee is in court or on jury duty less than one-half of the shift, the employee will be required to work.
- c. In lieu of the shift after service on court leave, a graveyard shift employee may request to take off the shift prior to court leave, provided that if the employee serves less than one-half of the shift, they will be required to use vacation or other leave accruals to cover the shift.
- d. To receive pay for work time lost, an employee must provide the City with a statement signed by an official of the court certifying the employee's service as a witness or juror or appearance in court for such purposes, the date or dates of attendance, the time released from attendance and the compensation paid exclusive of any transportation and subsistence allowance.
- e. When a non-career employee is regularly scheduled to work and is ordered to report to testify or for jury duty said employee shall be entitled to court leave benefits in accordance with the above-stated procedure.

12.5 PARENTAL LEAVE

- a. Effective January 12, 1991, the current Pregnancy Disability Leave Policy for female employees shall be replaced by a parental leave policy for both male and female employees with the following provisions:

- (1) Full-time career employees shall be eligible for a maximum City-paid parental leave of four (4) weeks consisting of up to one hundred-sixty (160) hours of continuous paid time off. Part-time career employees shall be eligible for up to eighty (80) hours of continuous City-paid time off during the four (4) week parental leave. Unused parental leave shall have no cash value. Non-career employees are not eligible for the four (4) weeks of City-paid parental leave.
 - (2) To be eligible for the paid leave an employee hired on or before June 23, 1995, must have completed at least 2,080 hours of service from the most recent date of hire, or an employee hired on or after June 24, 1995, must have completed at least 6,240 hours of service from the most recent date of hire, preceding either (a) the birth of a child who resides with the employee and for whom the employee has legal custody, or (b) the adoption of a child under age four (4) who resides with the employee and for whom the employee has physical and legal custody. Court-appointed legal guardians and foster parents do not qualify for parental leave.
 - (3) Eligible employees shall have the right to only one leave of absence per pregnancy or adoption regardless of the number of children involved (e.g., twins). The duration of City-paid leave shall not change based on a change in employment status, such as from part-time to full-time career.
 - (4) Upon return from parental leave on the date previously authorized, employees shall be reinstated in the former Department and in the classification last held.
 - (5) Eligible employees shall have the right to extend parental leave beyond the four (4) weeks of City-paid leave to the maximum six (6) months of leave by adding accrued and available hours of sick leave, vacation, compensatory time off (CTO), accrued holiday, and/or unpaid leave to their initial request for parental leave. The total period of absence from work, including the four (4) weeks of paid parental leave, shall not exceed six (6) months.
 - (6) Paid parental leave shall be considered as time worked for purposes of eligibility for recognized holidays occurring during the leave.
- b. The City shall have the right to promulgate a policy and procedure to implement and administer parental leave.

12.6 CATASTROPHIC LEAVE PLAN

- a. A benefit-qualified employee may donate to or receive from an unrepresented employee, or a represented employee whose bargaining agreement provides

for such donation or receipt, usable vacation, floating holiday, management leave, or compensating time off hours. Participation in this plan shall be voluntary. Sick leave may not be donated under this plan.

- b. All donations shall be made and accepted in writing using City-provided forms.
- c. The donation in any category must be a minimum of eight (8) hours of usable time.
- d. Donations shall be on an hour-for-hour basis, regardless of the pay rates of the donor and recipient, except hours transferred between employees on the Fire Suppression (56 hours) schedule and the non-Fire Suppression (40 hours) schedule shall be adjusted by a factor of 1.4 to 1.
- e. Hours to be donated shall be kept in a pledge status until used. As needed, pledged hours shall be debited from the donor's leave balance and credited to the recipient's usable vacation accrual balance. Once credited, the donation becomes irrevocable. A donor terminating for any reason shall be paid for pledged but unused leave time.
- f. Management employees may only receive donations from management employees. A non-management employee may not receive donations from a subordinate employee where a direct supervisor/subordinate relationship exists. Any exception to this paragraph must be approved by the City Manager or designee.
- g. To be eligible to use donations, an employee must:
 - (1) be incapacitated and unable to work due to a prolonged catastrophic non-industrial illness or injury which is estimated to last for at least thirty (30) calendar days;
 - (2) have exhausted all usable balances, including sick leave;
 - (3) be on an approved leave of absence.
- h. All donated hours must be used on a continuous and uninterrupted basis and will be paid at the rate of pay and normal work schedule of the recipient, along with all usable hours accrued, until the earliest of the following events occurs:
 - (1) All leave balances, including both donated and accrued leave, are exhausted; or
 - (2) The employee returns to work at their normal work schedule; or
 - (3) The employee's employment terminates.

- i. Donations received while a recipient is still utilizing previously donated and related accrued leave time may be used immediately thereafter. Hours donated subsequent to exhausting all donated hours shall be accumulated and utilized along with related accrued leave hours in amounts equal to the recipient's normal bi-weekly work hours.
- j. Used donated leave time shall count toward the application of City service and benefits in the same manner as when the employee is on paid vacation leave.
- k. Used donated leave time shall be subject to the recipient's normal payroll deductions.

12.7 PERSONAL TIME OFF

- a. Full-time career employees who have completed ten (10) full years of City service shall be credited with twenty-four (24) hours of personal time off (PTO). Part-time career employees shall be credited with a prorated amount of time based on their regular schedule. Eligible employees will receive this PTO each year on the paycheck representing the first full pay period that includes January 1.
- b. Employees who separate service and who are subsequently reemployed, pursuant to Article 15.2(b)(5)(a), into a classification covered by this Agreement, will receive credit toward PTO eligibility for their previous years of City service upon successful completion of probation, on a go-forward basis. For purposes of determining eligibility to receive PTO, pursuant to this paragraph, an employee must complete probation prior to January 1 of the calendar year in which it is provided.
- c. Use of the personal time off shall not cause overtime.
- d. Personal time off shall not accumulate from year to year and shall have no cash value. If an employee is unable to use all of the time by the end of the calendar year based on operational need, the Department may approve carry-over to the next year. In all other cases, the time shall be forfeited.

12.8 FAMILY MEDICAL LEAVE

- a. The federal and state medical leave acts are applicable to career and non-career employees who have completed the required 1,250 hours of employment prior to the time requested. The City uses a rolling period under the Acts, determining eligibility from the last date of FMLA leave, if applicable.
- b. To apply for a leave the employee must complete the City leave request form available from the Department of Human Resources or the Department support staff. The employee must provide medical verification of the need and

the duration or intermittent schedule which is anticipated, to allow for coverage.

- c. The duration of FMLA leave cannot exceed twelve (12) weeks. The employee must use their accrued leave during the FMLA leave, except that they may retain up to forty (40) hours of vacation at the time leave without pay commences. The employee may not then resume paid leave until after returning to work.
- d. To the extent allowed by law, federal and state FMLA leaves shall be used concurrently.
- e. The City policy covering FMLA shall be applicable to all employees and may be obtained from the Department of Human Resources.

12.9 STATE DISABILITY INSURANCE (SDI)

- a. Eligible career employees who file for SDI benefits in accordance with applicable State of California rules and procedures may integrate such SDI benefits with their own leave balances. Integration is where the SDI benefit and the monetary value of the employee's leave balances combine to provide a bi-weekly adjusted net income which is equivalent to 100% of the employee's regular net income so long as available leave balances and SDI eligibility permits. The regular net income is the employee's gross income, less any required deductions such as taxes, retirement and SDI insurance premiums, as well as any other mandatory deductions. Other employee-authorized deductions shall be deducted from the resultant net pay.
- b. Eligible career employees may integrate the following accrued City leave balances with SDI:
 - (1) Sick Leave
 - (2) Personal Leave
 - (3) Compensating Time Off (CTO)
 - (4) Holiday Leave
 - (5) Vacation Leave
- c. Eligible part-time career employees shall be included in this program on a pro-rata basis.

12.10 BEREAVEMENT LEAVE

An employee may receive up to twenty-four (24) hours of City-paid leave for bereavement based on the death of the employee's spouse, parent, sibling, child, grandchild or grandparent as defined herein. The employee may use sick leave as authorized by Civil Service Board Rule 16, Sick Leave, for additional time off or to attend to other death, bereavement or funeral needs.

12.11 PAID CITY LEAVE (PCL)

a. Employees who are employed in a classification represented by L39A on January 1, 2022, shall receive a one-time leave bank contribution of thirty-five (35) hours of Paid City Leave. This Paid City Leave shall not expire, and shall have no cash value except as follows:

- (1) Employees receiving Paid City Leave contribution described in Section 12.12(a) may make an irrevocable election to receive a cash payment in lieu of using the leave. Notification of the election to receive this cash payment must be made to the Payroll Division, Department of Finance, in writing by November 30, 2022. Employees making the irrevocable election shall receive the payment on the paycheck representing the first pay period following their election at the straight time rate of pay they are receiving at the time of payment, less ordinary payroll deductions.
- (2) Upon separation from City service, employees with a balance of the Paid City Leave described in section 12.12(a) shall receive a payment for the Paid City Leave balance at the straight time rate of pay they are receiving at the time of the payment, less ordinary payroll deductions.

ARTICLE 13 – SPECIAL ALLOWANCES

13.1 TEMPORARY WORK IN A HIGHER CLASSIFICATION

a. Temporary assignments to higher classifications shall be permitted only in those classifications where in the judgment of the Department Head or designee, it is necessary to maintain proper and efficient departmental operations. An employee temporarily assigned to perform the duties of a higher classification shall be compensated for the duration of the out-of-classification assignment by the payment of five percent (5.0%) of the regular salary the employee received prior to the out-of-classification assignment, or the salary provided for in Step 1, as applicable, of the higher classification, whichever is greater, but not to exceed top step of the higher classification. Departments may establish internal tracking and approval systems for out-of-classification pay administration.

- b. Temporary work in a higher classification shall first be offered to qualified career employees who volunteer. If no career employee desires the temporary work in a higher classification, management may assign a career or non-career employee.
- c. Management will seek to distribute temporary assignments in a higher classification among all qualified employees who volunteer, providing that to do so would not cause disruption to the operation.
- d. The City recognizes that temporary work in a higher classification shall not be used as a device for circumventing career civil service positions.

13.2 TUITION REIMBURSEMENT

The City agrees to reimburse career employees for the cost of tuition, books, and fees, excluding parking, up to a maximum of \$1,500.00 per calendar year pursuant to the City's existing policy for such education reimbursement. This provision shall not apply to employees eligible for an educational incentive program.

In addition, the Department may authorize tuition reimbursement for training through other approved sources.

13.3 FORENSIC IDENTIFICATION CERTIFICATION PAY

- a. Career employees in the classifications of Forensic Investigator I and II who receive certification by the I.A.I. (International Association for Identification) as a Certified Forensic Artist shall receive five percent (5.0%) of their base rate of pay for Forensic Artist Certification Pay.
- b. Career employees in the classifications of Forensic Investigator II and Lead Forensic Investigator shall receive fifteen percent (15.0%) of their base rate of pay for incentive compensation calculated upon the base salary for possessing a Latent Print Examiner Certificate. The I.A.I. standards currently in effect or any revised standards shall apply to the Latent Print Examiner Certificate. The incentive rate is set forth in the current salary schedule.
- c. Career employees in the classifications of Forensic Investigator I, II, and Lead Forensic Investigator shall receive a five percent (5.0%) of their base rate of pay for incentive compensation calculated upon the base salary for possessing a Bachelor's Degree from an accredited college or university. The incentive rates are set forth in the current salary schedule.
- d. In order to be eligible for the Incentive Compensation Program, eligible employees who possess the Latent Print Examiner Certificate and/or the Bachelor's Degree must place it on file with the Police Department for verification and processing of the incentive compensation to be effective in the next bi-weekly pay period.

13.4 IRRIGATION SPECIALIST PAY

A Park Maintenance Worker II shall receive five percent (5.0%) of their base rate of pay when assigned in writing to perform the Irrigation Specialist duties including, but not limited to, installation and repair of irrigation systems and related "non-energized" equipment.

13.5 SPRAY CREW INCENTIVE

- a. Employees in the classifications of Park Maintenance Worker I and Park Maintenance Worker II who are regularly assigned as members of the pesticide/herbicide spray crew and who possess a valid Qualified Application Certificate in the Right of Way, Landscape Maintenance, or Aquatic category shall receive an additional five percent (5.0%) of their base rate of pay during each full pay period when so assigned.
- b. The Certificate is subject to renewal bi-annually. Any fees or other costs related to obtaining or renewing the Certificate are at employee expense. Training or examination time spent in obtaining the Certificate shall either be during non-working hours or while on approved personal leave, including vacation, CTO, or holiday time.
- c. The incentive is payable only during those pay periods when a current valid certificate is on file in the Department of Youth, Parks & Community Enrichment during the entire pay period.

13.6 PLAYGROUND INSPECTOR INCENTIVE

- a. Employees in the classifications of Park Maintenance Worker II or Park Maintenance Worker III who are regularly assigned playground inspector duties and who possess a valid Certified Playground Safety Inspector (CPSI) Certificate shall receive an additional five percent (5.0%) of their base rate of pay during each full pay period when so assigned.
- b. Any fees or other costs related to obtaining or renewing the Certificate are at employee expense. Training or examination time spent in obtaining the Certificate shall either be during non-working hours or while on approved personal leave, including vacation, CTO, or holiday time.
- c. The incentive is payable only during those pay periods when a current valid certificate is on file in the Department of Youth, Parks & Community Enrichment during the entire pay period.

13.7 WATER TREATMENT CERTIFICATION

Employees in the Department of Utilities in the classifications of Instrument Technician Trainee, Instrument Technician I, Instrument Technician II, and Process

Control System Specialist shall receive a one hundred twenty-five (\$125.00) dollar per month incentive for maintaining a valid Water Treatment Grade 2 (T-2 water) certification or higher. The employee will begin receiving the incentive within thirty (30) days after providing a valid copy of their T-2 water certification to the Department. The City will pay the cost of certification for an employee to receive a T-2 water certification.

13.8 MAINTENANCE WORKER ASSIGNMENTS IN SOLID WASTE

Employees in the classifications of Maintenance Worker and Senior Maintenance Worker shall receive assignment pay of five percent (5.0%) of their base rate of pay when assigned to work in Recycling and Solid Waste.

13.9 CONTINUING EDUCATION

When the City requires that an employee maintain a license or certificate which mandates continuing education units (CEUs) to maintain the license or certificate, the employee shall be responsible for obtaining the CEUs. Where feasible, the City will provide the needed CEUs on-duty.

When the City provides such training, CEU credit not received through the City shall be the responsibility of the employee. When the City does not provide required CEU training, the employee may request that the Department approve and pay for the training and allow the employee to attend on City time. Such request shall not be unreasonably denied.

13.10 REQUIRED LICENSES AND CERTIFICATIONS

a. An employee who is required to maintain, or who obtains for City benefit, a crane or boom operator license, a notary registration, or a WC ISA certified tree worker or certified arborist shall receive a bi-weekly certification pay of fifteen dollars (\$15.00).

b. Building Inspector Certificate Pay

(1) Employees in the classifications of Building Inspector 1, 2, 3, 4, and Development Services Technician I, II, III will receive a monthly certificate pay for the possession of one or more of the certificates listed below:

(a) ICC Commercial Building Inspector or NFPA

Certified Building Inspector or Building Inspector (Combination Inspector)

(b) ICC Commercial Electrical Inspector or NFPA

- Certified Electrical Inspector-Master or Electrical Inspector
(Combination Inspector)
- (c) ICC Commercial Plumbing Inspector or IAPMO
Plumbing Inspector or Plumbing Inspector (Combination
Inspector)
 - (d) ICC Permit Technician
 - (e) ICC Accessibility Inspector/Plans Examiner
 - (f) ICC Residential Combination Inspector
 - (g) ICC Building Plans Examiner or NFPA Certified Building Plans
Examiner
 - (h) ICC Fire Inspector I & II or NFPA Certified Fire Inspector I & II
or NFPA Certified Fire Protection Specialist
 - (i) AACE Housing and Property Maintenance Inspector or ICC
Property Maintenance and Housing Inspector
 - (j) PC 832, Arrest Search and Seizure
 - (k) CACE Code Enforcement Officer
 - (l) ICC Zoning Inspector or AACE Zoning Officer
 - (m) ICC Commercial Energy Inspector
 - (n) ICC Commercial Energy Plans Examiner
 - (o) ICC Residential Energy Inspector/Plans Examiner
 - (p) ICC Structural Masonry Inspector
 - (q) ICC Steel and Welding Special Inspector
 - (r) ICC Pre-stressed Concrete Special Inspector
 - (s) ICC Certified Building Official
 - (t) AA degree in Building Inspector Technology
 - (u) ICC Commercial Mechanical Inspector or
IAPMO Mechanical Inspector or

- ICC Mechanical Inspector
- (v) ICC Housing Code Official or
AACE Code Enforcement Administrator
- (w) ICC Property Maintenance and Housing Inspector
- (x) ICC Electrical Plans Examiner
- (y) ICC Plumbing Plans Examiner
- (z) ICC Building Code Official
- (aa) ICC Electrical Code Official
- (bb) ICC Mechanical Code Official
- (cc) ICC Plumbing Code Official
- (dd) ICC Master Code Professional
- (ee) ICC Reinforced Concrete Special Inspector
- (ff) NFPA Certified Fire Plan Examiner I
- (gg) Construction Technology Certificate from an accredited College
(minimum of 30 Units of Construction Technology curriculum)
- (2) Employees shall receive thirty dollars (\$30.00) per month for each certificate they possess up to a maximum of \$300.00 for ten (10) certificates.

c. Code Enforcement Certificate Pay

- (1) Employees in the classification of Code Enforcement Officer who are required to maintain, or who obtain for City benefit, shall receive a monthly certificate pay for the possession of one or more of the certificates listed below:
 - (a) ICC Zoning Inspector or AACE
 - (b) ICC Property Maintenance & Housing Inspector or AACE
 - (c) Public Health Vector Control Certification

- (2) Employees shall receive thirty dollars (\$30.00) for each certificate they possess up to a maximum of ninety dollars (\$90.00) per month for possession of a maximum of three (3) certifications.

Where the City requires that employees maintain licenses and/or certifications, the Department Head or designee may consider, on a classification-by-classification basis, reimbursing employees for costs associated with the renewal of such licenses and/or certifications. This Section shall not apply to driver licenses.

- d. Within ninety (90) calendar days of adoption of this Agreement by the City Council, at the written request of either party, the parties agree to meet and discuss implementation issues related to certification pay under subsection 13.10, including clarification of employee submission requirements and documentation standards. The purpose of such discussions shall be to ensure consistent administration of this subsection and to explore resolution of identified disputes. Absent mutual agreement, the status quo shall continue. The rights created by this subsection 13.10 (d) shall expire on September 15, 2028, unless expressly renegotiated by the parties.

13.11 BILINGUAL PAY

- a. The City may authorize bilingual pay when it is determined to be necessary for the operation. The City shall determine what languages are appropriate for such pay and the number of employees to be certified. To be eligible for bilingual pay the employee must be determined to be verbally proficient, and if necessary for the assignment, proficient in the written language. The City will arrange the certification and testing process and authorize the bilingual pay.
- b. Bilingual pay shall be paid at two percent (2%) of the employee's base rate of pay for any pay period in which the employee is certified. This incentive is additive and does not compound with any other incentive. An employee who is receiving bilingual pay may be required to provide assistance to any City operation.

13.12 TRAVEL FOR TRAINING

When an employee is required to attend training that necessitates travel outside of the City of Sacramento metropolitan area, the employee may claim travel time while driving to and from the training. Travel on public transportation may be accomplished during the work shift but is not overtime if it continues beyond the shift. Overnight stays for training out of the area are paid for based on an eight (8) or ten (10) hour day as applicable, and shall not generally result in overtime.

13.13 POLICE RECORDS SPECIALIST & EVIDENCE AND PROPERTY TECHNICIAN EDUCATION INCENTIVE

- a. A Police Records Specialist I/II/III or Senior/Evidence and Property Technician with a bachelor's degree (BA or BS) or higher from an accredited college or university, shall receive an educational incentive of five percent (5.0%) above base salary.
- b. A Police Records Specialist I/II/III or Senior/Evidence and Property Technician with an associate's degree (AA or AS) from an accredited college or university, shall receive an educational incentive of two and one-half percent (2.5%) above base salary.
- c. An employee is eligible to only one (1) of the above educational incentives.
- d. Incentives are additive and do not compound with any other pay or benefit.
- e. The incentive shall be effective in the pay period following presentation of the certificate of degree from the institution to the Personnel Services Division of the Police Department.

13.14 ARMORER CERTIFICATION PAY

- a. Career employees in the classifications of Evidence and Property Technician and Senior Evidence and Property Technician who perform the full-time duties of an armorer shall receive ten percent (10.0%) of their base rate of pay Armorer Certification Pay.
- b. Career employees in the classifications of Evidence and Property Technician and Senior Evidence and Property Technician who perform the duties of a relief armorer shall receive five percent (5.0%) of their base rate of pay Armorer Certification Pay.

13.15 CERTIFIED ACCESS SPECIALIST (CASp) CERTIFICATION PAY

- a. The City shall determine the number of employees authorized to receive CASp certification pay.
- b. Authorized employees in the classifications of Building Inspector II, III, and IV; and Plans Examiner II and III who obtain (CASp) certification from the California Division of the State Architect shall be paid five percent (5.0%) of their base rate of pay for such certification. This incentive is additive and does not compound with any other incentive.
- c. Authorized employees who obtain CASp certification will be reimbursed for the receipted pre-approved costs and fees associated with obtaining and

maintaining the certification. Authorized training for this certification shall be on City-time.

13.16 DRONE CERTIFICATION PAY

- a. The City shall determine the number of employees authorized to be drone certified.
- b. Authorized employees in the classifications of Building Inspector I, II, III, and IV who obtain certification to operate drones from the Federal Aviation Administration (FAA) shall receive fifteen dollars (\$15.00) per pay period for Drone Certification Pay.
- c. Employees who receive prior authorization from their supervisor will be reimbursed for the cost of obtaining and maintaining the FAA certification.
- d. Certification coursework shall be on paid City time with prior authorization.
- e. This incentive is additive and does not compound with any other incentive.

13.17 INSTRUMENT TECHNICIAN INCENTIVE PAY

- a. Career employees in the classifications of Instrument Technician I and II who obtain/maintain the California Water Environment Association (CWEA) certification of Electrical/Instrumentation Technologist shall receive incentive pay as follows:

Grade 2: \$25.00 per month

Grade 3: \$50.00 per month

The employee will begin receiving the incentive within thirty (30) days after providing a valid copy of their certificate.

- b. This incentive is additive and does not compound with any other incentive.

13.18 SUTTER'S LANDING LANDFILL MAINTENANCE DUTIES

Integrated Waste Equipment Operators who: (1) possess a valid California Class B Commercial Driver's License with a Tank Vehicle Endorsement; and (2) are assigned to perform landfill maintenance duties at Sutter's Landing, shall receive an assignment pay of five percent (5%) of their base rate of pay on an hour-for-hour basis only for hours actually worked performing landfill maintenance work at Sutter's Landing. This incentive is additive and does not compound with any other incentive.

ARTICLE 14 – TRANSPORTATION

14.1 GENERAL

It is the understanding of the parties that the City retains the right to eliminate, at any time, the overnight retention of City vehicles for employees in the Units represented by the Union upon fifteen (15) days' notice to the employee.

14.2 MILEAGE REIMBURSEMENT AND MONTHLY VEHICLE ALLOWANCE

a. The City has the right to offer one of the following mileage reimbursements to individual employees who use their personal vehicles for City business:

(1) The Internal Revenue Service (IRS) rate established by the City for general mileage reimbursement; or

(2) Monthly vehicle allowance at one of the following rates:

<u>Average Miles Per Month</u>	<u>Monthly Vehicle Allowance</u>
400	\$160
200	\$100
100	\$50

b. If a personal vehicle was not a condition of employment, individual employees have the right to refuse to use their personal vehicles for City business.

14.3 TRANSPORTATION

a. Sacramento Regional Transit District (SRTD)

Full-time career employees who utilize the Sacramento Regional Transit District (SRTD) for home-to-work transportation are eligible for an eighty percent (80%) price discount on an SRTD monthly pass. Part-time career employees shall be eligible for a fifty percent (50%) price discount. The employee must notify the Department of Finance, Revenue Division on or before the fifth day of the month to obtain the monthly pass discount for that month.

b. Other Bus Transportation

Eligible full-time career employees as described above, who regularly utilize other bus or mass transportation services regulated by the Public Utilities Commission (i.e. buses, vanpools, rail) for home-to-work commuting are eligible for up to eighty percent (80%) of the cost of the monthly pass. Eligible part-time employees, as described above, shall be eligible for a fifty percent (50%) monthly reimbursement. The employee must present the required

proof of purchase to the Department of Finance, Revenue Division by the fifth day of the month to obtain reimbursement. The amount of monthly reimbursement shall not exceed one hundred twenty dollars (\$120).

c. Downtown Parking Subsidy

The City shall provide a ninety dollar (\$90) per month parking subsidy to eligible career employees who are regularly assigned to work in the downtown area. The subsidy will be included in the employee's bi-weekly paycheck, subject to applicable state and federal taxes.

14.4 COMMERCIAL DRIVER LICENSE REQUIREMENTS

- a. In those classifications which require a commercial driver license, employees hired on or after October 20, 1990, shall be required to possess the appropriate valid commercial California driver license and endorsements as a condition of continued employment.
- b. An employee who was hired prior to October 20, 1990, who is unable to qualify for the required commercial license with endorsements but is able to maintain a Class "C" license shall be transferred to an alternate assignment and shall have their salary reduced by 2.5% until such time as they obtain the required license with endorsements. Such reassignment and reduction in salary shall not be subject to the grievance procedure nor be disciplinary action as defined by Rule 12 of the Rules and Regulations of the Civil Service Board. In the event the employee obtains the required license with endorsements, such employee shall be transferred back to their previous assignment and shall have their salary restored to the same step in the salary range that they occupied prior to the transfer and salary reduction.
- c. An employee who is unable to qualify for the required commercial license for medical reasons, but is able to maintain a Class "C" license, shall not have their salary reduced by 2.5%. The City shall attempt to make reasonable accommodation for such employee.
- d. If there are insufficient number of volunteers for positions which have a mandatory/some assignments driver license requirement, the City shall assign qualified employees by inverse order of seniority. The City reserves the right to assign employees where there are more volunteers than positions.

14.5 DISCOUNTED PARKING RATES

Discounted parking will be available to employees, on a first-come, first-serve basis, for parking spaces in the Memorial Garage, located at 14th and H Streets, at seventy percent (70%) of the regular monthly Memorial Garage rate. This means that the employee discounted rate is thirty percent (30%) off the full monthly rate. This provision will remain in effect until further notice by the City.

ARTICLE 15 – LAYOFF

15.1 PURPOSE

This Article provides the procedure to be followed when an employee is to be displaced/laid off from their position.

15.2 DEFINITIONS

a. Layoff: A layoff shall be defined as the dismissal or displacement of at least one employee due to lack of work, lack of funds, abolishment of position, or for other reasons not reflecting discredit on an employee.

b. Seniority

- (1) Classification Seniority: Classification seniority shall be defined as the effective date of probationary appointment to the employee's present job classification including any time spent in a higher job classification, but 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 is greater than the top rate of pay of the employee's present job classification. For any employee who has not served a probationary period in their present job classification, or any employee whose position has been reallocated in accord with the Rules and Regulations of the Civil Service Board, classification seniority shall be mutually established by the City and Union.

For those classifications which have flexible staffing as defined in the Rules and Regulations of the Civil Service Board and provided for in the classification specifications, classification seniority shall be defined as the effective date of probationary appointment to the lowest classification in the classification series. For an employee who has downgraded, computation of classification seniority for a job classification lower than that in which the employee holds permanent status, the following seniority shall be counted:

- (a) classification seniority in any higher classification, and
- (b) previous classification seniority in the job classification in which the employee is currently working, and
- (c) present time spent in the job classification in which the employee is currently working.

For a part-time career employee, classification seniority shall be prorated.

- (2) **City Service Seniority:** City service seniority shall be defined as the effective date of appointment to the employee's first permanent career position, or as the effective date of appointment to the employee's first full-time position (or positions) which immediately preceded an appointment to a permanent career position, whichever is greater.

For a part-time career employee, City seniority shall be prorated.

- (3) **Hire Date Seniority:** Hire date seniority shall be defined as the employee's first date of hire to any position with the City.
- (4) **Seniority Adjustments:** Classification seniority and City service seniority shall be adjusted (reduced) in calendar days to reflect time spent on layoff from City service. There shall be no adjustment for time spent on an approved unpaid leave of absence.
- (5) **Termination of Seniority:** Termination of classification seniority and City service seniority shall occur upon:
- (a) Resignation, except that any employee who is appointed from a reemployment list and completes a probationary period, if any, in the position to which they were reemployed may count the seniority which they accumulated prior to resignation.
 - (b) Discharge.
 - (c) Retirement.
 - (d) Layoff in excess of five (5) consecutive years out of the City service.
 - (e) Failure to comply, report, or respond to a recall notice within fourteen (14) calendar days from the date of postmark on the recall notice.

- c. **Downgrade** A downgrade shall be defined as a change in job classification to which the top rate of pay is the same or less than the top rate of pay 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 15.3(b)(4) of this Article.
- d. **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 A to this Agreement.
- e. **Permanent Status** For the purposes of this layoff procedure, permanent status is attained in a job classification when an employee has successfully

completed their probationary period in that job classification. An employee in an exempt classification represented by the Union shall be considered a permanent employee under this Article.

- f. Leave of Absence Employees on an approved unpaid leave of absence shall accrue seniority.
- g. Department The application of the term "department" for the sole purpose of layoff and/or downgrade of career employees shall mean:
 - (1) The Department of Public Works shall be considered a single department.
 - (2) The Department of Utilities shall be considered a single department.
 - (3) The Departments of Youth, Parks & Community Enrichment; Community Development; Economic Development; and Convention and Cultural Services, shall be considered a single department.
 - (4) The Departments of Police, Fire, Information Technology, Finance, and Human Resources shall be considered a single department.
 - (5) The Charter Offices of the City Attorney, City Auditor, City Clerk, City Manager and City Treasurer shall each be considered a single, separate department.

A function that is assigned to work in a different department as part of an inter-departmental project, but continues to be funded from the original department (op-conned), remains a part of the original department for the purpose of layoff.

Any future departmental reorganization shall be effective for purposes of layoff only after one year from implementation. At the request of the Union, the City agrees to discuss such reorganization at the time of implementation to review the placement of the reorganized function, and the application and impact of this Section, if any.

15.3 PROCEDURE

a. Non-Career Employees

- (1) When a layoff is to occur within a job classification within a Department, all non-career employees in the regression ladder in which that job classification is found shall be laid off first, except in the Solid Waste and Parking functions. In these functions, the City may continue working non-career Parking Lot Attendants and up to twenty-five (25) non-career Integrated Waste Equipment Operators regardless of any career employees who may be laid off in the regression ladder in which these job classifications fall. Career Integrated Waste Equipment

Operators subject to layoff shall have the right to bump into the non-career classifications.

- (2) Non-career employees shall be laid off in the order provided by established Department procedures. If such procedures have not been established on the effective date of this Agreement, non-career employees shall be laid off in such order as the Department Head shall provide. In no event shall a career employee suffer a layoff until all non-career employees in the affected regression ladder in the Department have been laid off.

b. Career Employees

- (1) Within each job classification in each department in which a layoff occurs, employees shall be laid off in the following order: first, all provisional employees; second, all probationary employees in the order of their classification seniority; and, third, permanent employees in the order of their classification seniority, beginning with the employee with the least such seniority.
- (2) Any provisional or probationary employee who is affected by a layoff or displaced by a downgrading employee shall return to the last Department and job classification in which the employee holds permanent status, if any. If the employee does not hold permanent status in another job classification, they shall be laid off; the name of such employee may be restored to an eligible list in accordance with applicable Civil Service Board Rules and Regulations. If the employee does hold permanent status in another job classification, they shall then be treated as a permanent employee in that job classification with respect to any layoff in that job classification.
- (3) Any permanent employee who is to be laid off or displaced shall have the right to downgrade, within the Department, in descending order, to job classifications within their regression ladder, provided that the employee meets the qualifications of the lower classification. If there are any provisional employees in such lower classification, the provisional employee with the least City service seniority shall be displaced first. If there are no provisional employees in the lower classification, the probationary employee with the least City service seniority shall be displaced. If there are neither provisional nor probationary employees in the lower classification, the permanent employee with the least City service seniority shall be displaced, provided that the downgrading employee has greater City service seniority. If the permanent employee is unable to downgrade to any job classification within the appropriate regression ladder, they shall be laid off.

- (4) A career employee in a classification contained in classification group 47 who is to be laid off, displaced, or demoted shall have the right to downgrade, within the Department and in descending order, to represented classifications in which the employee previously held permanent status provided a vacancy exists.
- (5) Any permanent employee currently working in a classification contained within classification group 46 shall have the right to downgrade, in the same manner as provided in Section 15.3(b)(3), to the last classification in which permanent status was held, if any, provided such classification is contained within regression ladder 1 through 45, or classification group 46. If such a downgrade is not possible, the employee shall be laid off. If such a downgrade is possible, the employee shall then in the future have the right to downgrade through that new regression ladder only.
- (6) An employee may accept layoff in lieu of the opportunity to downgrade by notifying Labor Relations within five (5) working days of receiving notice of layoff. Where the employee accepts a layoff in lieu of a downgrade, said employees 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 City service seniority. If two (2) or more employees have an equal amount of City service seniority, the senior employee shall be determined on the basis of greater hire date seniority, or by lowest random number in the event of a tie.
- (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.

c. Notice of Layoff

In the event of a layoff, the City shall send by certified mail a layoff notice to all affected employee(s). Such notice shall be postmarked at least thirty (30) calendar days in advance of the effective date of layoff. Such layoff notice shall be mailed to the employee's address in the City's payroll system, 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.

15.4 SALARY IN EVENT OF DOWNGRADE

- a. 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.
- b. If appointed in the lower classification at other than top step, future salary step adjustment shall be made in accordance with Section 7.2 "Advancement in Rate of Compensation" with time served in the classification from which the downgrade occurred counting toward salary step advancement.
- c. Upon subsequent recall through a regression ladder the employee shall not receive in the next higher classification less than that received in the lower classification, provided however, that upon subsequent placement in the classification 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 classification 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.
- d. Salary as referred to in this Article shall be the monthly salary range and respective salary step for the affected classification as identified in the current salary schedule.

15.5 FRINGE BENEFITS

- a. Upon layoff, employees shall be paid for accrued leave balances that have a cash value at separation, per this Agreement, applicable ordinance and rules. Employees who are subsequently recalled and who were eligible for sick leave cashout at the time of separation shall have any uncompensated portion of their sick leave balance restored in accordance with this Agreement, applicable ordinances and rules. Only those sick leave hours accrued after recall shall be applied toward any future sick leave payoff, if eligible.
- b. Employees and their eligible dependent(s) enrolled in City medical, dental, or vision insurance coverage at the time of layoff may continue their coverage for the period of time permitted by the Consolidated Omnibus Budget Reconciliation Act (COBRA). The employee and any enrolled dependent(s) will be responsible for the full cost of the monthly premiums for COBRA continuation coverage. Payment for COBRA premiums shall be made by the payment deadline specified on the invoice issued by the health carrier or the City.

- c. Assistance with enrollment of COBRA coverage or information on eligibility for City retiree health benefits will be provided by the Benefit Services Division, Department of Human Resources, upon request.

15.6 RECALL

- a. 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 order of City service seniority, beginning with the employee with the greatest City service seniority. When a recall list exists and an employee is on a reinstatement list due to a medical leave of absence, such employee will be merged with employees on the established layoff eligibility list based on seniority. Permanent 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 provisional status was held at the time of layoff or downgrade. Permanent employees who held probationary status in another job classification on the date of layoff shall be eligible to return to the job classification in which probationary status was held for a period of five (5) years from the date of layoff; but upon such return must serve the complete probationary period for such job classification.
- b. Career employees shall be entitled to recall rights for a period of five (5) 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 they downgraded. If, however, a permanent employee has been recalled or downgraded but has not been recalled to the classification in which permanent status is held within the five (5) year period, said employee shall continue to possess recall rights back to the classification in which permanent status is held, and to any other classifications in the employee's regression ladder which are lower than the classification in which permanent status is held and higher than the classification in which the employee was working at the expiration of the five (5) year period. If said employee is recalled to a classification higher in their regression ladder than the employee was working at the expiration of the five (5) year period, the employee shall serve the complete probationary period in such higher classification. If said employee fails to satisfactorily complete the probationary period they shall return to the next highest classification in the applicable regression ladder in which a vacancy exists and shall gain permanent status in such classification. In no event shall the employee be required to return to a classification lower than that from which they left to take the probationary appointment. Said employee shall then continue to possess recall rights to any higher classification in their regression ladder which is lower than the classification in which the employee failed to complete the probationary period but higher than the classification to

which the employee returned after failing probation, subject to all provisions stated above.

- c. 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 the employee's last paycheck unless a more recent address has been furnished by the laid off/downgraded employee. To expedite recall, more than one employee may be notified of an opening. This recall notice shall be by certified mail and the employee shall have fourteen (14) calendar days to report to work from the date of postmark on the recall notice. If said employee fails to report to work within fourteen (14) calendar days, they will lose all recall rights. An employee who has been laid off or downgraded shall be required to meet the physical and other minimum qualifications of the classification to which they are recalled. Any additional qualifications established during said employee's layoff shall be waived with regard to an employee holding recall rights to that job classification except as required by law. An employee who accepts recall shall receive all seniority to which they are entitled under Section 15.2(b) of this Article.
- d. A non-career employee (+1,040) laid off pursuant to Section 15.3(a)(1) shall have recall rights back to the job classification from which they were laid off for a period of two (2) years. The order of recall shall be as provided in established department procedures. If such procedures have not been established on the effective date of this Agreement, non-career employees shall be recalled in such order as determined by the Department Head. No such non-career employees shall be hired or recalled to any regression ladder until such time as all career employees have exhausted or lost their recall rights back to that regression ladder. Non-career (-1,040) employees shall have no recall rights.
- e. Career employees holding recall rights may be offered a non-career job of less than 1,040 hours annually, and if said career employee accepts or refuses such non-career jobs of less than 1,040 hours it shall have no effect on said career employee's normal recall rights.

15.7 GENERAL

- a. A seniority list shall be made available to the Union on the first working day in September of each year, and after review with the Union, said list shall be posted by each Department and copies made available for ready inspection. A copy shall be furnished free of cost to the Union each September.
- b. The City shall immediately after effecting a layoff provide the Union a list of those employees who have been laid off. Said list shall be known as a Recall List and shall be updated as necessary.

- c. The City 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. The City, 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.
- d. Any grievance filed regarding this Article shall be submitted directly to the third step of the grievance procedure as set forth in Article 5.

ARTICLE 16 – WORK SHARING PROGRAM

16.1 WORK SHARING PROGRAM

The City may establish a work sharing program in accordance with the provisions of this Article.

- a. The City will decide the classification and positions which are feasible for a work sharing program. The Union will have the opportunity to make suggestions.
- b. The program is voluntary.
- c. Two (2) employees in the same classification who voluntarily agree shall equally share work hours of one full-time position in a bi-weekly pay period. The program is limited to full-time permanent civil service employees in the same classification and same work unit, except the City may hire a part-time employee to implement or continue the work sharing arrangement in those cases where only one full-time permanent civil service employee voluntarily agrees.
- d. Participating employees will receive pro rata benefits, including pro rata City insurance contribution and retirement, and pro rata seniority accrual.
- e. A work sharing arrangement may be terminated by the City or by either of the two (2) employees upon submission of written notice to the other parties. Upon receipt of the written notice, the work sharing arrangement will be terminated on a date mutually acceptable to the City and the two (2) employees or thirty (30) calendar days from the date of written notice, whichever occurs first. This option shall apply for the first nine (9) months of the work sharing arrangement. Thereafter, the City may terminate the work sharing arrangement at its discretion.
- f. Classification seniority shall prevail, if necessary, upon return to a full-time position or in the event of layoff.

- g. The Union District Representative or designee shall have the opportunity to attend the meeting between the City and the two employees at the time the decision is to be made on the work sharing arrangement.
- h. The parties agree that the work sharing plan will be reviewed after a two (2) year trial period at which time either party may terminate the plan by serving written notice on the other party within thirty (30) calendar days of the review date.

ARTICLE 17 – UNIFORMS AND COVERALLS

17.1 UNIFORMS

a. City-Provided Uniforms

- (1) The City agrees to provide uniforms for employees who are required to wear uniforms.
- (2) All employees covered by this Agreement and occupying classifications in the Operations and Maintenance Unit as otherwise defined herein and required by the City to wear a uniform shall have a clean uniform provided five days a week (5-5-1), at no cost to the employee, with the exception of Forensic Investigators. Additionally, employees assigned to Solid Waste in the classifications of Integrated Waste Equipment Operator and Senior Integrated Waste Equipment Operator, at the employee's option, shall receive five (5) coveralls.
- (3) The value of uniforms provided by the City shall be reported as compensation at the rate of five dollars (\$5.00) bi-weekly to the Public Employees Retirement System (PERS).
- (4) All employees who are provided with a uniform shall meet Department dress and grooming standards and adhere to the uniform policy of the division and/or Department.

b. Solid Waste Gloves

Employees in the Solid Waste Division who wear gloves as part of their duties shall be permitted not more than six (6) pairs per fiscal year. Two (2) pairs of rubber gloves, as needed, shall be provided but will be included in the six (6) pair yearly maximum.

c. Uniform Allowance

- (1) New employees hired into classifications for which the City requires a uniform which the employee must provide, shall receive an initial

allowance of two hundred fifty dollars (\$250) for the purchase of the necessary uniform, including but not limited to requisite footwear.

- (2) Thereafter, employees shall receive a uniform allowance of twenty dollars (\$20) bi-weekly for uniform maintenance and replacement, except Assistant Code Enforcement Officers who shall receive twenty-two dollars (\$22) bi-weekly.
- (3) All employees who receive a uniform allowance shall meet Department dress and grooming standards and adhere to the uniform policy of the division and/or Department.

17.2 COVERALLS

Employees in the classifications of Building Inspector I, II, III and IV shall be supplied with one pair of coveralls. Employees shall be responsible for the laundry, maintenance, and repair of such coveralls. Replacement of unserviceable coveralls shall be the responsibility of the City.

17.3 FOUL WEATHER GEAR

- a. Employees in the classification of Animal Control Officer shall be supplied with one foul weather jacket.
- b. Employees in the following classifications whose duties and responsibilities include working outside during inclement weather shall be provided an inclement weather jacket:
 - (1) Park Maintenance Worker I/II/III
 - (2) Senior/Tree Pruner I/II
 - (3) Senior/Tree Maintenance Worker
 - (4) Traffic Control and Lighting Technician I/II
 - (5) Code Enforcement Officer
 - (6) Survey Technician I/II and Survey Party Chief
 - (7) Water Quality Lab Technician assigned to field testing
 - (8) Animal Care Technician
 - (9) Parking Meter Coin Collector
 - (10) Traffic Investigator I/II/III

- (11) Arborist/Urban Forester
 - (12) Building Inspector 1/2/3/4
 - (13) Senior/Building Maintenance Worker
 - (14) Construction Inspector I/II/III
 - (15) Senior/Electronic Maintenance Technician I/II
 - (16) Instrument Technician I/II
 - (17) Senior/Maintenance Worker
 - (18) Marina Attendant
 - (19) Parking Meter Repair Worker
 - (20) Zoo Attendant I/II
 - (21) Zoning Investigator
 - (22) Landfill Engineering Technician
 - (23) Utility Services Inspector
 - (24) Street Construction Equipment Operator/Laborer/Laborer Trainee
 - (25) Irrigation Technician
 - (26) Park Equipment Operator
 - (27) Park Maintenance Worker
 - (28) Integrated Waste Equipment Operator and Senior Integrated Waste Equipment Operator
 - (29) Parking Enforcement Officer
 - (30) Process Control Systems Specialist
 - (31) Community Center Attendant I/II
 - (32) Forensic Investigator I/II/Lead
- c. Employees shall be responsible for the laundry, maintenance, and repair of such jacket. Replacement of unserviceable jackets shall be the responsibility of the City.

17.4 SUMMER WEAR

Employees in the following classifications shall have the option to wear summer shorts and shoes between May 1 and September 30:

Parking Meter Coin Collector
 Parking Meter Repair Worker
 Parking Lot Attendant
 Senior Parking Lot Attendant
 Parking Enforcement Officer

Employees will adhere to the appropriate departmental uniform policy and will be responsible for the purchase and maintenance of the shorts and shoes, and other uniform articles if required.

17.5 FORENSIC INVESTIGATORS

- a. The City shall provide the following uniforms to employees in the Forensic Investigator classification series as follows:

Classification Series	Long-Sleeve Shirt	Short-Sleeve Shirt	Pants
Forensic Investigators	5	5	6
Forensic Investigators assigned to Latent Print Unit or Evidence Lab	2	2	2

- b. The City shall provide laundry service twice per week.
- c. The City shall be responsible for the replacement of unserviceable uniforms.
- d. Employees in this classification series are authorized, at their sole expense, including cleaning and replacement of unserviceable items, to wear the following load bearing vests: Safariland #DN6700 & #DN6701 and Point Blank #BP2256, black 6x10 inch patch with the words “CSI” affixed to the center back of the load bearing vest. Uniform shirts: Blauer #8471 or Flying Cross Hybrid Base Shirt (long sleeve) #05VS8486 or Hybrid Base Shirt (short sleeve) #55VS8486 including SPD forensic shoulder patches.
- e. Time off preference – When additional time off becomes available for Forensic Investigator I, II, and Lead Forensic Investigator on Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Eve, or New Year’s Day, the time off will be granted by lot during an annual holiday draw.

17.6 SOLID WASTE UNIFORMS

The Policies and Procedures Manual of the Solid Waste Division, which shall be incorporated by reference, shall be amended to give employees in the classifications of Integrated Waste Equipment Operator, Senior Integrated Waste Equipment Operator, Maintenance Worker, and Senior Maintenance Worker the choice of collared shirts or t-shirts and pants or shorts, or any combination thereof.

17.7 UNIFORM VESTS - RELIEF COMMUNITY CENTER ATTENDANTS

Uniform work vests will be provided to non-career (relief) Community Center Attendants under the following conditions:

- a. Employees shall be responsible for the laundering of such work vest.
- b. The vests are the property of the Convention & Cultural Services Department and remain so at all times. Repair and replacement of unserviceable vests shall be the responsibility of the City.

17.8 EVIDENCE AND PROPERTY TECHNICIANS

- a. Employees in the classifications of Evidence and Property Technician and Senior Evidence and Property Technician shall receive a uniform allowance of twenty-two dollars (\$22.00) bi-weekly. Employees who receive uniform allowance shall be responsible for the laundry, maintenance, and repair of their uniforms. Replacement of unserviceable uniforms shall be the responsibility of the employee.
- b. Evidence and Property Technicians and Senior Evidence and Property Technicians who are required to wear a uniform shall meet Department dress and grooming standards and adhere to the uniform policy of the division and/or Department.

17.9 TREE PRUNER UNIFORM

- a. Employees in career classifications of Tree Pruner Trainee, Tree Pruner I, Tree Pruner II, Senior Tree Pruner shall be provided with six (6) pairs of Levi jeans per fiscal year as a standard part of the uniform in lieu of laundered trousers provided through the City's uniform vendor.
- b. Employees in career classifications of Park Equipment Operator and Tree Maintenance Worker who are regularly assigned to stump removal shall be provided with six (6) pairs of Levi jeans per fiscal year as a standard part of the uniform in lieu of laundered trousers provided through the City's uniform vendor.

- c. Employees who are provided jeans pursuant to this Section shall be required to maintain the uniform in a clean, presentable, and professional condition. The Department shall replace the jeans only when the damage is caused by circumstances which arise out of employment, and not from ordinary wear incidental to normal use and employment.

17.10 ANIMAL CARE TECHNICIANS AND ANIMAL CONTROL OFFICERS

- a. Employees in the classification of Animal Care Technician shall be provided with six (6) tops/shirts and five (5) pair of pants for each employee.
- b. Employees in the classification of Animal Control Officer shall be provided with six (6) tops/shirts and six (6) pair of pants for each employee.
- c. The City shall provide employees in the Animal Care Technician series, on an as-needed basis, up to two (2) pair of rubber boots per fiscal year.
- d. Employees who are provided uniforms pursuant to this section shall be required to maintain the uniform in a clean, presentable, professional condition. When necessary, the Department shall replace tops and/or pants via the selected vendor(s) at Department expense.
- e. Employees provided uniforms pursuant to this section shall not be eligible for uniform allowance provided in Section 17.1(c)(2).

ARTICLE 18 – SAFETY SHOES AND SAFETY GLASSES

18.1 SAFETY SHOES

- a. Except for employees in the classifications of Tree Pruner Trainee, Tree Pruner I/II and Senior Tree Pruner, where the City requires that safety shoes be worn by employees as a condition of employment, the City shall reimburse said employees for the cost of an acceptable safety shoe, inserts, and/or repairs to safety shoes up to a maximum of \$200.00 per pair, or up to a maximum of \$250.00 if special order of the safety shoes is required, and generally, no more than two (2) pair per fiscal year. Employees may initially request two (2) pairs of shoes at the same time.
- b. Employees in the classifications of Tree Pruner Trainee, Tree Pruner I/II and Senior Tree Pruner shall be required to wear safety climbing boots as a condition of employment. In such case, the City shall reimburse said employee for the cost of acceptable safety climbing boots up to a maximum of \$325.00 per pair. A second pair of safety climbing boots shall be reimbursed to employees upon completion of probation and thereafter, generally not more than one (1) pair every other year. These employees shall also be authorized to receive reimbursement for two (2) pair of safety shoes, as provided in

subsection (a), for a total of two (2) pair of safety shoes every fiscal year, and one (1) pair of safety climbing boots every other fiscal year.

- c. To be eligible for reimbursement under this Section, the employee must obtain prior authorization from their supervisor before purchasing safety shoes or safety climbing boots and must submit the receipt to the supervisor to verify the cost and substantiate the reimbursement. At the discretion of the supervisor, in lieu of a new pair of climbing boots, the City will reimburse employees for repair and refurbishing of the normal wear and tear on the safety climbing boots.
- d. Except as provided above, safety shoes shall normally be authorized for a single pair, and the second pair in the fiscal year shall only be approved if replacement is necessary.
- e. The City maintains the right to specify the type of required safety shoe or safety climbing boots.

18.2 SAFETY GLASSES

- a. It shall be mandatory for employees to wear safety glasses where such glasses are required to be worn by the City. The City shall provide non-prescription safety glasses for employees. Employees who wear prescription glasses shall wear protective eye wear provided by the City or prescription safety glasses.
- b. Employees are free to purchase prescription safety glasses from any source the employee chooses. The City will reimburse the employee for the purchase of prescription safety glasses up to a maximum of \$125.00 per pair of glasses.
- c. To be eligible for the above reimbursement, the employee must obtain prior authorization from their supervisor before purchasing the required safety glasses, and must submit the receipt to the supervisor to verify the cost and substantiate the reimbursement. The City maintains the right to specify the standards for non-prescription safety glasses. Further, prescription safety glasses shall conform in all respects to the U.S.A. Safety Standards for Head, Eye and Respiratory Protection, and the prescription shall not be more than twenty-four (24) months old.
- d. The cost of any eye examination and special or cosmetic frames shall be paid by the employee.

18.3 DAMAGE TO PRESCRIPTION SAFETY GLASSES

- a. The City agrees to repair or replace prescription safety glasses damaged or destroyed while the employee is actively at work provided that the employee furnishes satisfactory proof to the city of such loss.

- b. The prescription shall not be more than twenty-four (24) months old to qualify for reimbursement under the Article. All costs to update the prescription shall be borne by the employee.

ARTICLE 19 – SAFETY

19.1 SAFETY ADVISORY COMMITTEE

The City shall continue to provide for the safety of employees during the hours of their employment. In this regard, the City 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 the Union; and the employees and the Union agree that they will direct their safety recommendations and ideas to the City. To facilitate this process, a Safety Advisory Committee consisting of four (4) representatives of the City and four (4) representatives of the Union shall meet every three (3) months to consult on such safety matters. Up to four (4) career Union representatives may attend such meetings without loss of pay or benefits.

19.2 NON-FAULT VEHICULAR ACCIDENTS

At the request of an employee who was involved in a non-fault vehicular accident while performing City work, the City will provide a letter to the employee stating the accident was non-fault.

ARTICLE 20 – DISCIPLINE

20.1 DISCIPLINE FOR NON-CAREER EMPLOYEES IN CAREER CLASSIFICATIONS

- a. Non-career -1,040 Employees (Employees who have worked less than 1,040 regular hours)
 - (1) A non-career employee may be released from their position at the discretion of the appointing authority at any time prior to working 1,040 regular hours without the right of appeal. Such release shall be confirmed in writing.
 - (2) Hours worked as a Career Development Trainee shall not count towards the 1,040 hours.
- b. Non-career +1,040 Employees (Employees who have worked in excess of 1,040 regular hours)
 - (1) For non-career employees in career classifications who have worked in excess of 1,040 regular hours since their last date of hire and those

not covered by the Rules and Regulations of the Civil Service Board, discipline and the appeals process shall be processed in a manner consistent with this article.

- (2) Hours worked as a Career Development Trainee shall not count towards the 1,040 hours needed to qualify to appeal discipline.

20.2 LETTER OF REPRIMAND

- a. A letter of reprimand issued on or after October 20, 1990, shall not be appealable, except the employee may have an administrative review of the reprimand by submitting a request in writing within seven (7) calendar days to the Manager of Labor Relations. The Manager or designee will schedule a meeting within seven (7) calendar days of receipt of the written request to hear the employee's response. A final written decision will be rendered by the Manager or designee within seven (7) calendar days of the meeting. This Section shall not be subject to the Grievance Procedure.
- b. When issuing a letter of reprimand, the City shall provide to the employee all available information upon which the reprimand is based, including but not limited to, fact-finding transcripts and written complaints filed. The City is not required to prepare transcriptions of audio-taped interviews to meet this obligation. However, if a transcript of audio-taped interviews is prepared, the City shall provide the transcript.

20.3 IN-LIEU DISCIPLINE

By mutual agreement between the appointing authority or designee and the employee, an employee suspended from duty without pay may forfeit accumulated holiday, compensating time off, and/or vacation credits equal to the number of hours of suspension in lieu of such suspension. If the suspension is reduced or reversed at the conclusion of the appeal process, the City shall reinstate the forfeited credits. This provision shall not be subject to the grievance procedure.

20.4 DISCIPLINE TOLLING PERIOD

In all disciplinary matters, the City shall issue a letter of intent to discipline within 365 days from the date of discovery of the misconduct by a person authorized to initiate an investigation of the misconduct. This time limitation shall be extended if any of the conditions referenced in the California Peace Officers' Bill of Rights Act (California Government Code §§ 3300 et seq.) exist during the 365 day period.

20.5 MEDIATION

The parties may participate in mediation in an attempt to settle disciplinary matters before a hearing with the Administrative Law Judge. Mediation shall be required if requested by either party and the parties will request a mediator from the State

Mediation and Conciliation Service. All mediation proceedings shall be private. The mediator shall make no public recommendation, not take any public position at any time concerning the issues. All costs of the mediation shall be borne by the requesting party.

20.6 DISCIPLINE APPEAL HEARING PROCEDURE

Disciplinary appeals above a letter of reprimand shall be conducted pursuant to Rule 12 of the Rules and Regulations of the Civil Service Board.

An employee's appeal of discipline shall be heard by an Administrative Law Judge at the California Office of Administrative Hearings (OAH).

- a. The hearing shall be transcribed by a certified shorthand reporter. The appearance fees of the reporter will be borne equally by the City and the Union. If only one party orders a transcript, that party shall pay for the cost of transcription. If both parties elect to order a transcript, the parties will equally bear the cost of the original transcript and any necessary copies.
- b. The hearing shall be conducted pursuant to the procedures of Rule 12 of the Rules and Regulations of the Civil Service Board. On issues of procedure where the Rules and Regulations of the Civil Service Board are silent, the California Administrative Procedures Act shall govern the proceedings.
- c. The City agrees that employees shall not suffer loss of compensation for time spent as a witness at a discipline hearing held pursuant to this procedure. The Union agrees that the number of witnesses requested to attend, and their scheduling shall be reasonable.

20.7 DECISION

The Administrative Law Judge shall issue a written decision. The parties agree to jointly recommend the Administrative Law Judge's decision to the Civil Service Board, any dispute with the decision by a party shall be limited to the grounds specified in Section 1286.2 of the California Code of Civil Procedure.

20.8 WITHDRAWAL OF APPEAL

The employee may withdraw an appeal of discipline at any time prior to a decision by an Administrative Law Judge or the Civil Service Board. An appeal shall be deemed withdrawn if the employee fails to respond within thirty (30) days to a written request by the City to schedule a hearing or otherwise participate in the appeal process. The written request shall be certified and sent to the employee's mailing address as shown in the City's payroll system.

20.9 DISCIPLINE AND DOCUMENTED COUNSELING RETENTION

- a. Suspensions and pay reductions issued after June 30, 2014, will not be permanently placed in an employee's official personnel file. Suspensions and pay reductions will be withdrawn from the employee's official personnel file five (5) years from the date of issue provided there has not been additional formal discipline imposed during the five-year period. All suspensions and pay reductions removed from the employee's official personnel file will be retained in Labor Relations. Should an employee have subsequent discipline, the earlier disciplines may be used for purposes of progressive discipline.
- b. A letter of reprimand issued after October 20, 1990, will be withdrawn from an employee's official personnel file two (2) years from the date of issue provided there has not been additional formal discipline imposed during the two-year period.
- c. A letter of reprimand issued prior to October 20, 1990, may be pulled at the request of the employee provided there was no additional formal discipline imposed within five (5) years from the date of issue.
- d. Documented counselings will be withdrawn from an employee's department file eighteen (18) months from the date of issue provided there has not been formal discipline imposed during the eighteen-month period. Once removed, the documented counseling may not be used to enhance subsequent discipline but may be used to demonstrate that the employee is aware of the issue and/or for impeachment purposes.

ARTICLE 21 – CLASSIFICATION AND PAY

21.1 NEW OR REVISED

- a. It is recognized that the establishment of new or revised job classifications within the Units covered by this Agreement may be warranted because of changes in job content or services offered by the City. Under such circumstances, the City shall prepare and submit to the Union the proposed descriptions and proposed appropriate rate ranges for such job classifications as will have been determined to be within the Unit covered by this Agreement not less than fifteen (15) days prior to submission of the job classification to the Civil Service Board. Upon request of the Union, the fifteen (15) day period will be extended by an additional ten (10) days.
- b. The Union and the City shall meet prior to submission of the proposed descriptions to the Civil Service Board and shall make every reasonable effort to reach agreement on a joint proposal to the Civil Service Board. The Union and the City shall follow provisions of applicable state law and the City's Employer-Employee Relations Policy regarding negotiations of an appropriate

salary range for any revised entry or revised promotional classification covered by this Agreement.

- c. The Union shall have the right to file an appeal to the Civil Service Board regarding job classification.
- d. The City shall submit all job announcements for positions covered under this Agreement to the Union not less than five (5) days prior to publication by the City.
- e. In the event the Employer-Employee Relations Policy is revised in respect to the assignment of classifications to representation units, either party may reopen this Section for the purpose of reaching mutual agreement on the procedural changes which may need to be made under this Section.

21.2 STAFF AIDE POSITIONS

The classification of Staff Aide may be used when an interim classification is needed pending establishment of a regular classification. A Staff Aide may be employed for a maximum period of twelve (12) months. The salary for Staff Aide shall be established by the City at the time of hire.

21.3 LIMITED-TERM APPOINTMENTS

The City may, due to extraordinary circumstances, extend a twelve-month limited-term appointment to an additional twelve months provided the City complies with the following:

- a. The employee is not laid off after the expiration of the initial twelve-month appointment; and
- b. The employee continues to be benefit-qualified for the duration of the extended appointment.

ARTICLE 22 – MISCELLANEOUS

22.1 CIVIL SERVICE RULES

In the event that any Civil Service Board Rules or Regulations are in conflict with this Agreement, the Agreement shall apply.

22.2 PROMOTION FROM WITHIN

In accord with Article VII, Section 84 of the Charter of the City of Sacramento, the City does hereby reaffirm its policy to promote from within whenever possible.

22.3 CONSOLIDATION

Prior to entering into an Agreement to consolidate any City function which includes employees represented by Local 39 as the recognized employee organization, the City shall meet with the Union in an attempt to resolve employee problems.

22.4 WORKERS COMPENSATION

In recognition of the three (3) calendar day waiting period for temporary disability payments required by the Labor Code for Workers Compensation, a non-career (+1,040) employee with three (3) months, or more, of continuous service may apply available sick leave during such waiting period to the extent that their weekly income (salary, sick leave and/or disability payments) does not exceed earnings for scheduled hours during a given workweek. If sick leave is not available for all or part of the three (3) calendar day waiting period, for those days payment(s) for which sick leave is not available will be made by the City based on applicable temporary disability payment amounts, as provided by the Labor Code, for such waiting period.

22.5 SAVINGS CLAUSE

If any provision of this Agreement, or the application of such provision should be rendered or declared invalid by any decree of a court of competent jurisdiction or by the reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect.

22.6 EMPLOYEE PERFORMANCE EVALUATIONS

- a. Each City department shall have the right to conduct employee performance appraisals on a department-wide basis for career and/or non-career employees at the discretion of the appointing authority.
- b. An employee in a classification requiring a twelve (12) month probationary period shall receive no less than four (4) performance evaluations, at reasonable intervals, during the probationary period.
- c. A career employee who disagrees with a performance evaluation may within ten (10) workdays from the date of the performance evaluation:
 - (1) Write a rebuttal statement for attachment to the performance evaluation form; and
 - (2) Informally appeal to the supervisor of the reviewer, but in no case higher than the Department Head.
- d. Appeals on employee performance evaluations are not subject to the grievance procedure.

- e. In accordance with the Sacramento Civil Service Board Rules, Rule 12 et seq., withholding an employee's salary step advancement is formal discipline. Salary step advancements shall not be delayed solely because the employee's performance appraisal is not completed on time. Step advancements delayed solely due to untimely performance evaluations shall be subject to the grievance procedures.

22.7 REMOTE WORK

Employee eligibility and participation in the City's Remote Work Program will be pursuant to the City's Remote Work Policy.

This policy shall not be subject to the grievance procedure but shall follow the review procedures outlined in the Remote Work Policy.

22.8 CONTRACTING-OUT

- a. The City shall not contract out for goods and services performed by bargaining unit employees which will result in any career employee being laid off without prior consultation with the Union concerning the impact on the terms and conditions of employment of employees covered by this Agreement.
- b. Any layoffs resulting from the City's action shall be made pursuant to the layoff provisions of this Agreement.

22.9 VIDEO DISPLAY TERMINALS

- a. Except for critical work situations in the Communications Center and City emergencies, employees assigned to video display terminals shall be provided with alternate work so they will not be required to work continuously on such terminals more than sixty (60) consecutive minutes. This provision is not intended to provide for additional break periods.
- b. Employees operating video display terminals experiencing glare problems should notify their immediate supervisor who will contact the City Safety Officer. The Safety Officer will visit the worksite and take the necessary corrective action.

22.10 ZONAR OR OTHER GLOBAL POSITIONING SYSTEMS (GPS)

Zonar and other GPS devices will be used for purposes of improving departmental efficiencies to include, but not limited to, preserving City resources and preventing idle time. Zonar or GPS data shall not be used by the City as the only factor in gathering data for purposes of discipline. However, the data may be used to substantiate public complaints, support findings or confirm work performance issues for purposes of discipline. A list of vehicles which contain Zonar or other GPS devices will be maintained in the department and provided to employees. The City may place

one (1) “safety sticker” on City vehicles which reads “How’s My Driving? Dial 311.” Safety stickers shall not exceed 200 square inches and will not be placed in an area which obscures the driver’s safe operation of the vehicle.

22.11 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 City agrees that it shall not cause or engage in any lockout.

Further, the City shall have the right to deny all usage of sick leave by any employee where the City Manager has reasonable cause to believe the sick leave usage is related to a sick-out or any other form of concerted activity.

22.12 TIME OFF FOR EXAMINATIONS

If a request is made by an employee, such employee shall be released from duty without loss of compensation while competing in City examinations and interviews. The employee must give the immediate supervisor at least three (3) working days' advance notice. Employees shall not be compensated for examination and interview time which occurs during non-duty hours.

22.13 BLOOD BANK TIME

- a. The City shall establish a blood bank account with the Sacramento Medical Foundation Blood Center.
- b. An employee shall be permitted time off without loss of compensation to donate blood during duty hours when a mobile blood unit vehicle is located at the employee's worksite. Time off shall only be granted if work activities are not unduly disrupted. Such paid time off shall not exceed thirty (30) minutes per blood donation, unless extended by City management on a case-by-case basis.
- c. Time off without compensation shall be permitted during duty hours in the event an employee wishes to donate blood at the office of the Blood Center. In such case, the employee may be permitted to use paid accrued vacation, CTO or holiday time.
- d. This provision is not intended to authorize any overtime compensation.

22.14 EMERGENCY RESPONSE

- a. Employees may be assigned and/or reassigned for emergency reasons including, but not limited to, storm duty. In consideration of the individual employee's safety and sleep needs, the number of additional hours which an employee may work, and the time off between hours worked shall be

established jointly by the supervisor and employee. The supervisor may determine that an employee is to be released from the shift when, in the judgment of the supervisor, the employee is no longer capable of performing the job safely.

- b. In consideration of employee safety, if the emergency response is prolonged, the supervisor will provide appropriate break times and areas, available emergency equipment, reporting responsibilities and other necessary support to allow the employee to perform effectively in the emergency.
- c. Where feasible, the City will allow employees not assigned to traditional emergency operations to volunteer to serve in an emergency capacity and to be trained for such assignments. The employee who volunteers for these assignments will be paid at their regular hourly rate of pay for such assignments without regard to the duties performed, and shall be utilized as needed to fill in for or supplement employees regularly assigned to the operation.
- d. Nothing in this Section shall be construed to limit management's right to assign or reassign employees in an emergency.

22.15 PAYROLL ERRORS

- a. In the event an error has been made in the payment of an employee's compensation, including, but not limited to, wages, overtime payment, healthcare contributions, incentives, or leave accruals, balances and/or usages, the City shall, for purposes of future compensation, adjust such compensation to the correct amount, giving written notice to the employee.
- b. In the event an employee received an overpayment, reimbursement to the City shall be accomplished by:
 - (1) Lump sum payment by the employee;
 - (2) A one-time deduction from all available paid leave balances, except sick leave, equivalent to the overpayment at the employee's current hourly rate;
 - (3) A repayment schedule through payroll deduction; and/or
 - (4) Other means, as may be mutually agreed between the parties.

No repayment schedule shall exceed fifty-two (52) pay periods in duration, except that if the employee does not agree to a voluntary repayment schedule, the overpayment collection shall not exceed twenty-six (26) pay periods. The time period may be extended by a signed agreement between the City and the employee.

- c. No action shall be taken to enforce repayment of an overpayment, or to correct an underpayment, unless action is taken within two (2) years from the ending date of the pay period in which the error is discovered. "Action is taken" as used in this Section shall mean written notice to the employee in the case of an overpayment, or written or oral notice to the City in the case of an underpayment error.
- d. The City shall make a reasonable effort to verify employee underpayments within ten (10) calendar days of discovery or by written notice by the employee or employee's representative. Once verified, repayment shall be made within thirty (30) calendar days.

22.16 PERS RETIREMENT PLAN AND CONTRIBUTION

- a. Miscellaneous employees are covered by the following Public Employees Retirement System (PERS) Plan – Classic Members:
 - Modified 2% at age 55
 - One-year highest compensation
 - 2% COLA
 - 25% survivor continuation
 - 50% industrial disability
 - Military service credit
 - Sick leave conversion credit
- b. Effective June 30, 2012, "classic members" as defined by PERS, shall pay the seven percent (7%) member contribution to the PERS retirement plan. Classic members shall qualify for the 2% at 55 benefit formula and retirement shall be based upon the highest twelve (12) consecutive months of compensation.
- c. Effective November 15, 2014, "classic members" shall pay eight percent (8%) of salary to the PERS retirement plan. The parties will seek to amend the PERS contract to reflect a new cost-share agreement in which miscellaneous classic members shall, from the date of amendment, pay a seven percent (7%) employee contribution and one percent (1%) of the employer contribution through PERS cost-share. If this PERS cost-share is not approved by a vote of the bargaining unit employees, the one percent (1%) cost-share will remain in the City's account.
- d. Member Contribution to PERS Retirement Plan – New Members
 "New members" as defined by Public Employees' Pension Reform Act (PEPRA) shall be members in the PERS on terms consistent with the PEPRA. New members shall qualify for the 2% at 62 benefit formula, shall contribute fifty percent (50%) of the total normal cost as required by PEPRA, and

retirement shall be based upon the highest thirty-six (36) consecutive months of compensation.

22.17 DEFERRED COMPENSATION PLAN

Career employees may participate in the City's Deferred Compensation 457 Plan, to the extent provided by law.

Each participant in the Plan shall contribute an administrative fee of one dollar and fifty cents (\$1.50) per month from their plan balance to the Plan's administrative allowance account. Funds accumulated by the administrative fee will be utilized as prescribed in the Defined Contribution Plans Committee's Fee and Expense Policy.

22.18 SHOP LOCATION SELECTION FOR FLEET SERVICES COORDINATORS

During the second week of June, Fleet Services Coordinators shall bid for each shop location. Bidding shall close on Friday of the second week of June.

Shop location bidding shall be done by classification seniority, with the highest in seniority making their shop location selection first.

The outcome of the shop location bidding shall be made available to the employees and the shop location change effective date shall be the start of the first full pay period of July in the bidding year.

The City retains the right to move personnel to a location which is necessary to meet operational needs. Where the City determines that a vacancy exists in a shop, that vacancy shall be filled from a voluntary sign-up of qualified employees.

22.19 URBAN FORESTRY

Within sixty (60) calendar days of the adoption of this Agreement, at the request of the Union, the parties shall meet and discuss options to reduce the reliance on service contracts in Urban Forestry. Absent mutual agreement, the status quo shall remain.

22.20 TERM

- a. This Agreement shall remain in full force and effect from September 20, 2025, to and including September 15, 2028.
- b. The provisions of this Agreement shall be effective on the effective date stated above except as otherwise specifically provided.
- c. The Letters of Understanding at Exhibit B are hereby incorporated and shall remain in effect during the term of this Agreement.

DATED: March 24, 2026

INTERNATIONAL UNION OF
OPERATING ENGINEERS,
STATIONARY ENGINEERS LOCAL
39, AFL-CIO

CITY OF SACRAMENTO

Tim Eggen
Business Manager

Leyne Milstein
Assistant City Manager

Jeff Gladiux
President

Aaron Donato
Labor Relations Manager

Brandy Johnson
Director of Public Employees

Chee Khang
Negotiations Team Member

Laura LeSieur
District Representative

Brian Martin
Negotiations Team Member

Amanda Skibby
Business Representative

Approve as to form:

Payden Martin
Business Representative

Brett M. Witter
Assistant City Attorney

Branden Bradley
Negotiating Committee Member

Courtney Guzman
Negotiating Committee Member

Jeff Hatley
Negotiating Committee Member

Desmond Moore
Negotiating Committee Member

Jesus Munoz Jr
Negotiating Committee Member

Barbara Ruiz
Negotiating Committee Member

Kim Scali
Negotiating Committee Member

Shawn Silva
Negotiating Committee Member

Don Wayne
Negotiating Committee Member

EXHIBIT A – REGRESSION LADDERS

(Includes Flexibly Staffed Classifications)

UNITS

Operations & Maintenance
Office & Technical
Professional

1. Senior Electronic Maintenance Technician
Electronic Maintenance Technician II/I/Trainee
2. Associate/Assistant/Junior Planner
Development Services Technician III
Development Services Technician II/I
3. Water Quality Chemist
Water Quality Laboratory Technician
4. Senior Maintenance Worker
Maintenance Worker
Security Guard
5. Water Conservation Specialist
Water Conservation Representative
6. Building Inspector 4
Building Inspector 3/2/1
Development Services Technician III
Development Services Technician II/I
7. Construction Inspector III/II/I
8. Electrical Construction Inspector III/II/I
9. Storekeeper
Stores Clerk II/I
10. Senior Personnel Transactions Coordinator
Personnel Transactions Coordinator
11. Senior Office Specialist
Office Specialist
12. Ticket Seller
Cashier
13. Senior Central Services Assistant
Central Services Assistant III/II/I

14. Senior Landfill Engineering Technician
Senior Engineering Technician
Engineering Technician III/II/I
15. Community Center Attendant II
Community Center Attendant I
Senior Custodian
Custodian II
Custodian I
Security Guard
16. Accounting Technician
Account Clerk II/I
17. Senior Evidence and Property Technician
Evidence and Property Technician
18. Animal Control Officer II/I
Animal Care Technician
19. Senior Integrated Waste Equipment Operator
Integrated Waste Equipment Operator
20. Program Coordinator
Program Developer
Program Leader
21. Program Coordinator (Adaptive Recreation)
Program Developer (Adaptive Recreation)
22. Program Coordinator (Older Adults)
Program Developer (Older Adults)
23. Park Maintenance Worker III
Park Equipment Operator
Park Maintenance Worker II
Park Maintenance Worker I
Park Maintenance Worker
24. Senior Tree Maintenance Worker
Tree Maintenance Worker/Trainee
25. Senior Tree Pruner
Tree Pruner II/I/Trainee
26. Zoo Attendant II
Zoo Attendant I
27. Police Clerk III
Police Clerk II/I

28. Senior Parking Lot Attendant
Parking Lot Attendant
29. Parking Meter Coin Collector
Parking Enforcement Officer
30. Code Enforcement Officer
Assistant Code Enforcement Officer
31. Senior Claims Collector
Claims Collector
32. Senior Building Maintenance Worker
Building Maintenance Worker
33. Arts Program Coordinator
Arts Program Assistant
34. Telecommunications Systems Analyst III/II/I
Senior Telecommunications Technician
Telecommunications Technician II/I/Trainee
35. Graphic Designer
Graphics Assistant
36. Police Records Specialist III
Police Records Specialist II/I
37. Utility Services Inspector
Meter Reader
38. Events Coordinator
Booking Coordinator
39. Senior Information Technology Support Specialist
Information Technology Support Specialist II/I/Information Technology Trainee
40. Senior Departmental Systems Specialist
Departmental Systems Specialist II/I/Information Technology Trainee
41. Street Construction Equipment Operator
Street Construction Laborer/Trainee
42. Customer Service Specialist
Customer Service Representative/Assistant/Trainee
(Or the employee may downgrade to the Office Specialist Series from which promoted/ transferred/
reallocated)
43. Survey Technician II/I
44. Lead Forensic Investigator

- Forensic Investigator II/I
45. 311 Customer Service Specialist
311 Customer Service Agent
(Or the employee may downgrade to the Customer Service Series from which promoted/ transferred/ reallocated)
46. Bump to previously held classification's regression ladder (Classifications not in a regression ladder)
- a. Professional Unit
- Arborist/Urban Forester
 - Archivist
 - Art Museum Registrar
 - Geographic Information Systems Specialist III/II/I/Information Technology Trainee
 - Media Production Specialist II/I
 - Museum Registrar
 - Process Control System Specialist
 - Public Information Coordinator
 - Real Property Agent III/II/I
- b. Office and Technical Unit
- Architectural Technician III/II/I
 - Community Service Representative II/I
 - Fingerprint Clerk
 - Fleet Management Technician
 - Information Technology Trainee
 - Landscape Technician II/I
 - Neighborhood Resources Coordinator II/I
 - Traffic Investigator III/II/I
 - Zoning Investigator
- c. Operations and Maintenance Unit
- Instrument Technician II/I/Trainee
 - Irrigation Technician
 - Marina and Boating Facilities Attendant
 - Parking Meter Repair Worker
 - Registered Veterinary Technician
 - Traffic Control and Lighting Technician II/I/Trainee
47. Classifications designated as Confidential/Administrative (***) or Exempt Management Support (*****) may downgrade to vacant positions in classifications where previously held permanent status
- ***/*Adminstrative Analyst
 - ***Administrative Assistant
 - ***Administrative Assistant (Confidential/Exempt)
 - ***Administrative Technician

- ***Administrative Technician (Confidential/Exempt)
- ***Applications Developer
- ***Data System Technician
- ***Deputy City Clerk
- ***Desktop Support Specialist
- ***Executive Assistant
- *****Investigator (Exempt)
- ***LAN Administrator
- ***Legal Secretary
- ***Legal Staff Assistant
- ***Legal Staff Assistant (Exempt)
- ***Paralegal
- ***Payroll Technician
- ***Personnel Technician
- ***Personnel Technician (Confidential)
- *** /*****Program Analyst
- ***Programmer
- *****Senior Deputy City Clerk
- ***Senior Legal Staff Assistant
- ***Senior Staff Assistant
- ***Staff Assistant
- ***Staff Assistant (Exempt)
- ***Supervising Legal Secretary
- ***Systems Engineer
- ***Treasury Assistant
- *****Workers Compensation Claims Representative

- *** Confidential/Administrative
- ***** Exempt Management Support

EXHIBIT B – CONTINUING LETTERS OF UNDERSTANDING (LOUs)

October 9, 2015

Laura Trapp
Stationary Engineers, Local 39
1620 North Market Boulevard
Sacramento, CA 95834

RE: Agreement Regarding Permanent Intermittent Appointments

Dear Laura:

This is to confirm the agreement reached between the City of Sacramento (City) and the Stationary Engineers, Local 39 (Local 39) regarding amendments to the existing Memorandum of Understanding (MOU) between the parties covering employees in the Miscellaneous Unit. The parties have agreed to amend the existing MOU.

Specifically, the agreement is as follows:

1. Article 22 of the MOU is amended to add a new Section as follows:

22.20 PERMANENT INTERMITTENT APPOINTMENTS (RECREATION DIVISION ONLY)

a. A Civil Service permanent intermittent position or appointment is one in which the employee works sporadically or for a consistently fluctuating number of hours in the work week. The number of hours and schedule of work for permanent intermittent positions shall be determined based upon the operational needs of each program.

b. Each program will provide permanent intermittent employees with as much advance notice of their work schedule as is reasonably possible, but will not be less than fourteen (14) calendar days.

c. The Department of Human Resources will provide notice to each permanent intermittent employee when the employee becomes eligible for health, dental and vision benefits.

d. A permanent intermittent employee will become eligible for leave accruals as indicated in Article 12 of the Memorandum of Understanding.

Labor Relations Division
Main: (916) 808-5424, Fax: (916) 808-8110
915 I Street, Historic City Hall, Suite 106
Sacramento, CA 95814-2604

e. Permanent Intermittent appointments are limited to the Recreation Division of the Parks and Recreation Department.

f. The Union will receive quarterly notifications of employees' status including how many and which employees are Permanent Intermittent, Non-Career and Career.

g. Temporary Layoffs

- (1) Permanent intermittent employees are subject to temporary layoffs that will typically coincide with the lack of work during an off season or due to reductions in programs, centers or school activities.
- (2) When the department determines that temporary layoffs are necessary, the department will consider those employees in the affected classification(s) who volunteer for layoff first. Employees that volunteer for layoff will be laid off beginning with the employee(s) with the most classification seniority. If there are no volunteers, temporary layoffs shall be made in reverse classification seniority order within the Division or program with the least senior employee in each classification being laid off first. If classification seniority is tied, City service seniority shall be the determining factor.
- (3) Employees shall be given a minimum of thirty (30) calendar days advance notice of a temporary layoff pursuant to this Article. The layoff notice shall include the anticipated date of return from layoff.
- (4) An employee on layoff who does not return on the scheduled return date either by reporting to work as directed, or requesting and being granted a different reporting date, shall be deemed to have resigned from his/her position.

h. Seniority shall be calculated pursuant to Article 15.2(b).

i. All remaining conditions of employment that relate to the permanent intermittent employee shall be administered in accordance to the Memorandum of Understanding, the Rules and Regulations of the Civil Service Board, and the City Charter.

2. This agreement does not establish a precedent, nor does it interpret any employee rights under the language of the Labor Agreements, the Rules and Regulations of the Civil Service Board or any applicable policies and procedures of the Departments or the City of Sacramento except as expressly stated herein.

3. This agreement memorializes and constitutes the entire understanding between the parties as to all matters referred to or included herein, and supersedes and replaces all prior negotiations, proposed discussions, whether written or oral.

If this is your understanding of the agreement reached, please sign and date as indicated below and return one original to Labor Relations. I have enclosed an additional original for your files.

Sincerely,




Barbara A. Dillon
Interim Director of Human Resources

AGREED TO:



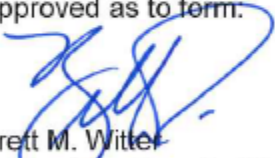
Steve Crouch
Director of Public Employees, Local 39

AGREED TO:



Laura Trapp
Business Representative, Local 39

Approved as to form:



Brett M. Witter
Supervising Deputy City Attorney

June 24, 2020

Sent via U.S. & Electronic Mail

Laura Trapp
Stationary Engineers, Local 39
1620 North Market Boulevard
Sacramento, CA 95834

Email: ltrapp@local39.org

RE: Letter of Understanding – Continuation of Parking Services, Career Flex Trial Program

Dear Ms. Trapp,

This letter confirms the agreement reached between the City of Sacramento (City) and Stationary Engineers, (Local 39) in reference to an extension of the trail Career Flex Program in the Parking Services Division of the Department of Public Works.

Specifically, the agreement is as follows:

1. The Parking Services Division shall extend the Career Flex Trial Program described in the September 13, 2019 Letter of Understanding between the city and Local 39 through June 18, 2021.
2. Currently employed non-career Parking Enforcement Officers and currently employed non-career Parking Lot Attendants shall maintain a permanent twenty (20) hour schedule with the option to flex an additional twenty (20) hours during a workweek.
3. With respect to scheduling the optional twenty (20) hours, the program does not require the City of Sacramento provide a 10-day notice as currently required in Article 9.1(d) of the Local 39 Miscellaneous Labor Agreement.
4. Newly hired employees in the Parking Enforcement Officer and Parking Lot Attendant classifications will be classified as Career Flex employees and receive benefits on work hours, pursuant to the Memorandum of Understanding (MOU). Hours worked and the corresponding benefit contributions will be reviewed quarterly to ensure MOU compliance.
5. Management will continue to make every effort to accommodate shift preferences and previously approved vacation/time off requests during the extended trial period.

Labor Relations Division
Main: (916) 808-5424; Fax: (916) 307-6163
915 I Street, Historic City Hall, Suite 106
Sacramento, CA 95814-2604

Letter of Understanding – Continuation of Parking Services, Career Flex Trial Program
Page 2 of 3

6. It is the parties' intent not to reduce the number of current full-time positions into part-time positions but rather, maintain full-time positions taking business needs into consideration.
7. If either party wishes to terminate this agreement, a meet and confer regarding the operational impacts shall take place.

This agreement does not establish a precedent, nor does it interpret any employee rights under the language of the Labor Agreements, the Rules and Regulations of the Civil Service Board or any applicable policies and procedures of the City of Sacramento except as expressly stated herein.

This agreement memorializes and constitutes the entire understanding between the parties as to all matters referred to or included herein and supersedes and replaces all prior negotiations and proposed discussions, whether written or oral.

If this is your understanding of the agreement reached, please sign as indicated below and return one (1) original to Labor Relations. I have enclosed an additional original for your files.

Sincerely,


Chee Khang (Jul 31, 2020 11:24 PDT)
Chee Khang
Labor Relations Officer


AGREED TO:


Howard Chan (Aug 5, 2020 08:55 PDT)
Howard Chan
City Manager

AGREED TO:


Aaron A Donato (Aug 4, 2020 13:05 PDT)
Aaron Donato
Labor Relations Manager

AGREED TO:


Shelley Banks-Robinson
Director, Human Resources

AGREED TO:


Steve Crouch
Director of Public Employees, Local 39

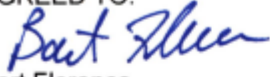
AGREED TO:


Laura Trapp
Business Representative, Local 39

Labor Relations Division
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Letter of Understanding – Continuation of Parking Services, Career Flex Trial Program
Page 3 of 3

AGREED TO:



Bart Florence
Business Manager-Recording Secretary

Approved as to Form:

Brett M. Witter

Brett M. Witter (Aug 4, 2020 12:52 PDT)

Brett M. Witter
Supervising Deputy City Attorney

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City of
SACRAMENTO

and

**International Union of Operating
Engineers,**

Stationary Engineers, Local 39

Labor Agreement

**Covering All Employees In The Plant
Operator Unit**

2025-2028

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PREAMBLE

This AGREEMENT, hereinafter referred to as the Agreement, entered into by the CITY OF SACRAMENTO, hereinafter referred to as the City, and the INTERNATIONAL UNION OF OPERATING ENGINEERS, STATIONARY ENGINEERS, LOCAL 39, AFL-CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious labor relations between the City 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 – RECOGNITION

1.1 RECOGNITION

- a. The City hereby recognizes the Union as the exclusive bargaining agent for all employees in the Plant Operator Unit, as defined in the City's Employer-Employee Relations Policy, and agrees to meet and confer and otherwise deal exclusively with the Union on all matters relating to the scope of representation pertaining to the said employees as authorized by law.
- b. The Union will not object to the State Mediation and Conciliation Service or the American Arbitration Association conducting an election pursuant to the City's Employer-Employee Relations Policy.

1.2 EMPLOYEES COVERED BY THIS AGREEMENT

Any employee working in a job classification in the Plant Operator Unit shall be covered by this Agreement except as hereinafter provided. Additionally, any career employee covered by this Agreement who accepts a temporary appointment to a classification outside this Agreement shall continue to be covered by this Agreement for a period of ninety (90) calendar days. Such temporary appointment shall be treated as an out-of-classification assignment. Similarly, a career employee not covered by this Agreement who accepts a temporary appointment to a classification covered by this Agreement shall not fall under the provisions of this Agreement for a period of ninety (90) calendar days. The City shall not make temporary appointments under this provision for the sole purpose of eroding the bargaining units represented by the Union.

The following terms are defined as used throughout this Agreement:

Career Employees: Those employees having either probationary or permanent status in a classification covered by this Agreement.

Non-Career Employees: Employees working in a classification covered by this Agreement who are not required to serve a probationary period and who therefore

have neither probationary nor permanent status. There are the following two (2) categories of non-career employees:

(+1,040): These non-career employees work, within one year of each date of employment, in excess of 1,040 hours during a continuous period of employment of more than six (6) months.

(-1,040): These non-career employees work, within one year of each date of employment, 1,040 or less hours. Included in this category are all non-career employees who do not fall under the (+1,040) definition.

1.3 CAREER DEVELOPMENT TRAINEES

The City shall have the right during the term of the Agreement to establish Career Development Trainee classifications. Such classifications shall have a flat hourly rate of pay equivalent to ten percent (10%) below Step 1, as applicable, of the salary range of the career classification, as shown in the current salary schedule. (For example, if the "1" step hourly rate of pay is \$9.00 for the career classification for which the career development training is being conducted, the flat hourly rate for the Career Development Trainee would be \$9.00 minus \$.90 or \$8.10.) An employee appointed as a Career Development Trainee shall have non-career (+1,040) status for purposes of benefit eligibility during the term of the appointment.

ARTICLE 2 – SOLE AGREEMENT

2.1 SOLE AGREEMENT

- a. The City and the Union both agree that this Agreement, when signed by both parties hereto, and approved by the City Council, supersedes all other Agreements and supplements and represents the sole agreement between the parties.
- b. If during its term, the parties hereto should mutually agree to modify, amend or alter the provisions of the Agreement in any respect, any such change shall be effective only if and when reduced to writing and executed by the authorized representative of the City and the Union. Any such changes validly made shall become a part of this Agreement and subject to its terms.

ARTICLE 3 – CITY RIGHTS

3.1 CITY RIGHTS

The City retains the exclusive right, in accordance with applicable laws, regulations, and the provisions of this Agreement, (a) to direct employees in the performance of their duties; (b) to hire, promote, transfer and assign employees; (c) to classify employees in accordance with applicable Charter, ordinance and Civil Service Board

Rule provisions; (d) to discipline employees in accordance with applicable Civil Service Board Rules and Regulations; (e) to dismiss employees because of lack of work, or funds, or for other reasonable cause; (f) to determine the mission of the division and department, its budget, its organization, the number of employees, and the numbers, types, classifications and grades of positions or employees assigned to an organization unit, work project, shift or tour of duty, and the methods and technology of performing its work; and (g) to take whatever action that may be appropriate to carry out its mission in situations of emergency.

ARTICLE 4 – UNION RIGHTS

4.1 PAYROLL DEDUCTIONS

- a. In addition to continuing existing payroll deductions for group insurance plans to which the City is or shall hereafter be a contracting party, the City agrees to establish payroll deductions for: (1) the normal and regular monthly Union membership dues, initiation fees, and assessments; (2) the insurance premiums for plans sponsored by the City or the Union, not to exceed three (3) insurance deductions per member.
- b. All the above payroll deductions shall be subject to the following conditions:
 - (1) Such deductions shall be made pursuant to the terms and conditions set forth using the dues authorization form agreed to by the City and the Union, and shall include:
 - Employee full name
 - Employee eCAPS ID number or the last four digits of their Social Security number
 - Amount of percentage of wage for monthly membership dues and/or initiation fee
 - Additional Union-sponsored deductions (e.g., life insurance)
 - Any additional necessary information
 - (2) Any changes or modifications to the authorization form shall be agreed upon between the City and the Union.
 - (3) The authorization form for deductions shall be completed and submitted by the Union to the Payroll Division, Department of Finance.
 - (4) Such deductions shall be made only upon submission of the authorization form by the Union to the Payroll Division, Department of Finance.
 - (5) When changes in rates affect large groups of Union members, the Union may, in lieu of utilizing the dues authorization form, notify the Labor Relations Division, Department of Human Resources, of the new

rate and clearly define the group(s) of Union members who are affected.

- (6) The Union is responsible for submitting the dues authorization form to the Payroll Division, Department of Finance, any changes in the amounts to be payroll deducted from the paychecks of employees who have so authorized.
- (7) Dues deductions shall occur over twenty-four (24) pay periods per year, which shall be the first two (2) pay periods each month.
- (8) If for any reason an employee does not have sufficient funds due them to provide for the payment of any of the above payroll deductions after all other authorized or mandatory deductions or garnishments have been made, if any, no such sums shall be payroll deducted and the Union shall assume the duty of direct collection from the employee.
- (9) Deductions and authorizations shall be separated by type of deduction (e.g., Union membership dues, initiation fees, insurance premiums) and by payee.
- (10) Unless notified in writing by the Union of an employee's request to cancel their dues deductions, the City will continue to deduct union dues, and/or any additional deduction(s) noted. Notification of cancellation will be made utilizing the dues authorization form, notating in the "Additional Information" or "Action" column that it is a "Membership Cancellation."
- (11) The City shall make the Union's requested dues changes, enroll new members, and/or cancel existing membership as soon as practicable, not to exceed a period of thirty (30) calendar days following notification.
- (12) The City will remit to the Union a check for all of the deductions.
- (13) The Union shall indemnify, defend, and hold the City harmless against any claims made of any nature whatsoever, and against any suit instituted against the City arising from its deductions for dues, initiation fees, insurance, or other programs sponsored by the Union.
- (14) In the event there is a change in the law whereby any provision in this Section 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. Upon occurrence of such an event, the parties shall meet and confer as soon as practicable regarding the invalidated or amended provision(s).

- (15) Employees recalled pursuant to Article 12 shall immediately be enrolled upon recall into the union dues deduction, or other payment that existed at the time of layoff, as appropriate.

4.2 UNION STEWARDS

- a. The Union may designate Job Stewards for each of the following areas:

Sacramento River Water Treatment Plant	One Steward
Waste Water Facilities	One Steward
American River Water Treatment Plant	One Steward
Pump Crew	One Steward
Convention Center	One Steward
Corporation Yard	One Steward

- b. The Union shall furnish the City with a list of such Stewards after their designation.
- c. Stewards shall not conduct Union or representational activities, including grievance handling, on City time unless prior approval is expressly granted by City management.
- d. This Article shall not apply to non-career employees.

4.3 LIST OF NEW EMPLOYEES AND ELIGIBLE LISTS

At least every thirty (30) days, the City shall provide the Union with a list of employees who are employed in classifications represented by the bargaining unit.

To the extent it is known, information shall include: name; classification date; job title; department; work location; work, home, and personal cellular phone numbers; personal email address; and the home address of each employee.

The Union will also be notified when applications are being solicited for the establishment of new eligible lists for job classifications represented by the Union.

4.4 USE OF CITY INFORMATION SYSTEMS

- a. The Union shall have the right to reasonable use of the City's existing internal mail system for the limited purpose of communicating with employees who have been designated in writing by the Union as Stewards. The envelope for such mail shall contain the following information: Steward's name, Department, Division, and work location. The City shall not be held responsible for untimely or lost mail.
- b. The Union may have reasonable use of the City's electronic mail (Outlook) system (email) for the limited purpose of communicating with employees who have been designated in writing by the Union as stewards. Stewards may,

with the advance approval of Department management, have reasonable use of City email to fulfill their role as a Steward.

- c. Failure to comply with these requirements will result in withdrawal of the use of City information systems.

4.5 BULLETIN BOARDS

- a. Space shall be provided on City property, at locations mutually agreed upon, for Union bulletin boards for the posting of the following types of notices:
 - (1) Union recreational and social activities
 - (2) Union steward elections
 - (3) Union appointments and results of Union elections
 - (4) Union meetings
- b. Such other notices as may be allowed by Government Code. The board size shall be no larger than three (3) by four (4) feet.

4.6 NEW EMPLOYEE ORIENTATION

- a. Unless otherwise agreed in advance, Union Business Representatives, or their designees, shall be provided up to fifteen (15) minutes to attend the City's regularly scheduled new-employee orientations so that they may provide information about the Union and the labor agreement.

The new-employee orientation schedule, and the reserved fifteen (15) minutes of time for the Union's representative(s) to attend, shall be established by the City and provided to the Union. The City shall make a reasonable effort to provide the Union with at least forty-eight (48) hours' notice of changes to the regular schedule.

- b. The Union shall be permitted to have one (1) Union steward attend the new employee orientation so long as their absence from their assignment does not unduly disrupt the operation of the City and the steward obtains their supervisor's authorization. The steward shall be on City-paid Union release time for up to one (1) hour of regular time; release time shall not create an overtime obligation.

The Union may have only one (1) steward on City-paid release time regardless of the Unit they are in (i.e. Miscellaneous, Plant Operators, General Supervisors).

The City may terminate section 4.6(b) by providing written notice to the Union within thirty (30) calendar days prior to the expiration of this Agreement.

- c. When new-employee orientations occur virtually, the City will include the Union Business Representative on the meeting invitation so that a representative may attend consistent with subsections (a) and (b) above. It is the Union's responsibility to pre-designate the Union Business Representative contact for the City.

If a Union Business Representative is not available to attend the virtual new-employee orientation, the Union Business Representative may contact the employee and the employee's department management to schedule a thirty (30) minute meeting with the employee. The meeting shall be either in person at the employee's primary physical City work location or if that is not practical, may be virtual.

This meeting shall occur within the first thirty (30) calendar days of employment and shall be scheduled within seven (7) calendar days of the Union's request on a date and time that is mutually agreed upon between the City and the Union Business Representative.

During the meeting, the employee shall be released from duty. The meeting shall occur during the employee's normally schedule work shift and without loss of compensation to the employee; however, under no circumstance will the meeting take place on overtime.

The City may terminate section 4.6 (c) by providing written notice to the Union within thirty (30) calendar days prior to the expiration of this Agreement.

ARTICLE 5 – GRIEVANCE PROCEDURE

5.1 GRIEVANCE PROCEDURE

- a. No matter shall be considered as a grievance under this Article unless it is presented in writing within thirty (30) calendar days after occurrence of the events on which the grievance is based. With the consent of the City's third step representative, the thirty (30) day time limit for filing grievances may be extended.
- b. If the City fails to respond to a grievance within the time limits specified for that step, the grievant or Union shall have the right to appeal to the next step.
- c. At each step of the formal grievance procedure, a copy of the decision shall be sent to the Union or other authorized representative at the same time as the decision is sent to the grievant.

5.2 PURPOSE

- a. This grievance and arbitration procedure shall be used to process and resolve grievances arising under this Agreement except to the extent that the City Charter vests jurisdiction elsewhere.
- b. The purposes of this procedure are:
 - (1) to resolve grievances informally at the lowest possible level;
 - (2) to provide an orderly procedure for reviewing and resolving grievances promptly.

5.3 DEFINITIONS

- a. A grievance is a good faith complaint of one (1) or a group of employees, or a dispute between the City and the Union, involving the interpretation, application, or enforcement of the express terms of this Agreement.
- b. As used in this procedure, the term "supervisor" means the individual who assigns, reviews and directs the work of the employee.
- c. As used in this procedure, the term "party" means an employee, the Union, the City, or their authorized representatives.
- d. As used herein, "Union representative" refers to the recognized employee representative group or their agents.

5.4 TIME LIMITS

Each party involved in a grievance shall act quickly so that the grievance may be solved promptly. Every effort should be made to complete action within the time limits contained in the grievance procedure, but with the written consent of the parties the time limitation for any step may be extended.

5.5 PRESENTATION

An employee and/or the Union representative may present a grievance while the employee is on duty, provided such use of on-duty time shall be kept to a reasonable minimum.

5.6 EMPLOYEE RIGHTS

The employee retains all rights conferred by Sections 3500, et seq., of the Government Code or the Rules and Regulations of the Civil Service Board unless waived by such employee.

5.7 APPLICATION

Grievances as defined in Section 5.3(a), shall be brought through this procedure.

5.8 INFORMAL DISCUSSION

The grievance initially shall be personally discussed between the employee, and/or the Union representative, and the employee's supervisor. Within fourteen (14) calendar days of the informal discussion, the supervisor shall give their decision or response.

5.9 FORMAL GRIEVANCE - STEP ONE

- a. If an informal grievance is not resolved to the satisfaction of the grievant, a formal grievance may be initiated. A formal grievance may be initiated within fourteen (14) calendar days of the decision rendered in the informal grievance procedure.
- b. A formal grievance shall be initiated in writing on a form prescribed by the City and shall be filed with the Division Head. Within fourteen (14) calendar days after the initiation of the formal grievance, the Division Head or designee shall respond to the grievance in writing.

5.10 FORMAL GRIEVANCE - STEP TWO

If the decision rendered pursuant to Step 1 is not satisfactory, the grievant may appeal the decision within fourteen (14) calendar days to the Department Head. The Department Head or designee shall respond in writing within fourteen (14) calendar days to the grievance. If the Department Head or designee determines that it is desirable, they shall hold conferences or otherwise investigate the matter. The employee may be represented by a Union representative.

5.11 FORMAL GRIEVANCE - STEP THREE

- a. If the decision rendered pursuant to Step 2 is not satisfactory, the grievant may appeal the decision within fourteen (14) calendar days. The grievant or their representative and the designated representative of the City will meet to hear a grievance appealed to the third step. A grievance appealed to the third step of the grievance procedure shall be heard within fourteen (14) calendar days after the appeal to the third step of the grievance procedure.
- b. A written answer will be made within fourteen (14) calendar days after the hearing, stating the City's position.

5.12 ARBITRATION - STEP FOUR

- a. If the City's designated representative fails to respond in writing as provided in Step 3, or if the response is not satisfactory, the Union shall have the right

to refer matters to binding arbitration. The request for arbitration must be given in writing to the Labor Relations Manager by the Union within fourteen (14) calendar days from the date of the third step answer.

- b. An impartial arbitrator shall be selected jointly by the parties within fourteen (14) calendar days of receipt of the written demand.
- c. Should the parties fail to mutually agree on an arbitrator, they shall make a joint request to the State Mediation and Conciliation Service for a list of five (5) qualified arbitrators. The parties shall alternate striking names from the list and the remaining person shall be accepted as the arbitrator. The first party to strike will be determined by the flip of the coin.
- d. The decision of the arbitrator shall be final and binding.
- e. The arbitrator shall have no authority to add to, delete or alter any provisions of this Agreement, but shall limit their decision to the application and interpretation of its express provisions.
- f. The fees and expenses of the arbitrator and the court reporter if required by the arbitrator or requested by a party, shall be shared equally by the parties.
- g. The City agrees that employees shall not suffer loss of compensation for time spent as a witness at an 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.

ARTICLE 6 – SALARY ADJUSTMENTS

6.1 SALARY RANGE

The salary schedule shall consist of eight (8) steps with five percent (5.0%) between steps.

6.2 SALARIES

- a. Effective December 27, 2025, all salary steps shall be increased by one percent (1.0%).

This increase to all salary steps will be implemented within ninety (90) calendar days after adoption of this Agreement by City Council. Only those employees who are on payroll and who are employed in a classification covered by this Agreement on the date the payment is issued shall be eligible to receive retroactive pay.

- b. Effective December 26, 2026, all salary steps shall be increased by two and a half percent (2.5%).

- c. Effective December 25, 2027, all salary steps shall be increased by three percent (3.0%).

6.3 SIGNING BONUS

Within forty-five (45) calendar days after the adoption of this Agreement by the City Council, the City will pay employees a signing bonus of five hundred dollars (\$500), less normal and customary payroll deductions. Only those employees who are on payroll and who are employed in a classification covered by this Agreement on the date the payment is issued will receive the signing bonus.

ARTICLE 7 – SALARY ADMINISTRATION

7.1 ORIGINAL APPOINTMENT COMPENSATION RATE

The rate of compensation upon original appointment shall normally be Step 1, as applicable. However, if the City Manager or designee finds that the appointee has extraordinary qualifications, or that a higher step is necessary in order to recruit, appointment at any step in the range may be made. This provision shall apply to original appointments to career positions and appointments to non-career positions.

7.2 ADVANCEMENT IN RATE OF COMPENSATION

a. Advancement in Steps

- (1) Upon successful completion of twenty-six (26) weeks (1,040 hours) of service, an employee shall be advanced to the next higher step of the salary range of the classification. Employees who thereafter maintain a normally satisfactory level of performance shall be advanced automatically at fifty-two (52) week (2,080 hours) intervals to succeeding steps of the assigned salary range.
- (2) Time spent on leave of absence without pay of ten (10) or less consecutive workdays shall not affect the step increase eligibility date. For such leaves in excess of ten (10) consecutive working days, all leave time shall not count toward step increases.
- (3) An employee who has completed the required probationary period in their current classification and who is at a salary step lower than top step may be advanced to any higher step in the salary range for that classification at any time. Such step advancement under this provision shall not be subject to the grievance procedure and shall be at the sole discretion of the Department Head.
- (4) This Section shall not apply to non-career employees.

b. Denial of Step Increase and Reduction in-Grade

Employees who do not maintain a satisfactory level of performance may be denied advancement, and may be reduced within grade upon approval of the appointing authority. Employees in the civil service who are denied advancement, or who are reduced in-grade, shall have the right to appeal to the Civil Service Board in accordance with its Rules and Regulations. (This subsection shall not apply to non-career employees.)

c. Effective Date of Step Increases/Payroll Changes

All payroll changes shall be effective on the first day of the bi-weekly pay period following the date the employee became eligible for a pay increase, which bi-weekly pay period shall begin at 12:01 a.m. Saturday of the first week, and end at 12:00 midnight on the Friday of the second week.

d. Effective Date of Salary Step Increase Upon Extension of Probationary Period

(1) If the probationary period is extended due to light duty, sick leave, or injury-on-duty time, the salary step increase will be delayed for the period of the extension. However, the probationary period shall only be extended if the time exceeds thirty (30) consecutive calendar days.

(2) For an employee in a classification with a six (6) month probationary period who successfully completes the extended probationary period, the period of the extension shall be included in determining the eligibility date for the salary step increase. For example, an employee is appointed on January 4, 1986, and works in the regular assignment until April 11, 1986. On April 12, 1986, the employee is on injury-on-duty time until July 4, 1986, and returns to the regular assignment on July 5, 1986. The employee successfully completes the probationary period on September 26, 1986. The effective date on the salary step increase is July 5, 1986, because the period April 12, 1986, to July 4, 1986, is included in determining the salary step eligibility date.

(3) If a probationary period is extended due to an unpaid leave of absence, the period of such extension is excluded in determining the eligibility date for a salary step increase.

7.3 EFFECT OF CLASSIFICATION CHANGE ON RATE OF COMPENSATION

a. Movement to a Higher Classification

When an employee moves from one classification to another which has a higher salary, through examination, appointment to an exempt position, temporary appointment in the absence of an eligible list, or reallocation, the employee shall receive an increase at least equal to a full in-grade salary step

(5%) or Step 1, as applicable, of the higher classification, whichever is greater, but not to exceed the maximum rate of the higher classification.

b. Movement to Another Position in the Same Classification or to a Classification with the Same Salary Range

When an employee moves to another position in the same classification or to another classification with the same salary range, the employee shall maintain the same salary and same anniversary date.

c. Movement to a Lower Classification

When an employee's position is reallocated to a classification with a lower salary range, the employee shall suffer no reduction in salary, and the Y-rate provisions of this Agreement shall apply. The salary of an employee who voluntarily demotes shall be that salary step nearest but does not exceed such salary paid in the previous classification.

7.4 EFFECT OF CHANGE OF SALARY RANGE UPON COMPENSATION

Whenever the salary range of a classification is adjusted upward, the salary rate of each employee in the classification shall be adjusted to the step in the new range which corresponds to the step received in the former range, and the employee shall retain the current anniversary date for further increases within the new range.

7.5 RATE OF COMPENSATION UPON RETURN TO CITY SERVICE

a. An employee recalled after layoff, reinstated after a leave of absence, or reemployed in the same classification after resignation shall return to the same salary step paid, and shall be credited with the duration of time spent within the step occupied, at the time of departure. The period of time separated from City service shall not be included in the calculation of the anniversary date for future in-grade salary adjustments.

b. If the employee is reemployed after resignation to a classification lower than that in which last employed, the employee may receive any step, but not to exceed the salary of the classification in which last employed. If that step is other than the maximum step of the salary range, the anniversary date for subsequent in-grade adjustments shall be twelve (12) months from the date of reemployment and each year thereafter until the maximum step of the salary range is reached.

7.6 RATES HIGHER THAN TOP STEP (Y-RATE)

Whenever the salary of an employee exceeds top step of the salary range established for a classification, such salary shall be designated as a "Y-rate." During such time as an employee's salary remains above the top step, the employee shall not receive further salary increases, except that upon promotion to a higher

classification, the employee shall immediately advance to the step of the range of the higher classification next above the "Y-rate," and be eligible for advancement to succeeding steps in the range as outlined in this Agreement. In the event an employee is "Y-rated" below top step, as applicable, the employee shall be permitted to advance to the maximum step of the original range.

7.7 LONGEVITY PAY (CITY CHARTER)

Employee eligibility for longevity pay as provided in Section 108 of the City Charter shall be determined by an employee's City Service Seniority as defined in Article 12, Layoff, Section 12.2 (b)(2). The amount to be paid annually on the second check in July after twenty (20) years of City service shall be one hundred dollars (\$100.00), and after twenty-five (25) years of City service, an additional two hundred dollars (\$200.00), for a total of three hundred dollars (\$300.00). The parties acknowledge that Longevity Pay is provided in the City Charter and not through this Agreement. In the event that changes are made to the City Charter, those changes shall supersede the provision of this Agreement regarding Longevity Pay.

Longevity Pay as provided in the Section shall be reported to CalPERS in a manner consistent with CalPERS rules for reporting special compensation, as amended. The specific language of this proposal is subject to change based on review by CalPERS.

7.8 LONGEVITY PAY (CONTRACT)

- a. Employees who have completed seventeen (17) years of City service shall be eligible to receive contract longevity pay as follows:
 - (1) Effective December 26, 2026, longevity pay will be one percent (1%) of their base rate of pay.
 - (2) Effective December 25, 2027, longevity pay will be increased by two percent (2%) of their base rate of pay, for a total of three percent (3%).
- b. Longevity Pay shall be additive and shall not be compounded with any other type of pay or incentive. For purposes of determining employee eligibility for longevity, as provided in this Section, years of service shall be determined by an employee's City Service Seniority as defined in Article 12, Layoff, Section 12.2 (b)(2).

ARTICLE 8 – HEALTH AND WELFARE

8.1 CONTRIBUTION TO FULL-TIME AND PART-TIME CAREER EMPLOYEES

- a. The City shall administer a Cafeteria Plan (Plan) for employees consistent with Section 125 of the Internal Revenue Code. The details of Plan eligibility and operational requirements are set forth in Plan documents. The City shall make contributions (City dollars) as defined below. One-half (1/2) of the City

contributions will be made to eligible employees on each of the first two (2) paychecks (Eligible Paycheck) each month for insurance coverage the first and second halves of that month, respectively.

- b. Eligible employees shall receive a City contribution for each Eligible Paycheck on which the employee is paid for forty (40) or more hours. Employees who are paid less than forty (40) hours on an Eligible Paycheck may continue elected coverage limited to the City's medical, dental, and vision plans for up to six (6) months, or the period of time permitted by the Consolidated Omnibus Budget Reconciliation Act (COBRA), whichever is greater, by personal remittance or other arrangement for payment of the full premiums of any insurance elected to be continued.
- c. The amount of City contribution for each of the first two (2) paychecks of each month shall be based on the number of hours for which the employee was paid in that bi-weekly pay period: 64 or more hours paid = 100% contribution; 40-63.9 hours paid = 50% contribution.
- d. Notwithstanding subsections 8.1(b) and 8.1(c), eligible employees shall continue to receive a City contribution for each Eligible Paycheck during: (1) an approved protected leave of absence, if required by state and federal law; or (2) while suspended from service without pay.
- e. All terms and conditions of medical, dental, vision, disability, and basic life insurance sponsored by the City will be as outlined in certificates of coverage and related insurance contracts.

8.2 CONTRIBUTION TO NON-CAREER EMPLOYEES

- a. The City shall contribute City dollars as provided below, on either a 100% or 50% basis, for non-career (+1,040) employees. Except as provided herein, the City contribution shall be applied toward the premiums for City-sponsored medical, dental, and vision insurance plans for eligible employees and qualified dependents, if any. The amount of City contribution for each of the first two (2) paychecks of each month shall be based on the number of hours for which the employee was paid in that bi-weekly pay period: 64 or more hours paid = 100% contribution; 40-63.9 hours paid = 50% contribution.
- b. To be eligible for the City contribution under this Section, the non-career employee must be paid for a minimum of forty (40) hours on each paycheck. If the employee fails to be paid for the minimum forty (40) hours necessary to receive the City contribution, the City shall deduct from the employee's first two (2) paychecks each month the amount needed to pay for the insurance plans which the employee has selected. If this deduction from the employee's first two (2) paychecks each month 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 City-sponsored insurance program until the next open enrollment period.

8.3 AMOUNT OF CONTRIBUTION

a. Employees Enrolled in an Account-Based Health Plan (ABHP)

- (1) The ABHP is a combination of a High Deductible Health Plan (HDHP) and a Health Savings Account (HSA).
- (2) Employees enrolled in an ABHP shall receive the same City contributions as specified in Section 8.3(b), below. To the extent the premium for the ABHP is less than the City contributions outlined in Section 8.3(b), below, any excess City contribution shall be credited to the employee's HSA to the extent allowed by law.

b. Employees Not Enrolled in an ABHP

- (1) For Plan Years Prior to the Effective Date of Subsection (2), the city contributions shall be as follows:
 - i. For full-time employees enrolled in a City-sponsored medical plan for employee only, the City contribution shall be nine hundred seventy-one dollars (\$971) per month.
 - ii. For full-time employees enrolled in a City-sponsored medical plan for employee plus one (1) dependent, the City contribution shall be one thousand five hundred forty-five dollars (\$1,545) per month.
 - iii. For full-time employees enrolled in a City-sponsored medical plan for employee plus two (2) or more dependents, the City contribution shall be two thousand fifty-one dollars (\$2,051) per month.
- (2) Effective the pay period beginning March 21, 2026, with the increased contribution first appearing on the paycheck issued April 14, 2026, the City's monthly contributions shall be as follows:
 - i. For full-time employees enrolled in a City-sponsored medical plan for employee only, the City contribution shall be one thousand fifty-one dollars (\$1,051) per month.
 - ii. For full-time employees enrolled in a City-sponsored medical plan for employee plus one (1) dependent, the City contribution shall be one thousand six hundred seventy-four dollars (\$1,674) per month.

iii. For full-time employees enrolled in a City-sponsored medical plan for employee plus two (2) or more dependents, the City contribution shall be two thousand two hundred thirty dollars (\$2,230) per month.

- (3) Effective the first Eligible Paycheck of 2027 for plan year 2027, the City shall contribute fifty percent (50%) of the first one hundred dollars (\$100) of premium increases, up to a total City dollar maximum contribution of fifty dollars (\$50) per month toward the cumulative total increase in premiums, from plan year 2026 to plan year 2027, of the benchmarked twenty-five dollars (\$25) Kaiser HMO, Delta Dental PPO, and VSP basic vision plans. The employee shall be responsible for any premium increase(s) which exceed this amount.

If the year-over-year premium increase for the benchmarked twenty-five dollar (\$25) Kaiser HMO for any applicable coverage level (Employee Only, Employee +1 dependent, Employee +2 or more dependents) from plan year 2026 to plan year 2027 exceeds ten percent (10%), the parties shall meet and discuss, upon the Union's request, City dollar contribution increases limited solely to the specific coverage level for which the year-over-year premium increase exceeds ten percent (10%). Absent mutual agreement, the City dollar contribution calculation outlined in this subsection 8.3 (b)(3) shall remain in effect.

- (4) Effective the first Eligible Paycheck of 2028 for plan year 2028, the City shall contribute fifty percent (50%) of the first one hundred dollars (\$100) of premium increase, up to a total City dollar maximum contribution of fifty dollars (\$50) per month toward the cumulative total increase in premiums, from plan year 2027 to plan year 2028, of the benchmarked twenty-five dollar (\$25) Kaiser HMO, Delta Dental PPO, and VSP basic vision plans. The employee shall be responsible for any premium increase(s) which exceed this amount.

If the year-over-year premium increase for the benchmarked twenty-five dollar (\$25) Kaiser HMO for any applicable coverage level (Employee Only, Employee +1 dependent, Employee +2 or more dependents) from plan year 2027 to plan year 2028 exceeds ten percent (10%), the parties shall meet and confer, upon the Union's request City dollar contribution increases limited solely to the specific coverage level for which the year-over-year premium increase exceeds ten percent (10%).

- c. Full-time employees not enrolled in a City sponsored medical plan shall receive up to \$747.00 per month to purchase City-sponsored dental and vision coverage.

- d. Part-time employees shall receive a prorated City contribution consistent with subsection 8.1(c).
- e. Employees who are eligible to receive the City contribution who do not provide proof of other group medical coverage or do not enroll in City medical coverage within thirty (30) calendar days of being eligible for the City's contribution shall be enrolled in the lowest cost ABHP medical plan for employee only coverage.
- f. Employees shall not receive any unused portion of the City contribution as cash.
- g. Changes to the City's healthcare contribution levels as provided in this Section, including the adjustments effective for plan year 2026, shall not create or entitle employees to a special open enrollment period. Open enrollment opportunities shall occur only as provided in the City's normal annual benefits cycle or as otherwise required by law.

8.4 COVERED DEPENDENTS

- a. The following eligible dependents qualify to be enrolled on a City medical, dental, or vision plan: lawfully married spouse or registered domestic partner; children up to age 26 who are an employee's natural child, stepchild, adopted child, or the natural or adopted child of an employee's spouse or registered domestic partner; children up to age 26 who are placed under the legal guardianship of an employee, the employee's spouse, or employee's registered domestic partner; children up to the age of 26 in which the City has received notice of Qualified Domestic Relations Order of required coverage; and disabled unmarried children over the age of 26 who reside with the employee. The definition of a dependent child for the purposes of medical insurance shall also be in accordance with the Patient Protection and Affordable Care Act.
- b. An employee covered as a dependent of another City employee may not enroll in a City medical plan but may enroll in a City dental or vision plan.

8.5 CASH-BACK LIMITS

- a. The cash-back of City dollars shall be limited to two hundred dollars (\$200) per month for career employees who have waived City-sponsored medical insurance continuously since June 29, 2012. Part-time employees shall be prorated as indicated in 8.1(c).
- b. New employees or employees who were not receiving the cash-back prior to June 29, 2012, shall not be eligible for any cash-back.

- c. Employees transferring to classifications covered by this Agreement who are receiving cash-back at the time of transfer may maintain the cash-back option as long as they continuously waive City-sponsored medical insurance.

8.6 LIFE INSURANCE

- a. The City provides basic life insurance in an amount of \$20,000 to each eligible career employee at no charge. Employees may purchase, at their expense, additional City-sponsored term life insurance of \$30,000.
- b. Employees may also purchase, at their expense, supplemental life insurance at an amount of up to three (3) times their annual salary, subject to limitations specified by the insurance carrier.

8.7 FLEXIBLE SPENDING ACCOUNTS

The City shall offer the following Flexible Spending Accounts (FSA) as permitted by Internal Revenue Service Regulations:

- a. Out-of-pocket costs for City-sponsored health, dental, and vision insurance plans;
- b. Unreimbursed health care expenses; and
- c. Dependent care reimbursement.

The City shall provide a summary of IRS rules on flexible spending limits during each open enrollment to both the employees and the Union.

8.8 RETIREES OR SURVIVOR DEPENDENTS

Eligible City retirees or survivor dependents shall receive City retiree insurance contributions for medical, dental, and vision insurance benefits under the following provisions:

- a. The maximum City contribution towards the purchase of medical, dental, or vision insurance for retirees is three hundred dollars (\$300) per month for the retiree. A retiree with one (1) or more dependent(s) enrolled on the retiree's medical plan shall receive an additional sixty-five dollars (\$65) per month, for a total maximum monthly contribution of \$365. Retirees shall not receive any unused portion of the City contribution as cash.
- b. Employees Retiring On or After July 1, 1992
 - (1) Except as provided below, to be eligible for the City's retiree insurance contribution, the employee must retire from active service with a minimum of ten (10) full years of City service for a service or ordinary disability retirement, and age fifty (50).

- (2) Employees retiring with thirty (30) or more years of City service shall be eligible for the City's retiree insurance contribution and dental benefit effective with the date of retirement without regard to age.
 - (3) The City's retiree insurance contribution shall be as follows:
 - (a) Employees with a minimum ten (10) full years of City service but less than fifteen (15) full years of City service shall be eligible to a maximum of fifty percent (50%) of the City's maximum retiree insurance contribution identified in subsection 8.8(a) above.
 - (b) Employees with a minimum fifteen (15) full years of City service but less than twenty (20) full years of City service shall be eligible to a maximum of seventy-five percent (75%) of the City's maximum retiree insurance contribution identified in subsection 8.8(a) above.
 - (c) Employees with a minimum of twenty (20) full years of City service shall be eligible for up to one hundred percent (100%) of the City's maximum retiree insurance contribution identified in subsection 8.8(a) above.
 - (4) There shall be no City retiree insurance contribution or for retirees with less than ten (10) full years of City service.
 - (5) An employee who does not retire from the Sacramento City Employee Retirement System (SCERS) of the California Public Employee Retirement System (CalPERS) within one-hundred twenty (120) days from the date of separation from City service shall not be eligible for the City's retiree insurance contribution and may not enroll in a City medical, dental, or vision plan.
- c. Retiree Insurance Contribution for Persons in Deferred Retirement Status as of January 1, 1991

Employees who have elected a deferred retirement prior to January 1, 1991, and who then elect to retire on or after July 1, 1992, and before January 23, 2018, shall be eligible to the City's retiree insurance contribution as follows:

- (1) A retiree with at least ten (10) full years of City service shall be eligible for fifty percent (50%) of the City's retiree insurance contribution as identified in subsection 8.8(a) above.
- (2) A retiree with twenty (20) full years or more of City service shall be eligible for one hundred percent (100%) of the City's retiree insurance contribution as identified in subsection 8.8(a) above.
- (3) Retirees must be at least fifty (50) years of age.

(4) There is no eligibility for retiree insurance contribution for retirees with less than ten (10) full years of City service or who have not attained the age minimum specified in subsection 8.8(b) above.

d. Pre-Medicare Eligible Retirees

Retirees who are not eligible for Medicare benefits may elect to participate in a City-sponsored medical plan or purchase an individual medical plan. A retiree who elects to purchase a medical plan not sponsored by the City shall be eligible to reenroll in a City-sponsored medical plan within two (2) consecutive plan years of waiving City coverage.

e. Retiree Insurance Contribution Exclusion

Retirees who participate in another group medical plan as an employee or dependent spouse shall not be eligible for the City contribution as provided in subsection 8.8(a) above.

f. Industrial Disability or Death in Line of Duty Survivors

Retirees who receive industrial disability pensions or death in-line-of-duty survivors shall be entitled to one hundred percent (100%) of the City retiree insurance contribution for retirees regardless of years of service.

g. Survivor Dependents Benefits

Survivor dependents of eligible retirees shall continue to receive the retiree insurance contribution of up to three hundred dollars (\$300) for the survivor only or up to three hundred sixty-five dollars (\$365) for the survivor dependent and an eligible dependent.

“Eligible dependent,” as used in this Section, is defined as a dependent who was eligible to be enrolled on the retiree’s benefit plan at the time of the retiree’s death.

h. Medicare Supplement

In order to maintain eligibility for the City’s retiree insurance contribution, each eligible retiree and dependent shall enroll in Medicare Parts A and B immediately after becoming eligible for such benefits.

i. Limitation Clause

No employee or retiree shall have any rights provided by Section 8.8 (Retirees or Survivor Dependents) after December 22, 2028.

j. Elimination of Retiree or Survivors Dependents Benefits for Employees Hired After June 30, 2012

Unless otherwise required by law, no employee hired, reemployed, or rehired on or after June 30, 2012, shall be eligible for any of the benefits provided in Section 8.8 (Retirees or Survivor Dependents). Employees being recalled from layoff, reinstated consistent with Rules and Regulations of the Civil Service Board, Rule 10.6, or transferring to classifications covered by this Agreement after June 30, 2012, shall be eligible for the benefits provided by this Section only if the employee was eligible for retiree or survivor dependent benefits at the time of layoff, reinstatement, or transfer.

k. Resuming Retiree or Survivor Dependents Benefits for Eligible Personnel Who Unretire from City service and Subsequently Re-Retire from City Service On/After January 13, 2024

Individuals retired from classifications represented by the Union who are eligible for retiree or survivor dependents benefits under Section 8.8 shall have these benefits suspended if they elect to unretire and return to active employment with the City of Sacramento.

Notwithstanding Section 8.8(j), upon re-retirement from a classification representative by the Union, retirees who were eligible for retiree or survivor dependents benefits under Section 8.8 at the time of their first retirement, shall receive the City contribution to which they were entitled upon their original retirement date. Years of service during the employee's return to active employment will not be used to determine any employee's entitlement to the City's retiree insurance contribution under Section 8.8.

Example: An employee retires from a classification represented by the Union with fifteen (15) years of City service. The employee is eligible for 75% of the City's retiree insurance contribution. The individual unretires and works in a Union represented classification for another ten (10) years. When the employee re-retires, the employee is only eligible for the fifteen (15) year contribution amount, irrespective of any additional years of service worked for the City.

ARTICLE 9 – LEAVES

9.1 HOLIDAY BENEFITS

- a. The existing work schedule for employees on a four on/two off/five on/two off shift, provides for sixty-four (64) hours of recognized holiday benefits. Employees on this shift schedule, in lieu of other recognized holidays, shall be credited with an additional recognized holiday credit at the end of each calendar year of fifty-eight (58) hours. Holiday credit may be taken as holiday

time off or paid at the straight-time hourly rate, based on employee preference and operational needs.

- b. The following shall be the recognized holidays under this Agreement:

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Cesar Chavez's Birthday	March 31
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving Day	Friday after Thanksgiving
Christmas Eve (4 hours)	December 24
Christmas Day	December 25
New Year's Eve (4 hours)	December 31

- c. Eligibility

- (1) To be eligible for holiday pay, the employee shall work their last scheduled shift before the recognized holiday and their first scheduled shift after the recognized holiday, unless the employee was on pay status on authorized vacation, sick leave or compensating time off on either or both of these workdays.
- (2) A part-time career employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall receive the recognized holiday benefit based upon the number of hours the employee was paid in that workweek as follows:

Number of Recognized Holidays in the Workweek	Minimum Number of Paid Hours in the Workweek	
	<u>50% Benefit</u>	<u>100% Benefit</u>
0.5	18	28.8
1.0	16	25.6
1.5	14	22.4
2.0	12	19.2

An employee paid for less than the minimum number of hours required for the fifty percent (50%) benefit shall receive no recognized holiday benefit.

d. Monday-Friday Schedule

If an employee's scheduled days off are Saturday and Sunday during a standard City workweek in which a recognized holiday falls, the following shall apply:

- (1) If the recognized holiday falls on a Saturday, the preceding Friday shall be considered the employee's holiday.
- (2) If the recognized holiday falls on a Sunday, the following Monday shall be considered the employee's holiday.
- (3) An employee who is scheduled to work on a recognized holiday shall receive holiday pay plus time and one-half compensation for working the holiday.

e. Weekend Schedule

If an employee's scheduled days off are other than Saturday and Sunday during the standard City workweek in which a recognized holiday falls, the following shall apply:

- (1) The actual dates as listed above shall be considered as the employee's holiday.
- (2) If the recognized holiday falls on the employee's scheduled day off, the employee shall accrue holiday credit for the hours of the holiday benefit.
- (3) An employee who is regularly scheduled to work on a recognized holiday shall receive holiday pay plus time and one-half compensation for working the holiday.

f. Holiday Credit Accumulation

The maximum holiday credit accumulation is fifty-six (56 hours). Any amount over fifty-six (56) hours shall be paid to the employee at their straight-time hourly rate of pay. Holiday credit may be taken by the employee at the discretion of the Department Head.

g. Consecutive Christmas or Thanksgiving Days

- (1) If an employee, within the same permanent job classification, works on three (3) consecutive Christmas Days or three (3) consecutive

Thanksgiving Days, such employee shall receive holiday pay plus time and one-half (1.5) for all hours worked on the holiday plus eight (8) hours holiday credit for working the third consecutive Christmas Day or Thanksgiving Day. An employee must notify their Superintendent that they are scheduled to work three (3) consecutive Christmas Days or Thanksgiving Days, a minimum of forty-five (45) calendar days prior to such third consecutive Christmas Day or Thanksgiving Day to be eligible for the above-stated benefit.

- (2) To avoid payment of the above-stated benefit, the City shall have the right to reschedule one of the employee's regularly scheduled days off for the third consecutive Thanksgiving or Christmas. Considering the request of the employee, the regular days off to be rescheduled shall be one of the employee's two (2) consecutive days off immediately preceding or immediately following the applicable holiday. Once the forty-five (45) day notice is given, the City shall have the right to reschedule the employee. If the employee does not give the forty-five (45) day notice they are not eligible for the extra compensation but may give the required notice if scheduled to work a fourth consecutive Thanksgiving or Christmas. The employee who gives the forty-five (45) day notice and is rescheduled must begin the consecutive Thanksgiving or Christmas count over again.

h. Floating Holidays

(1) Accrual

- (a) In addition to the recognized holidays specified above, employees shall receive the equivalent of two (2) floating holidays per calendar year accrued as follows:
 - (i) Full-time career employees shall accrue forty (40) minutes of floating holiday on each of the first two (2) paychecks each month as long as the employee is in paid status forty (40) or more hours on the paycheck that the accrual would occur.
 - (ii) A part-time career employee, including an employee in a work sharing program or a non-career (+1,040) employee shall accrue floating holiday credit based on the number of hours for which the employee was paid in that bi-weekly pay period: 64 or more hours paid = 100% accrual; 40-63.9 hours paid = 50% accrual.

(2) Administration

- (a) The scheduling of floating holiday time must be approved in advance by the appointing authority or designee.

- (b) An employee may carry over from the preceding calendar year a maximum of eight (8) hours of floating holiday. All floating hours accrued and not used in excess of eight (8) hours shall be paid to the employee at the employee's straight-time hourly rate of pay on the final paycheck of the calendar year in which it was earned.
- (c) An employee separating from City employment for any reason shall be paid for all accrued floating holiday time at the straight-time hourly rate of pay.

(3) Close Operations/Conversion of Floating Holiday

- (a) The City may elect to close operations for a full day on Christmas Eve and New Year's Eve and eliminate one (1) floating holiday. The City agrees to meet and confer on the impacts associated with the implementation of the conversion of the floating holiday to the extent required by law.

i. Christmas Eve and New Year's Eve Holidays

In the event an eligible employee cannot be scheduled off the last four (4) hours of the work shift, or applicable pro-ration for part-time employees, on the two (2) four (4) hour recognized holidays before Christmas and New Year's, the holidays shall be observed as a single holiday, at the discretion of the City, on Christmas Eve or New Year's Eve.

9.2 VACATION

a. Vacation Leave Accrual

- (1) Employees with less than five (5) full years of service shall earn eighty (80) hours of vacation each year which shall accrue at three (3) hours, twenty (20) minutes on each of the first two (2) paychecks each month.
- (2) Employees with more than five (5) full years of service and less than fifteen (15) full years of service shall earn one hundred twenty (120) hours of vacation each year which shall accrue at five (5) hours on each of the first two (2) paychecks each month.
- (3) Employees with more than fifteen (15) full years of service shall earn one hundred sixty (160) hours of vacation each year which shall accrue at six (6) hours, forty (40) minutes on each of the first two (2) paychecks each month.
- (4) Continuous career service and contiguous non-career service prior to the date of appointment to a career classification shall be used to

determine the vacation accrual date used in determining the above accrual rates.

(5) An employee's maximum accrual of vacation shall not exceed four hundred and eighty (480) hours. Accrual shall be suspended until the balance is brought below the maximum accrual amount. Accrual will resume on the applicable paycheck following the paycheck in which the balance is brought down.

b. Employees who are eligible to receive a cash payment in-lieu of vacation leave, as provided in Section 107(d) of the Sacramento City Charter, may make an irrevocable election to receive such payment by foregoing the same number of vacation hours in the calendar year following the election. Notification of the election must be made to the Payroll Division, Department of Finance, in writing by November 30. The in-lieu payment will be made to the employee on the last paycheck in March of the calendar year following the election. Payment shall be made at the straight time hourly rate of pay the employee is receiving at the time payment is made. If the employee electing the in-lieu payment separates from City employment for any purpose before receiving the in-lieu payment, the employee forfeits any right to receive the payment, but will instead have their vacation leave balances credited with the amount of hours that would have accrued from January 1 to the last day of employment.

c. Integration of Vacation with Workers' Compensation

Where a career employee sustains an injury covered by workers' compensation and has utilized all of the one year "injury-on-duty time" as provided under City Charter Section 253, or former City Charter Section 167, as the case may be, and consequently is receiving straight workers' compensation temporary disability payments, the employee will be allowed to utilize (while off work) accrued vacation time in partial day increments in addition to receiving workers' compensation temporary disability payments with the total aggregate payment of temporary disability and vacation pay not to exceed one hundred percent (100%) of the employee's regular rate of pay. As a condition of so using such accrued vacation, however, the employee is required to continuously utilize accrued vacation until accrued vacation is exhausted or they return to work. This provision also applies to any accrued leave with the exception as noted in 9.4, Sick Leave.

d. Vacation Scheduling

(1) Employees shall submit a written request on or before May 1 of each year to receive priority for the vacation period desired. Vacations will be assigned on a "first come, first served" basis as work schedules permit. In the event two (2) employees request the same vacation period simultaneously, the conflict will be resolved in favor of the

employee with the greater seniority within the current classification. In case of a tie, the vacation preference of the employee with the greatest City service seniority shall prevail. Seniority shall be exercised only once by each employee in each successive choice of vacation periods. Requests for vacation after May 1 will be granted only where vacancies exist or manpower requirements permit. Employees may request vacations of any duration, which may be granted with the approval of the Department Head or designee. The supervisor may approve any vacation request which is not submitted in writing at least twenty-four (24) hours prior to the requested vacation period.

- (2) Non-career employees shall be eligible to request vacation after career employees have done so.

9.3 SICK LEAVE

a. Accrual and Usage

- (1) A full-time employee shall accrue sick leave at the rate of four (4) hours on each of the first two (2) paychecks each month which may be used at the discretion of the employee in the event of illness or injury which is not job-related. In accordance with the Rules and Regulations of the Civil Service Board, one-third (1/3) of the employee's accrued sick leave may be used after exhaustion of injury-on-duty time; however, the combination of temporary disability payments and sick leave pay shall not exceed one hundred percent (100%) of the employee's regular rate of pay. Such usage shall not exceed the maximum amount of the employee's accumulation. A part-time career or non-career (+1,040) employee shall earn sick leave on a pro rata basis.
- (2) An employee who while on vacation is bedridden for three (3) or more days, or hospitalized for one or more days, due to illness or injury may have such days charged to accrued sick leave provided the employee submits appropriate written verification from the treating doctor or the hospital in which they were confined.
- (3) Employees who have at least four hundred and eighty (480) hours of sick leave on the last day of the pay period ending on or before November 1 in any calendar year, may make an irrevocable election to forego the accrual of not more than twenty-four (24) hours of sick leave during the following calendar year and receive instead a cash payment for the number of sick leave hours designated in the election.
- (4) Notification of the irrevocable election must be made in writing to the Payroll Division, Department of Finance, between November 1 and November 30. The payment will be made on the last paycheck in May of the calendar year following the irrevocable election. Payment shall

be made at the hourly rate of pay the employee is receiving at the time the payment is made.

- (5) If the employee electing the payment is separated from City employment before receiving the payment, the employee forfeits any right to the payment, but will instead have their sick leave balances credited with the sick leave hours the employee would have accrued from the January 1 following the date of election to the last day of employment.

b. Sick Leave Cash-Out/Conversion To PERS Service Credit

(1) PERS

- (a) PERS members hired prior to January 1, 2005, with more than twenty (20) years of City service, shall be eligible to cash out sick leave and/or convert sick leave to PERS service credit upon separation as follows:
 - (i) Eligible employees may receive payment for thirty-three and one-third percent (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of their retirement, resignation, or layoff.
 - (ii) Eligible employees with an effective retirement date from PERS within one hundred twenty (120) calendar days of their separation from City service may also convert any or all of their total sick leave credits accrued, less any payment received pursuant to sub-paragraph (i), above, to PERS service credit as of the date of their retirement consistent with and pursuant to the PERS contract with the City, as amended.
 - (iii) Individuals identified pursuant to California Government Code Section 53245 as being the person designated on the employee's "Designation of Person Authorized to Receive Warrants" form, or in the absence of an identified person pursuant to California Government Code Section 53245, persons entitled by law to the possession of the estate of a deceased employee who was eligible to cash out sick leave credits pursuant to sub-paragraph (i), above, may receive payment for thirty-three and one-third percent (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of the employee's death.

- (b) Employees hired, rehired, or reemployed on or after January 1, 2005, shall not be eligible for payment of any portion of accumulated sick leave credits upon retirement, resignation, or layoff regardless of their years of service. However, employees hired, rehired, or reemployed on or after January 1, 2005, may convert their remaining sick leave balance to service credit consistent with law and pursuant to the PERS contract with the City upon separation of employment for retirement.
- (c) No employee whose services are terminated by reason of discharge for cause shall be eligible for payment of any portion of accumulated sick leave credits.

(2) SCERS

Upon termination of any employee in SCERS eligible to accumulate sick leave credits for reasons of retirement, resignation, and/or layoff after service for a period of not less than two (2) years, or death, such employee (or those entitled by law to the possession of the estate of a deceased employee) shall receive payment for thirty-three and one-third percent (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of such retirement, resignation, layoff, or death. No employee whose services are terminated by reason of discharge for cause, or by reason of resignation or layoff prior to the completion of two (2) years of service, shall be eligible for payment of any portion of accumulated sick leave credits.

c. Reinstatement of Sick Leave After Return From Layoff

Any employee who is laid off and receives payment for thirty-three and one-third percent (33-1/3%) of their total accumulated sick leave credits shall be credited with the remaining sixty-six and two-thirds percent (66-2/3%) of their accumulated sick leave credits if and when said employee is recalled. If said employee thereafter leaves City service after being recalled and is entitled to payment of their accumulated sick leave credits under this Section, said employee shall only receive payment for thirty-three and one-third percent (33-1/3%) of those sick leave credits which accrued after the date of recall.

d. Utilization of Sick Leave

Use of sick leave is governed by the Citywide Sick Leave Policy, the Rules and Regulations of the Civil Service Board, Rule 16 and Attachment A to the Rules and Regulations of the Civil Service Board.

e. Administration of Sick Leave

The Rules and Regulations of the Civil Service Board relating to the administration of sick leave privileges and benefits and the Citywide Sick Leave Policy shall apply to all eligible employees.

f. Sick Leave Credit Limitation

Except as provided herein, no payments made or sick leave credits accumulated shall be construed or deemed to constitute retirement benefits payable to employees of the City.

g. Sick Leave Verification

Departments shall notify and receive approval from the Citywide Leave Administrator in the Department of Human Resources, prior to placing employees on sick leave verification to ensure compliance with appropriate laws and policies. Employees placed on sick leave verification may request to be removed after three (3) months, or earlier based upon appropriate City policy. If it is determined by the Citywide Leave Administrator in the Department of Human Resources that the employee is in compliance with the policy, the employee shall be removed from sick leave verification. If the employee is not in compliance, the employee may request to be removed on a monthly basis thereafter.

9.4 COURT LEAVE

- a. When an employee is absent from work to testify in response to a subpoena issued by a court of competent jurisdiction in a non-work related matter to which the employee is not a party, or to serve on a jury or to report for jury duty examination, the employee shall be granted pay for those hours which the employee is absent for such reason. The City may require the employee to elect to be on telephone alert and remain on the job until such time as called to testify or serve jury duty. When an employee is required to be on telephone alert, the employee will cooperate with the court or Jury Commissioner and the City will be responsible to ensure that the employee is available for jury duty. Pay for work time lost shall be computed at the employee's straight time hourly rate of pay at the time of such absence. The employee shall return all witness fees or jury remuneration received, less transportation allowance, to the City.
- b. A swing shift or graveyard shift employee shall notify the supervisor, whenever possible, well in advance of the expected date(s) of court appearance or jury duty. The supervisor, when notified in advance, shall change the employee's shift from swing or graveyard to a day shift for the day(s) court appearance or for duration of jury duty. Employee's shifts shall be changed to a "day shift" only for days on which the courts are in session. The regularly assigned days of work shall remain the same.

- c. If the swing or graveyard shift employee serves in excess of one-half the scheduled shift in court or on jury duty, the employee will notify the supervisor so they will be excused from the remaining day shift. If the employee is in court or on jury duty less than one-half of the day shift, the employee will be required to return to work.
- d. A graveyard shift employee may request to take off the shift after the court leave and use accrued vacation or other leave accruals to cover the shift.
- e. To receive pay for work time lost, an employee must provide the City with a statement signed by an official of the court certifying the employee's service as a witness or juror or appearance in court for such purposes, the date or dates of attendance, the time released from attendance and the compensation paid exclusive of any transportation and subsistence allowance.
- f. When a non-career employee is regularly scheduled to work and is ordered to report to testify or for jury duty said employee shall be entitled to court leave benefits in accordance with the above-stated procedure.

9.5 PARENTAL LEAVE

- a. Effective January 12, 1991, the current Pregnancy Disability Leave Policy for female employees shall be replaced by a parental leave policy for both male and female employees with the following provisions:
 - (1) Full-time career employees shall be eligible for a maximum City-paid parental leave of four (4) weeks consisting of up to one hundred-sixty (160) hours of continuous paid time off. Part-time career employees shall be eligible for up to eighty (80) hours of continuous City-paid time off during the four (4) week parental leave. Unused parental leave shall have no cash value. Non-career employees are not eligible for the four (4) weeks of City-paid parental leave.
 - (2) To be eligible for the paid leave an employee hired on or before June 23, 1995 must have completed at least 2,080 hours of service from the most recent date of hire, or an employee hired on or after June 24, 1995 must have completed at least 6,240 hours of service from the most recent date of hire, preceding either (a) the birth of a child who resides with the employee and for whom the employee has legal custody, or (b) the adoption of a child under age four (4) who resides with the employee and for whom the employee has physical and legal custody. Court-appointed legal guardians and foster parents do not qualify for parental leave.
 - (3) Eligible employees shall have the right to only one leave of absence per pregnancy or adoption regardless of the number of children involved (e.g., twins). The duration of City-paid leave shall not change

based on a change in employment status, such as from part-time to full-time career.

- (4) Upon return from parental leave on the date previously authorized, employees shall be reinstated in the former Department and in the classification last held.
 - (5) Eligible employees shall have the right to extend parental leave beyond the four (4) weeks of City-paid leave to the maximum six (6) months of leave by adding accrued and available hours of sick leave, vacation, compensatory time off (CTO), accrued holiday, and/or unpaid leave to their initial request for parental leave. The total period of absence from work, including the four (4) weeks of paid parental leave, shall not exceed six (6) months.
 - (6) Paid parental leave shall be considered as time worked for purposes of eligibility for recognized holidays occurring during the leave.
- b. The City shall have the right to promulgate a policy and procedure to implement and administer parental leave.

9.6 CATASTROPHIC LEAVE PLAN

- a. A benefit-qualified employee may donate to or receive from an unrepresented employee, or a represented employee whose bargaining agreement provides for such donation or receipt, usable vacation, floating holiday, management leave, or compensating time off hours. Participation in this plan shall be voluntary. Sick leave may not be donated under this plan.
- b. All donations shall be made and accepted in writing using City-provided forms.
- c. The donation in any category must be a minimum of eight (8) hours of usable time.
- d. Donations shall be on an hour-for-hour basis, regardless of the pay rates of the donor and recipient, except hours transferred between employees on the Fire Suppression fifty-six (56 hours) schedule and the non-Fire Suppression forty (40 hours) schedule shall be adjusted by a factor of 1.4 to 1.
- e. Hours to be donated shall be kept in a pledge status until used. As needed, pledged hours shall be debited from the donor's leave balance and credited to the recipient's usable vacation accrual balance. Once credited, the donation becomes irrevocable. A donor terminating for any reason shall be paid for pledged but unused leave time.
- f. Management employees may only receive donations from management employees. A non-management employee may not receive donations from a subordinate employee where a direct supervisor/subordinate relationship

exists. Any exception to this paragraph must be approved by the City Manager or designee.

- g. To be eligible to use donations, an employee must:
 - (1) be incapacitated and unable to work due to a prolonged catastrophic non-industrial illness or injury which is estimated to last for at least thirty (30) calendar days;
 - (2) have exhausted all usable balances, including sick leave;
 - (3) be on an approved leave of absence.
- h. All donated hours must be used on a continuous and uninterrupted basis and will be paid at the rate of pay and normal work schedule of the recipient, along with all usable hours accrued, until the earliest of the following events occurs:
 - (1) All leave balances, including both donated and accrued leave, are exhausted; or
 - (2) The employee returns to work at their normal work schedule; or
 - (3) The employee's employment terminates.
- i. Donations received while a recipient is still utilizing previously donated and related accrued leave time may be used immediately thereafter. Hours donated subsequent to exhausting all donated hours shall be accumulated and utilized along with related accrued leave hours in amounts equal to the recipient's normal bi-weekly work hours.
- j. Used donated leave time shall count toward the application of City service and benefits in the same manner as when the employee is on paid vacation leave.
- k. Used donated leave time shall be subject to the recipient's normal payroll deductions.

9.7 PERSONAL TIME OFF (PTO)

- a. Full-time career employees who have completed ten (10) full years of City service shall be credited with twenty-four (24) hours of personal time off (PTO). Part-time career employees shall be credited with a prorated amount of time based on their regular schedule. Eligible employees will receive this PTO each year on the paycheck representing the first full pay period that includes January 1.
- b. Employees who separate service and who are subsequently reemployed, pursuant to Article 12.2(b)(5)(a), into a classification covered by this Agreement, will receive credit toward PTO eligibility for their previous years of

City service upon successful completion of probation, on a go-forward basis. For purposes of determining eligibility to receive PTO, pursuant to this paragraph, an employee must complete probation prior to January 1 of the calendar year in which it is provided.

- c. Use of PTO shall not cause overtime.
- d. PTO shall not accumulate from year to year and shall have no cash value. If an employee is unable to use all of the time by the end of the calendar year based on operational need, the Department may approve carry-over to the next year. In all other cases, the time shall be forfeited.

9.8 STATE DISABILITY INSURANCE (SDI)

- a. Eligible career employees who file for SDI benefits in accordance with applicable State of California rules and procedures may integrate such SDI benefits with their own leave balances. Integration is where the SDI benefit and the monetary value of the employee's leave balances combine to provide a bi-weekly adjusted net income which is equivalent to 100% of the employee's regular net income so long as available leave balances and SDI eligibility permits. The regular net income is the employee's gross income, less any required deductions such as taxes, retirement and SDI insurance premiums, as well as any other mandatory deductions. Other employee-authorized deductions shall be deducted from the resultant net pay.
- b. Eligible career employees may integrate the following accrued City leave balances with SDI:
 - (1) Sick Leave
 - (2) Personal Leave
 - (3) Compensating Time Off (CTO)
 - (4) Holiday Leave
 - (5) Vacation Leave
- c. Eligible part-time career employees shall be included in this program on a pro-rata basis.

9.9 BEREAVEMENT LEAVE

An employee may receive up to twenty-four (24) hours of City-paid leave for bereavement based on the death of the employee's spouse, parent, sibling, child, grandchild or grandparent as defined herein. The employee may use sick leave as authorized by Civil Service Board Rule 16, Sick Leave, for additional time off or to attend to other death, bereavement or funeral needs.

9.10 PAID CITY LEAVE (PCL)

- a. Employees who are employed in a classification covered by this Agreement on January 1, 2022, shall receive a one-time leave bank contribution of thirty-five (35) hours of Paid City Leave. This Paid City Leave shall not expire, and shall have no cash value except as follows:
 - (1) Employees receiving Paid City Leave contribution described in Section 9.10(a) may make an irrevocable election to receive a cash payment in lieu of using the leave. Notification of the election to receive this cash payment must be made to the Payroll Division, Department of Finance, in writing by November 30, 2022. Employees making the irrevocable election shall receive the payment on their paycheck representing the first pay period following their election at the straight time rate of pay they are receiving at the time of payment, less ordinary payroll deductions.
 - (2) Upon separation from City service, employees with a balance of the Paid City Leave described in Section 9.10(a) shall receive a payment for the Paid City Leave balance at the straight time rate of pay they are receiving at the time of the payment, less ordinary payroll deductions.

ARTICLE 10 – SPECIAL ALLOWANCES

10.1 STANDBY ASSIGNMENTS

- a. Employees who are required to remain on standby for emergency work shall be paid \$280.00 per week, or the daily pro rata rate of \$40.00, in addition to their regular compensation. Employees who are called out while on standby shall receive two (2) hours minimum pay at their regular rate of pay, or consistent with Article 11.3, and one and one-half (1 ½) times their regular rate of pay, whichever is greater.
- b. Effective July 13, 2024, employees who are required to remain on standby for emergency work shall be paid \$329.00 per week, or the daily pro rata rate of \$47.00, in addition to their regular compensation. Employees who are called out while on standby shall receive two (2) hours minimum pay at their regular rate of pay, or consistent with Article 11.3, and one and one-half (1 ½) times their regular rate of pay, whichever is greater.
- c. Employees who are on standby assignment on New Year's Day, Christmas Day, Thanksgiving Day or the 4th of July shall receive twelve (12) hours of holiday credit.
- d. If an employee is assigned to standby and receives telephone contacts and engages in problem resolution which totals in excess of fifteen (15) minutes, the employee shall receive the two-hour minimum, or actual time worked,

whichever is greater. Additional calls during that two-hour period are covered under that minimum time.

- e. An employee who is on standby and required to report to the Pioneer Reservoir Plant, Sump 2 or Sump 2A shall be paid mileage at the IRS rate for the use of their personal vehicle to and from home and the reporting location. In the event that an employee assigned to these sites must travel to another location, the employee shall utilize a City vehicle for such additional travel.
- f. An employee who is on standby and required to report to any location other than those identified in (d) above shall be paid mileage at the IRS rate for the use of their personal vehicle to and from home and any City facility where the employee will obtain a City vehicle to report to the assigned location.
- g. The City will maintain at least one (1) vehicle for on-call/standby use at three (3) locations identified in (d) and (e).
- h. Employees who are issued a City cell phone, laptop and/or pager are not on standby unless assigned by the appointing authority.
- i. With the exception of sick leave, employees may use any type of authorized leave, including, but not limited to, vacation; CTO; holiday credit; etc. during their standby assignment, so long as they remain available for their standby assignment. An employee utilizing sick leave who is unable to work due to a personal illness, shall not receive standby pay for the day(s) out sick. Employees who fall ill after hours while they are on standby, shall notify the Standby Supervisor who will find a replacement for the day(s) the employee is out sick. The standby assignment may resume when the employee returns to work.

10.2 CALL-BACK/CALL-IN PAY

- a. An employee who has completed their regular shift and has left City premises and is called back to work, shall receive a minimum of two (2) hours pay at straight time base rate of pay, or the overtime rate of time and one-half consistent with Article 11.3.
- b. Provided, however, that this shall not apply to an employee who is requested to report early for their assigned shift, i.e., who is ordered to report for duty earlier than the scheduled time for the commencement of their shift, and who continues on duty for their scheduled shift. An employee who is called to work early in this manner without sixteen (16) hours prior notification shall receive a minimum of one hour's pay at straight time base rate of pay, or the overtime rate of time and one-half, consistent with Article 11.3, and shall be allowed to complete their regular shift.
- c. In the event an employee is required by the City to work extended overtime hours which do not allow the employee to obtain a minimum opportunity to

recuperate prior to beginning their next regularly scheduled work shift, and the employee's supervisor agrees that the employee would be in unfit condition to begin work as scheduled, the supervisor shall grant the employee reasonable recuperation time, with no loss of pay, prior to reporting for work. It is recognized that the City's ability to allow such recuperation time may be limited by the circumstances and/or conditions which necessitated the original extended overtime hours.

10.3 TEMPORARY WORK IN A HIGHER CLASSIFICATION

- a. Temporary assignments to higher classifications shall be permitted only in those classifications where in the judgment of the Department Head or designee, it is necessary to maintain proper and efficient departmental operations. An employee temporarily assigned to a higher classification shall be compensated for the duration of the out-of- classification assignment by the payment of five (5) percent of the regular salary the employee received prior to the out-of-classification assignment, or the salary provided for in Step 1, as applicable, of the higher classification, whichever is greater, but not to exceed top step of the higher classification. The assignment may be confirmed in writing at a later time. Departments may establish internal tracking and approval systems for out-of-classification pay administration.
- b. Temporary work in a higher classification shall first be offered to career employees. If no career employee desires the temporary work in a higher classification said assignment may then be offered to a non-career employee.
- c. The City recognizes that temporary work in a higher classification shall not be used as a device for circumventing career civil service positions.
- d. When such a temporary assignment to a higher classification is to be filled by an employee, the City shall, whenever practicable, distribute such temporary assignments evenly among available qualified employees at the affected work location, subject to the following over-riding considerations: (1) relative experience and capability in performing the required job functions, and (2) relative disruptive effect on the established work schedule.

10.4 SHIFT DIFFERENTIAL

- a. Employees who work five-eighths (5/8) or more of their regular work shift in the period extending from 6:00 p.m. to 6:00 a.m., shall receive for the entire shift a night-shift differential of five percent (5%) in addition to their regular wage. 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 receive for those hours worked (to the nearest one-half hour) within this period, a night-shift differential of five percent (5%) in addition to their regular wage.
- b. Notwithstanding the above, the Relief Plant Operators and the relief operator at Sump Two who are assigned the regular rotating shifts shall be eligible to

receive the five percent (5%) shift differential for all regular shifts worked while on the relief schedule.

- c. Effective April 4, 2026, subsections (a) and (b) above will be replaced by the following:
- (1) Swing Shift shall be defined as hours worked between 6:00 p.m. and 12:00 a.m. Employees who work five-eighths (5/8) or more of their regular work shift between 6:00 p.m. and 12:00 a.m., shall receive a swing shift differential of five percent (5%) of their base rate of pay for the entire shift.
 - (2) Graveyard Shift shall be defined as hours worked between 12:00 a.m. and 6:00 a.m. Employees who work five-eighths (5/8) or more of their regular work shift between 12:00 a.m. and 6:00 a.m., shall receive a graveyard shift differential of seven percent (7%) of their base rate of pay for the entire shift.
 - (3) Employees who work less than five-eighths (5/8) of their shift, including overtime hours, within the defined swing or graveyard periods shall receive the applicable differential of their base rate of pay on an hour-for-hour basis, rounded to the nearest one-half (0.5) hour.
 - (4) Relief Plant Operators and the relief operator at Sump Two who are assigned to the regular rotating shifts shall, for any workweek in which they work at least one swing or graveyard shift, as defined above, receive the greater of the applicable swing or graveyard shift differential of their base rate of pay for all hours worked in that workweek. If no swing or graveyard shift is worked in the workweek, no shift differential shall apply.
 - (5) Swing and graveyard shift differentials are additive and do not compound with any other pay or benefit.

10.5 TUITION REIMBURSEMENT

The City agrees to reimburse career employees for the cost of tuition, books, and fees, excluding parking, up to a maximum of \$1,500.00 per calendar year pursuant to the City's existing policy for such education reimbursement. This provision shall not apply to employees eligible for an educational incentive program.

In addition, the Department may authorize tuition reimbursement for training through other approved sources.

10.6 CONTINUING EDUCATION

- a. Where the City requires that an employee maintain a license or certificate which mandates continuing education units (CEUs) to maintain the license or

certificate, the employee shall be responsible for obtaining the CEUs. Where feasible, the city will provide the needed CEUs on-duty.

- b. When the City provides such training, CEU credit not received through the City shall be the responsibility of the employee. When the City does not provide required CEU training, the employee may request that the Department approve and pay for the training and allow the employee to attend on City time. Upon approval, the City shall reimburse the employee upon obtaining the continuing education units. Such request shall not be unreasonably denied.

10.7 REQUIRED LICENSES AND CERTIFICATIONS

Where the City requires that employees maintain licenses and/or certifications required by federal, state or local government law, the City agrees to pay the cost of licenses and/or certifications required in the water treatment and waste water treatment operations. This Section shall not apply to driver licenses.

10.8 CERTIFICATE INCENTIVES

- a. The following incentive certificate pay shall be paid to eligible employees in the classification of Junior Plant Operator, Plant Operator, and Senior Plant Operator and shall be administered as follows:

- (1) An eligible employee is an employee who possesses a current California State Certified Water Treatment and/or Waste Water Operators certificate above the minimum requirements set by state regulation for performing duties and responsibilities as a Plant Operator.

- (2) An eligible employee shall be paid the incentive pay for the highest level water treatment or waste water certificate maintained. Incentive pay shall not be cumulative.

- (3) The incentive pay shall be paid as follows:

Category "2"	\$150.00 per month
Category A3"	\$300.00 per month
Category A4"	\$450.00 per month
Category A5"	\$600.00 per month

- (4) An employee who is required to maintain, or who obtains for City benefit, a crane operator license shall receive a biweekly certification pay of fifteen dollars (\$15).

- (5) During the term of this Agreement, should the City agree to establish Water Distribution Certificate Pay for classifications represented by Local 447, the same certificate pay(s) shall be provided to employees

in the classifications Junior Plant Operator, Plant Operator, and Senior Plant Operator.

- b. Where applicable, employees in the classification of Stationary Engineer and Senior Stationary Engineer who possess and maintain the following certificates, which are not minimum qualification requirements, will receive certificate incentive pay as follows:
 - (1) HVAC Electrical Plumbing; steam boiler systems operation and maintenance; heating system specialist; hydronic systems; programmable direct digital control systems; asbestos abatement; and/or Forklift Operator.
 - (a) "HVAC" certificate shall mean an employee who possesses and maintains a "Universal" certificate.
 - (b) Programmable Direct Digital Control (PDDC) certificate shall mean certification by Yamas Computer Systems and/or Johnson Computer Systems.
 - (2) Eligible employees shall be paid incentive pay at the flat dollar rate of \$25.00 per certificate per month for a maximum of \$100.00 per month.
- c. Where applicable, employees in the classification of Stationary Engineer and Senior Stationary Engineer who possess and maintain certificates required by the Department Head, or their designee, which are not minimum qualification requirements, shall be eligible to receive Programmable Building Energy Management Control System certificate incentive pay at the flat dollar rate of \$425.00 per month.
- d. Within ninety (90) calendar days of adoption of this Agreement by the City Council, at the written request of the Union, the parties agree to meet and discuss certification incentives. Absent mutual agreement, the status quo shall continue. The rights created by this subsection 10.8 (d) shall expire on December 22, 2208, unless expressly renegotiated by the parties.

10.9 TECHNOLOGY ALLOWANCE

- a. In the event the appointing authority requires an employee to go on-call/standby and use a cellular phone to conduct City-related business, the employee will receive a monthly technology allowance of one hundred dollars (\$100.00) in lieu of using a City-provided cellular telephone.
- b. Employees who refuse to work on call/standby, or who have the option of working on call/standby and elect not to do so, are ineligible for the allowance.
- c. Use of City-provided cellular telephones shall be discontinued upon receipt of the technology allowance by the employee.

- d. Upon approval of the monthly technology allowance the employee shall provide and maintain a personal cellular phone and service that is available to conduct City-related business. The employee shall provide the cellular telephone number to designated individuals and organizations with whom the employee normally conducts City-related business.

10.10 PROFESSIONAL ENRICHMENT

Career employees shall receive six hundred dollars (\$600) on the first check in December for professional enrichment. Employees must be on the payroll for the full period in which the payment is made to receive this benefit. Payment shall be prorated based on FTE status.

ARTICLE 11 – HOURS OF WORK

11.1 WORK SCHEDULE

- a. The workweek shall begin at 12:01 a.m. Saturday, and end at 12:00 midnight the following Friday. Except for employees on the four on/two off/five on/two off work schedule, the normal workweek for full-time career employees shall consist of forty (40) hours of work. The normal workday for full-time career employees shall consist of eight (8), nine (9), or ten (10) working hours and begin at 12:01 a.m. and end at 12:00 midnight daily.
- b. The existing work schedule of four (4) consecutive days on/two (2) consecutive days off/five (5) consecutive days on/two (2) consecutive days off, for employees assigned to Waste Water and Water Treatment Plants shall continue. The existing work schedule of five (5) consecutive days on/two (2) consecutive days off for all other employees in the Plant Operator Unit shall be continued. All employees shall have a regular starting and stopping time. Stationary Engineers shall not have permanent rotating shifts.
- c. Notwithstanding subsection (b) above, the City may establish a workweek schedule consisting of forty (40) hours in increments of four (4), ten (10) hour workdays; five (5), eight (8) hour workdays; or a nine (9), eighty (80) workweek schedule consisting of four (4), nine (9) hour workdays, four (4), nine (9) hour workdays, and one (1), eight (8) hour workday during an eighty (80) hour bi-weekly period. The City shall negotiate with the Union thirty (30) days in advance of implementation of the four (4) ten (10) workweek, or nine (9) eighty (80) workweek schedule.
- d. Every employee shall have a regular lunch period of not less than thirty (30) minutes nor more than one (1) hour which shall be scheduled generally in the middle of the work shift. If any employee is required to remain at their workstation in a plant during their lunch period, they shall be considered as having worked eight (8) consecutive hours at the regular rate of pay and any

time worked over eight (8) hours shall be compensated at the overtime rate of one and one-half (1 ½) times the employee's regular rate of pay.

- e. Employees shall be given seven (7) days' prior notice to any permanent change in scheduled shifts. If an employee's shift or days off are changed without the above notification, they shall be paid one and one-half (1 ½) times the employee's regular rate of pay for all hours worked on the first day of the new shift.
- f. However, if an employee's shift is changed more than three (3) times in one calendar month, excluding overtime situations, the employee shall be paid one and one-half (1 ½) times their regular rate of pay for all hours worked on the fourth and subsequent rescheduled shifts during that one-month period.
- g. This Section shall apply to non-career employees only to the extent that non-career employees with a permanent shift schedule shall be given seven (7) days' prior notice of any permanent changes in scheduled shifts. If a non-career employee's shift or days off are changed without the above notification they shall be paid one and one-half (1 ½) times their regular rate of pay for all hours worked on the first day of the new shift.

11.2 SHIFT BIDS FOR STATIONARY ENGINEERS

- a. Career employees in the classification series of Stationary Engineer who are assigned to Convention and Cultural Services (CCS), shall be permitted to annually bid for work shift preference based on classification seniority.
- b. The annual shift bid shall be scheduled during the month of November.

11.3 OVERTIME AND COMPENSATING TIME OFF

- a. All employees shall have a regular starting and stopping time. Employees are eligible for overtime compensation at one and one-half (1.5) times their regular rate of pay when they work in excess of forty (40) hours in a workweek. With the exception of sick leave, all paid time shall count as time worked for the purposes of calculating overtime eligibility.
- b. Overtime compensation shall be paid by cash payment on the next payday following the pay period in which it was earned. In lieu of cash payment, Compensating Time Off (CTO) may be earned by mutual agreement between the employee and the Department Head or designee. The scheduling of CTO use must be approved in advance by the Department Head or designee.
- c. Overtime shall be distributed evenly among available qualified employees at the affected work location, subject to the following over-riding considerations: (1) relative experience and capability in performing the required job functions; and (2) relative disruptive effect on the established work schedule.

- d. Employees may accrue up to one hundred twenty (120) hours of CTO. The City may cash out CTO hours accumulated in excess of eighty (80) hours at any time provided that the use of such time off has not been previously approved.
- e. This Section shall apply to non-career employees except that career employees shall be offered overtime prior to non-career employees.
- f. Out-of-class incentive and/or night shift differential, if applicable, shall be included when calculating an employee's overtime rate of pay for all actual hours worked in said assignment.
- g. Cash-back provided to employees who opt-out of City sponsored medical insurance as provided in Section 8.5 (Cash-Back Limits), shall not be included in the employee's regular rate of pay when determining such rate for contract overtime.

ARTICLE 12 – LAYOFF

12.1 PURPOSE

This Article provides the procedure to be followed when an employee is to be displaced/laid off from their position.

12.2 DEFINITIONS

- a. Layoff A layoff shall be defined as the dismissal or displacement of at least one employee due to lack of work or lack of funds, abolishment of position, or for other reasons not reflecting discredit on an employee.
- b. Seniority
 - (1) **Classification Seniority:** Classification seniority shall be defined as the effective date of probationary appointment to the employee's current job classification, less any time spent in a lower classification due to a downgrade. In the case of an employee who is demoted or whose position is reallocated in accord with applicable Civil Service Board Rules and Regulations, classification seniority for the reallocated or demoted employee shall be mutually established by the City and the Union at the time of reallocation. Within a regression ladder, 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 within the regression ladder; (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, minus any seniority adjustments.

- (2) **City Service Seniority:** City service seniority shall be defined as the effective date of appointment to the employee's first permanent career position.
 - (3) **Hire Date Seniority:** Hire date seniority shall be defined as the employee's first date of hire to any position with the City.
 - (4) **Seniority Adjustments:** Classification seniority and City service seniority shall be adjusted (reduced) in calendar days to reflect time spent on layoff from City service. There shall be no adjustment for time spent on an approved unpaid leave of absence.
 - (5) **Termination of Seniority:** Termination of classification seniority and City service seniority shall occur upon:
 - (a) Resignation, except that any employee who is appointed from a reemployment list and completes a probationary period, if any, in the position to which they were reinstated may count the seniority which they accumulated prior to resignation.
 - (b) Discharge.
 - (c) Retirement.
 - (d) Layoff in excess of five (5) consecutive years out of the City service.
 - (e) Failure to comply, report, or respond to a recall notice within fourteen (14) calendar days from the date of postmark on the recall notice.
- c. **Downgrade** A downgrade shall be defined as a change in job classification to which the top rate of pay is less than the top rate of pay 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.
- d. **Regression Ladder** A regression ladder shall be defined as a classification series through which an employee may downgrade. Regression ladders for the Plant Operator Unit are as follows:
- (1) Senior Plant Operator
Plant Operator
Junior Plant Operator
 - (2) Senior Stationary Engineer
Stationary Engineer

- (3) Senior HVAC Systems Mechanic
HVAC Systems Mechanic
- e. Permanent Status For the purposes of this layoff procedure permanent status is attained in a job classification when an employee has successfully completed their probationary period in that job classification.
- f. Career and Non-Career Career employees shall be those employees in positions which are in the classified service who are required to serve a probationary period. Non-career employees are all other employees covered by this Agreement.
- g. Leave of Absence Employees on an approved unpaid leave of absence shall accrue seniority.
- h. Department The application of the term "department" for the sole purpose of layoff and/or downgrade of career employees shall mean:
 - (1) The Department of Public Works shall be considered a single department.
 - (2) The Department of Utilities shall be considered a single department.
 - (3) The Departments of Youth, Parks & Community Enrichment and Convention & Cultural Services shall be considered a single department.

No future reorganization shall be construed to change this provision except by mutual agreement of the parties.

12.3 PROCEDURE

- a. Non-Career Employees When layoff is to occur within a job classification within a Department, all non-career employees in the regression ladder in which that job classification is found shall be laid off first. In no event shall a career employee suffer a layoff until all non-career employees in the affected regression ladder have been laid off. Non-career employees shall have no right to downgrade.
- b. Career Employees
 - (1) Within each job classification in each Department in which a layoff occurs, employees shall be laid off in the following order: first, all provisional employees; second, all probationary employees in the order of their classification seniority, beginning with the employee with the least such seniority; and, third, permanent employees in the order of their classification seniority, beginning with the employee with the least such seniority.

- (2) Any provisional or probationary employee who is affected by a layoff or displaced by a downgrading employee shall return to the last Department and job classification in which the employee holds permanent status, if any. If the employee does not hold permanent status in another job classification, they shall be laid off. If the employee does hold permanent status in another job classification, they shall then be treated as a permanent employee in that job classification with respect to any layoff in that job classification.
- (3) Any permanent employee who is to be laid off or displaced shall have the right to downgrade, within the Department, in descending order, to job classifications within their regression ladder, provided that: (a) the employee meets all of the qualifications of the lower classification, and (b) can displace any employee in the lower classification. If there are any provisional employees in such lower classification, the provisional employee with the least City service seniority shall be displaced first. If there are no provisional employees in the lower classification, the probationary employee with the least City service seniority shall be displaced. If there are neither provisional nor probationary employees in the lower classification, the permanent employee with the least City service seniority shall be displaced, provided that the downgrading employee has greater City service seniority. If the permanent employee attempting to downgrade is unable to do so, they shall be laid off.
- (4) An employee may accept layoff in lieu of the opportunity to downgrade by notifying Labor Relations within five (5) normal workdays of receiving notice of layoff. Where 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.
- (5) If two (2) or more employees have an equal amount of classification seniority, the senior employee shall be determined on the basis of greater City service seniority. If two (2) or more employees have an equal amount of City service seniority, the senior employee shall be determined on the basis of greater hire date seniority, then by random number, if necessary.
- (6) The application of this procedure is not intended to extend job assignment, work organization, or departmental preference to any employee affected by a layoff.

12.4 NOTICE OF LAYOFF

In the event of layoff, the City shall send by certified mail return receipt requested a layoff notice to all affected employees. Such notice shall be postmarked at least thirty (30) calendar days in advance of the effective date of layoff. Such layoff notice shall

be mailed to the employee's address currently in the City's payroll system, 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.

12.5 SALARY IN EVENT OF DOWNGRADE

- a. 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.
- b. If appointed in the lower classification at other than top step, future salary step adjustment shall be made in accordance with Section 7.2, "Advancement in Rate of Compensation," with time served in the classification from which the downgrade occurred counting toward salary step advancement.
- c. Upon subsequent recall through a regression ladder the employee shall not receive in the next higher classification less than that received in the lower classification, provided however, that upon subsequent placement in the classification 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 classification to which the employee was downgraded, salary step placement shall be at the salary step immediately higher in the permanent classification. The anniversary date for future in-grade salary adjustments shall be the date of recall to the permanent classification.
- d. Salary as referred to in this Article shall be the salary range and respective salary step for the affected classification as set forth in the current salary schedule.

12.6 FRINGE BENEFITS

- a. Upon layoff, employees shall be paid for accrued leave balances that have a cash value at separation, per this Agreement, applicable ordinances, and rules. Employees who are subsequently recalled and who were eligible for sick leave cashout at the time of separation shall have any uncompensated portion of their sick leave balance restored in accordance with this Agreement, applicable ordinances, and rules. Only those sick leave hours accrued after recall shall be applied toward any future sick leave payoff, if eligible.
- b. Employees and their eligible dependent(s) enrolled in City medical, dental, or vision insurance coverage at the time of layoff may continue their coverage for the period of time permitted by the Consolidated Omnibus Budget Reconciliation Act (COBRA), whichever is greater, by advanced personal remittance for each. The employee and any enrolled dependent(s) will be responsible for the full cost of the monthly premiums for COBRA continuation

coverage. Payment for COBRA premiums shall be made by the payment deadline specified on the invoice issued by the health carrier or the City.

- c. Assistance with enrollment in COBRA coverage or information on eligibility for City retiree health benefits will be provided by the Benefit Services Division, Department of Human Resources, upon the request.

12.7 RECALL

- a. 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 their downgrade or layoff. When a recall list exists and an employee is on a reinstatement list due to a medical leave of absence, such employee will be merged with the employees on the established layoff eligibility list based on seniority. Permanent 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 to which provisional or probationary status was held at the time of layoff or downgrade. Provisional or probationary employees who had no permanent status in another job classification at the time of layoff shall have no recall rights. Non-career employees shall have no recall rights.
- b. Employees shall be entitled to recall rights for a period of five (5) 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 they are downgraded. An employee who has downgraded and has not been recalled to the classification where permanent status is held within the five (5) year period shall gain permanent status for purposes of layoff in the classification to which the employee downgraded, or is currently working at the time recall rights are lost, whichever is higher in the regression ladder.
- c. 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 the employee's last paycheck unless a more recent address has been furnished 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 postmark on the recall notice. If said employee fails to report to work within fourteen (14) calendar days, they will lose all recall rights. An employee who has been laid off or downgraded shall be required to meet the physical and other qualifications of the classification to which they are being recalled, that existed at the time of layoff/displacement.

ARTICLE 13 – DISCIPLINE

13.1 DISCIPLINE FOR NON-CAREER EMPLOYEES IN CAREER CLASSIFICATIONS

- a. For non-career employees in career classifications and those not covered by the Rules and Regulations of the Civil Service Board, discipline shall be for just cause. Formal discipline shall include suspension, demotion, withholding of an in-grade salary increase, in-grade salary reduction, and termination.
- b. Appeals filed pursuant to this Article shall be filed at Step 2 of the grievance procedure. However, disciplinary action shall be grievable for non-career Stationary Engineer and Senior Stationary Engineer employees who have worked in excess of 1,040 hours since their last date of hire. Disciplinary action shall be grievable for non-career Junior Plant Operator, Plant Operator, and Senior Plant Operator employees who have worked in excess of 2,080 hours since their last date of hire. Hours worked as a Career Development Trainee shall not count toward the 1,040 or 2,080 hours needed to qualify to appeal discipline.
- c. A non-career employee may be released from their position at the discretion of the appointing authority at any time prior to working 1,040 hours or 2,080 hours, whichever is applicable, without right of appeal. Such release shall be confirmed in writing.

13.2 LETTER OF REPRIMAND

- a. A letter of reprimand issued on or after October 27, 1990, shall not be appealable, except the employee may have an administrative review of the reprimand by submitting a request in writing within seven (7) calendar days to the Manager of Labor Relations. The Manager or designee will schedule a meeting within seven (7) calendar days of receipt of the written request to hear the employee's response. A final written decision will be rendered by the Manager or designee within seven (7) calendar days of the meeting. This Section shall not be subject to the Grievance Procedure.
- b. When issuing a letter of reprimand, the City shall provide to the employee all available information upon which the reprimand is based, including but not limited to, fact-finding transcripts and written complaints filed. The City is not required to prepare transcriptions of audio-taped interviews to meet this obligation. However, if a transcript of audio-taped interviews is prepared, the City shall provide the transcript.

13.3 IN-LIEU DISCIPLINE

By mutual agreement between the appointing authority or designee and the employee, an employee suspended from duty without pay may forfeit accumulated holiday, compensating time off, and/or vacation credits equal to the number of hours of suspension in lieu of such suspension. If the suspension is reduced or reversed

at the conclusion of the appeal process, the City shall reinstate the forfeited credits. This provision shall not be subject to the grievance procedure.

13.4 DISCIPLINE TOLLING PERIOD

In all disciplinary matters, the City shall issue a letter of intent to discipline within 365 calendar days from the date of discovery of the misconduct by a person authorized to initiate an investigation of the misconduct. This time limitation shall be extended if any of the conditions referenced in the California Peace Officer Bill of Rights Act, as amended, (California Government Code §§3300 et seq.) exist during the 365 day period.

13.5 MEDIATION

The parties may participate in mediation in an attempt to settle disciplinary matters before a hearing with the Administrative Law Judge. Mediation shall be required if requested by either party and the parties will request a mediator from the State Mediation and Conciliation Service. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues. All costs of the mediation shall be borne by the requesting party.

13.6 DISCIPLINE APPEAL HEARING PROCEDURE

Disciplinary Appeals above a letter of reprimand shall be conducted pursuant to Rule 12 of the Rules and Regulations of the Civil Service Board.

An employee's appeal of discipline shall be heard by an Administrative Law Judge at the California Office of Administrative Hearings (OAH).

- a. The hearing shall be transcribed by a certified shorthand reporter. The appearance fees of the reporter will be borne equally by the City and the Union. If only one party orders a transcript, that party shall pay for the cost of transcription. If both parties elect to order a transcript, the parties will equally bear the cost of the original transcript and any necessary copies.
- b. The hearing shall be conducted pursuant to the procedures of Rule 12 of the Rules and Regulations of the Civil Service Board. On issues of procedure where the CSB Rules are silent, the California Administrative Procedures Act shall govern the proceedings.
- c. The City agrees that employees shall not suffer loss of compensation for time spent as a witness at a discipline hearing held pursuant to this procedure. The Union agrees that the number of witnesses requested to attend and their scheduling shall be reasonable.

13.7 DECISION

The Administrative Law Judge shall issue a written decision within thirty (30) days. The parties agree to jointly recommend the Administrative Law Judge's decision to the Civil Service Board, any dispute with the decision by a party shall be limited to the grounds specified in Section 1286.2 of the California Code of Civil Procedure.

13.8 WITHDRAWAL OF APPEAL

The employee may withdraw an appeal of discipline at any time prior to a decision by an Administrative Law Judge or the Civil Service Board. An appeal shall be deemed withdrawn if the employee fails to respond within thirty (30) days to a written request by the City to schedule a hearing or otherwise participate in the appeal process. The written request shall be certified and sent to the employee's mailing address as shown in the City's payroll system.

13.9 DISCIPLINE AND DOCUMENTED COUNSELING RETENTION

- a. Suspensions and pay reductions issued after June 30, 2014, will not be permanently placed in an employee's official personnel file. Suspensions and pay reductions will be withdrawn from the employee's official personnel file five (5) years from the date of issue provided there has not been additional formal discipline imposed during the five-year period. All suspensions and pay reductions removed from the employee's official personnel file will be retained in Labor Relations. Should an employee have subsequent discipline, the earlier disciplines may be used for purposes of progressive discipline.
- b. A letter of reprimand issued after October 27, 1990, will be withdrawn from an employee's official personnel file two (2) years from the date of issue provided there has not been additional formal discipline imposed during the two-year period.
- c. A letter of reprimand issued prior to October 27, 1990, may be pulled at the request of the employee provided there was no additional formal discipline imposed within five (5) years from the date of issue.
- d. Documented counselings will be withdrawn from an employee's department file eighteen (18) months from the date of issue provided there has not been formal discipline imposed during the eighteen (18) month period. Once removed, the documented counseling may not be used to enhance the subsequent discipline but may be used to demonstrate that the employee is aware of the issue and/or for impeachment purposes.

ARTICLE 14 – SAFETY SHOES AND SAFETY GLASSES

14.1 SAFETY SHOES

- a. Where the City requires that safety shoes be worn by employees as a condition of employment pursuant to required safety rules and regulations, the City shall reimburse said employees for the cost of an acceptable safety shoe and/or inserts up to a maximum of \$200.00 per pair, or up to a maximum of \$250.00 if special order of the safety shoes is required, but normally not more than two (2) pair per fiscal year. When needed, employees may purchase and request to be reimbursed for two (2) pair of safety shoes at the same time. With prior permission, employees may request and be reimbursed for repairs of current acceptable safety shoes in lieu of the purchase of a pair of safety shoes.
- b. All employees falling outside the coverage of subsection (a) above shall also be required to wear safety shoes as a condition of employment. The City will reimburse these employees for the cost of an acceptable safety shoe up to a maximum of \$200.00 per pair, or up to a maximum of \$250.00 per pair if special order is required, but normally not more than two (2) pair per fiscal year. When needed, employees may purchase and request to be reimbursed for two (2) pairs of safety shoes at the same time.
- c. To be eligible for the reimbursement as stated in subsections (a) and (b) above, the employee must obtain prior authorization from their supervisor before purchasing safety shoes, and must submit the receipt to the supervisor to verify the cost and substantiate the reimbursement.
- d. The City maintains the right to specify the type of required safety shoes.

14.2 SAFETY GLASSES

- a. It shall be mandatory for employees to wear safety glasses where such glasses are required to be worn by the City. Employees who wear prescription glasses shall wear protective eye wear provided by the City or prescription safety glasses. The City shall provide non-prescription safety glasses for employees.
- b. Employees are free to purchase prescription safety glasses from any source the employee chooses. The City will reimburse the employee for the purchase of prescription safety glasses up to a maximum of \$125.00 per pair of glasses.
- c. To be eligible for the above reimbursement, the employee must obtain prior authorization from their supervisor before purchasing the required safety glasses, and must submit the receipt to the supervisor to verify the cost and substantiate the reimbursement. The City maintains the right to specify the standards for non-prescription safety glasses. Further, prescription safety glasses shall conform in all respects to the U.S.A. Safety Standards for Head,

Eye and Respiratory Protection, and the prescription shall not be more than twenty-four (24) months old.

- d. The cost of any eye examination and special or cosmetic frames shall be paid by the employee.

14.3 DAMAGE TO PRESCRIPTION SAFETY GLASSES

- a. The City agrees to repair or replace prescription safety glasses damaged or destroyed while the employee is actively at work provided that the employee furnishes satisfactory proof to the City of such loss.
- b. The prescription shall not be more than twenty-four (24) months old to qualify for reimbursement under the Article. All costs to update the prescription shall be borne by the employee.

ARTICLE 15 – UNIFORMS

15.1 UNIFORMS

- a. The City agrees to provide uniforms for employees who are required to wear uniforms.
- b. All employees covered by this Agreement and occupying classifications in the Plant Operator Unit as otherwise defined herein and required by the City to wear a uniform shall have a clean uniform provided five days a week (5-5-1), at no cost to the employee.
- c. During the summer months of June, July and August, employees in the classifications of Junior Plant Operator, Plant Operator, and Senior Plant Operator, who are required to wear a uniform shall be provided with clean orange, blue, or tan T-shirts on a 5-5-1 basis. The T-shirts are in lieu of the currently provided shirts.
- d. The value of the uniforms provided by the City shall be reported as compensation at the rate of five dollars (\$5.00) biweekly to the Public Employees Retirement System (PERS).
- e. All employees who are provided with a uniform shall meet Department dress and grooming standards and adhere to the uniform policy of the division and/or Department.

15.2 FOUL WEATHER JACKET

- a. Employees whose duties and responsibilities include working outside during inclement weather shall be provided an inclement weather jacket.

- b. Employees shall be responsible for the laundry, maintenance, and repair of such jacket. Replacement of unserviceable jackets shall be the responsibility of the City. Stolen jackets shall be reported to the employee's supervisor and replaced by the City.

ARTICLE 16 – MISCELLANEOUS

16.1 SAFETY

Employees shall not perform work alone in any plant on swing or graveyard shift where another employee is not within easy access to assist or obtain assistance should such employees working alone sustain an injury or become seriously ill.

16.2 TRANSPORTATION

- a. Sacramento Regional Transit District (SRTD)

Full-time career employees who utilize the Sacramento Regional Transit District (SRTD) for home-to-work transportation are eligible for an eighty percent (80%) price discount on an SRTD monthly pass. Part-time career employees shall be eligible for a fifty percent (50%) price discount. The employee must notify the Department of Finance, Revenue Division on or before the fifth day of the month to obtain the monthly pass discount for that month.

- b. Other Bus Transportation

Eligible full-time career employees as described above, who regularly utilize other bus or mass transportation services regulated by the Public Utilities Commission (i.e. buses, vanpools, rail) for home-to-work commuting are eligible for up to eighty percent (80%) of the cost of the monthly pass. Eligible part-time employees, as described above, shall be eligible for a fifty percent (50%) monthly reimbursement. The employee must present the required proof of purchase to the Department of Finance, Revenue Division by the fifth day of the month to obtain reimbursement. The amount of monthly reimbursement shall not exceed one hundred twenty dollars (\$120).

- c. Downtown Parking Subsidy

The City shall provide a ninety dollar (\$90) per month parking subsidy to eligible career employees who are regularly assigned to work in the downtown area. The subsidy will be included in the employee's bi-weekly paycheck, subject to applicable state and federal taxes.

16.3 SELECTION OF VACANCIES

- a. When a permanent vacancy occurs in a particular job assignment, employees holding permanent status in the classification in which the vacancy arises may request to be reassigned to such vacancy. Such employees who possess those skills and abilities required for the position shall be given preference over those individuals appointed from an eligible list. If more than one qualified employee requests such vacancy, the assignment shall be based on (1) relative experience and capability in performing the required job functions; and (2) relative disruptive effect on the established work schedule. If both of these considerations are found to be equal by the appointing authority, classification seniority shall be the determining factor. For employees in the classifications of Senior Stationary Engineer and Stationary Engineer, vacancy selection preference pertains to permanent vacancies within an employee's own department. When a vacancy occurs in other departments, an employee may submit transfer requests as provided by the Civil Service Board Rules and Regulations.
- b. When a permanent vacancy occurs due to retirement, death, demotion, resignation, promotion, or termination, a notice of such vacancy shall be posted fourteen (14) calendar days prior to the regular filling of said vacancy. The notice shall include the shift and work location of the vacancy. The notice of vacancy for Plant Operators shall be posted at the Sacramento Water Treatment Plant, the Fairbairn Water Treatment Plant, Sump 2, at the Well Crew Dispersal Site, 35th Avenue, and the 24th Street Corporation Yard. The notice of vacancy for Stationary Engineers and Senior Stationary Engineers shall be posted in those departments where employees in the affected classification are employed.
- c. The City shall reassign or prevent the assignment of employees where there is or would be an immediate supervisory/subordinate relationship and the employees have a potential employment conflict of interest due to a parental, spousal or sibling relationship.
- d. This Section shall not apply to non-career employees.

16.4 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 City agrees that it shall not cause or engage in any lockout.

Further the City shall have the right to deny all usage of sick leave by an employee where the City Manager has reasonable cause to believe the sick leave usage is related to a sick-out or any other form of concerted activity.

16.5 SAVINGS CLAUSE

If any provision of this Agreement, or the application of such provision should be rendered or declared invalid by any decree of a court of competent jurisdiction or by the reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect.

16.6 EMPLOYEE PERFORMANCE APPRAISALS

- a. Each City department shall have the right to conduct employee performance appraisals on a department-wide basis for career and/or non-career employees at the discretion of the appointing authority.
- b. A career employee who disagrees with a performance evaluation may within ten (10) workdays from the date of the performance evaluation:
 - (1) Write a rebuttal statement for attachment to the performance evaluation form; and
 - (2) Informally appeal to the supervisor of the reviewer, but in no case higher than the department head.
- c. Appeals of employee performance evaluations are not subject to the grievance procedure.
- d. In accordance with the Sacramento Civil Service Board Rules, Rule 12 et seq., withholding an employee's salary step advancement is formal discipline. Salary step advancements shall not be delayed solely because the employee's performance appraisal is not completed on time. Step advancements delayed solely due to untimely performance evaluations shall be subject to the grievance procedures.

16.7 TRIAL PERIOD

- a. An employee or a former employee appointed to a career classification as a non-career employee on and after November 22, 1986, shall serve a trial period. A former employee is a person who was previously employed with the City but terminated such employment for any reason including the expiration of a limited-term appointment.
- b. The trial period for Stationary Engineer and Senior Stationary Engineer shall be one thousand forty (1,040) hours worked. The trial period for Junior Plant Operator, Plant Operator, and Senior Plant Operator shall be a three hundred sixty-five (365) calendar day period beginning with the first day the employee reports to work or until the employee has worked two thousand eighty (2,080) straight-time hours, whichever occurs last.

- c. A non-career employee may be released from his or her position at the discretion of the appointing authority at any time prior to working the trial period without right of appeal to the Civil Service Board. Such release shall be confirmed in writing.
- d. This provision shall not be used to circumvent the civil service system in respect to the City's testing practices.

16.8 PAYROLL ERRORS

- a. In the event an error has been made in the payment of an employee's compensation, including, but not limited to, wages, overtime payment, healthcare contributions, incentives, or leave accruals, balances and/or usages, the City shall, for purposes of future compensation, adjust such compensation to the correct amount, giving written notice to the employee.
- b. In the event an employee received an overpayment in compensation, reimbursement to the City shall be accomplished by:
 - (1) Lump sum payment by the employee;
 - (2) A one-time deduction from all available paid leave balances, except sick leave, equivalent to the overpayment at the employee's current hourly rate;
 - (3) A repayment schedule through payroll deduction; and/or
 - (4) Other means, as may be mutually agreed between the parties.

No repayment schedule shall exceed fifty-two (52) pay periods in duration, except that if the employee does not agree to a voluntary repayment schedule, the overpayment collection shall not exceed twenty-six (26) pay periods. The time period may be extended by a signed agreement between the City and the employee.

- c. No action shall be taken to enforce repayment of an overpayment, or to correct an underpayment, unless action is taken within two (2) years from the ending date of the pay period in which the error is discovered. "Action is taken" as used in this Section shall mean written notice to the employee in the case of an overpayment, or written or oral notice to the City in the case of an underpayment error.
- d. The City shall make a reasonable effort to verify employee underpayments within ten (10) calendar days of written notice by the employee or the employee's representative. Once verified, repayment shall be made within thirty (30) calendar days.

16.9 COMMERCIAL DRIVER LICENSE

Each employee whose job assignment requires them to operate, drive, or maintain a commercial motor vehicle shall possess a valid commercial California driver license and endorsements as follows:

<u>Classification</u>	<u>Required License</u>	<u>Endorsements</u>
Junior Plant Operator	A; or B (1) and (2)	Tank Vehicle & Hazardous Materials
Plant Operator	A; or B (1) and (2)	Tank Vehicle & Hazardous Materials
Senior Plant Operator	A; or B (1) and (2)	Tank Vehicle & Hazardous Materials

(1) License must not have an air brake restriction

(2) Management will determine on a case-by-case basis if the license must have a manual transmission endorsement.

If there are insufficient numbers of employees who possess the required commercial license and/or endorsements when the commercial license and/or endorsements is mandatory for some assignments only, then the commercial license and/or endorsements shall be mandated as necessary for the designated assignments. Such mandated assignments shall be by inverse order of classification seniority beginning with the employee with the least amount of classification seniority.

16.10 PERS RETIREMENT PLAN AND CONTRIBUTION

a. Miscellaneous employees are covered by the following Public Employees Retirement System, (PERS) plan – Classic Members:

- Modified 2% at age 55
- One-year highest compensation
- 2% COLA
- 25% survivor continuation
- 50% industrial disability
- Military service credit
- Sick leave conversion credit

b. Effective June 30, 2012, “classic members” as defined by PERS, shall pay the seven percent (7%) member contribution to the PERS retirement plan. Classic members shall qualify for the 2% at 55 benefit formula and retirement shall be based upon the highest twelve (12) months of compensation.

- c. Effective November 15, 2014, “classic members” shall pay eight percent (8%) of salary to the PERS retirement plan. The parties will seek to amend the PERS contract to reflect a new cost-share agreement in which miscellaneous classic members shall, from the date of amendment, pay a seven percent (7%) employee contribution and one percent (1%) of the employer contribution through PERS cost-share. If this PERS cost-share is not approved by a vote of the bargaining unit employees, the one percent (1%) cost-share will remain in the City’s account.
- d. Member Contribution to PERS Retirement Plan – New Members

“New members” as defined by Public Employees’ Pension Reform Act (PEPRA) shall be members in the PERS on terms consistent with the PEPRA. New members shall qualify for the 2% at 62 benefit formula, shall contribute fifty percent (50%) of the total normal cost as required by PEPRA, and retirement shall be based upon the highest thirty-six (36) consecutive months of compensation.

16.11 VOLUNTARY WORK FURLOUGH PROGRAM

Pursuant to the Furlough/Reduced Work Week Policy, the City may establish for full-time career employees a voluntary work furlough/reduced work week consisting of a full day of unpaid leave on a variable schedule or a work schedule which is modified on a regular fixed basis to less than forty (40) hours per week. Employees shall apply for participation in the program pursuant to the conditions set forth in the rules and procedures governing this citywide Program.

16.12 PROBATIONARY PERIOD

Probation is an extension of the hiring process and the employee may be released from probation at any time during the probationary period with no appeal rights.

- a. The probationary period for career employees hired or promoted into or within this unit on or after June 19, 2020, who are employed in classification covered under this Agreement, whose probationary period was six (6) months shall be twelve (12) months (2,080 regular hours). All relevant job specifications shall be deemed modified to reflect this provision.
- b. An employee serving a probationary period shall receive a minimum of three (3) written performance appraisals, based on evaluations conducted at four (4), eight (8), and twelve (12) months of service. Evaluation shall be completed using a standardized evaluation form prescribed by the appointing authority.
- c. The necessity for a written performance appraisal shall be eliminated if, at any point during the one (1) year probationary period, the appointing authority releases the employee during probation.

- d. A probationary employee may be released from their position at the discretion of the appointing authority at any time during the probationary period without right of appeal. Such release shall be confirmed in writing.

16.13 ZONAR OR OTHER GLOBAL POSITIONING SYSTEMS (GPS) AND VEHICLE STICKERS

Zonar and other GPS devices will be used for purposes of improving departmental efficiencies to include, but not limited to, preserving City resources and preventing idle time. Zonar or GPS data shall not be used by the City as the only factor in gathering data for purposes of discipline. However, the data may be used to substantiate public complaints, support findings or confirm work performance issues for purposes of discipline. A list of vehicles which contain Zonar or other GPS devices will be maintained in the department and provided to employees. The City may place one (1) "safety sticker" on City vehicles which reads "How's My Driving? Dial 311." Safety stickers shall not exceed 200 square inches and will not be placed in an area which obscures the driver's safe operation of the vehicle.

16.14 DEFERRED COMPENSATION PLAN

Career employees may participate in the City's Deferred Compensation 457 Plan, to the extent provided by law.

Each participant in the plan shall contribute an administrative fee of one dollar and fifty cents (\$1.50) per month from their plan balance to the plan's administrative allowance account. Funds accumulated by the administrative fee will be utilized as prescribed in the Defined Contribution Plans Committee's Fee and Expense Policy.

16.15 REOPENERS

After April 1, 2022, Local 39 may request to meet and confer regarding Rain Patrol, and if they do so the City will meet with Local 39 within thirty (30) calendar days of that request.

The City may request to meet and confer regarding minimum rest periods between work days, and if they do so Local 39 will meet with the City within thirty (30) calendar days of that request.

16.16 WATER TREATMENT PLANT SCHEDULING – WORK GROUP

The City and the Union shall meet to discuss alternatives to the Plant Operator 5-4 work schedule.

Implementation of any change shall only be upon mutual agreement. Absent mutual agreement, the status quo shall continue.

16.17 TERM

- a. This Agreement shall remain in full force and effect from December 27, 2025, to and including December 22, 2028.
- b. The provisions of this Agreement shall be effective on the effective date stated above except as otherwise specifically provided.
- c. The Letters of Understanding at Exhibit A are hereby incorporated and shall remain in effect during the term of this Agreement.

DATED: March 24, 2026

INTERNATIONAL UNION OF OPERATING
ENGINEERS, STATIONARY ENGINEERS
LOCAL 39, AFL-CIO

CITY OF SACRAMENTO

Tim Eggen
Business Manager

Leyne Milstein
Assistant City Manager

Jeff Gladiux
President

Aaron Donato
Labor Relations Manager

Brandy Johnson
Director Of Public Employees

Chee Khang
Negotiating Team Member

Laura LeSieur
District Representative

Oscar Murillo
Negotiating Team Member

Payden Martin
Business Representative

Joshua Cooper
Business Representative

Steven Craig
Negotiating Team Member

Approved as to form:

Jose Bustamante
Negotiating Team Member

Brett Witter
Assistant City Attorney

Ada Kanai
Negotiating Team Member

Michael Abshire
Negotiating Team Member

EXHIBIT A – CONTINUING LETTERS OF UNDERSTANDING (LOUs)

City of
SACRAMENTO
Department of Human Resources

January 19, 2018

Scherita V. Adams
Stationary Engineers, Local 39
1620 North Market Boulevard
Sacramento, California 95834

Re: Letter of Understanding – Alternative Shifts at Fairbairn and Sacramento River Plants

Dear Ms. Adams:

This letter confirms the agreement reached between the City of Sacramento (City) and Stationary Engineers, Local 39 (Local 39), regarding the above referenced matter.

Specifically, the agreement is as follows:

1. The City and Local 39 shall meet to discuss the possibility of establishing alternative work shifts at the Fairbairn and Sacramento River plants;
2. Implementation of any alternative shifts will only be upon mutual agreement;
3. Should the City and Local 39 not come to agreement, then the status quo remains; and
4. These meetings will conclude by January 23, 2019. However, the meetings may be extended beyond January 23, 2019, only by written mutual agreement of the parties.

If this is your understanding of the agreement reached, please sign as indicated below and return one original to Labor Relations. I have enclosed an additional original for your files.

Sincerely,



Aaron Donato
Labor Relations Officer

Labor Relations Division
Main: (916) 808-5424; Fax: (916) 808-8110
915 I Street, 4th Floor
Sacramento, CA 95814-2604

Letter of Understanding – Alternative Shifts at Fairbairn and Sacramento River Plants
Page 2 of 2

AGREED TO:



Howard Chan
City Manager

AGREED TO:



Shelley Banks-Robinson
Interim Human Resources
Director

AGREED TO:



Steve Crouch
Director of Public Employees, Local 39

AGREED TO:



Scherita V. Adams
Business Representative, Local 39

APPROVED AS TO FORM:



Brett M. Witter
Supervising Deputy City
Attorney

January 25, 2018

Scherita V. Adams
Stationary Engineers, Local 39
1620 North Market Boulevard
Sacramento, California 95834

Re: Letter of Understanding – Plant Operator Work Schedule

Dear Ms. Adams:

This letter confirms the agreement reached between the City of Sacramento (City) and Stationary Engineers, Local 39 (Local 39), regarding the above referenced matter.

Specifically, the agreement is as follows:

1. The City and Local 39 shall meet to discuss the Plant Operator 5-4 work schedule.
2. Implementation of any change shall only be upon mutual agreement. Absent mutual agreement, the status quo shall continue; and
3. These meeting will conclude by January 23, 2019. These meetings may be extended beyond January 23, 2019 only by written mutual agreement of the parties

If this is your understanding of the agreement reached, please sign as indicated below and return one original to Labor Relations. I have enclosed an additional original for your files.

Sincerely,



Aaron Donato
Labor Relations Officer

Letter of Understanding – Plant Operator Work Schedule

Page 2 of 2

AGREED TO:



Howard Chan
City Manager

AGREED TO:



Shelley Banks-Robinson
Interim Human Resources
Director

AGREED TO:



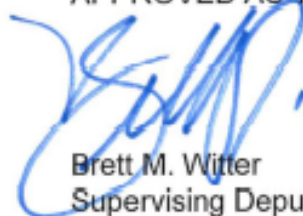
Steve Crouch
Director of Public Employees, Local 39

AGREED TO:



Scherita V. Adams
Business Representative, Local 39

APPROVED AS TO FORM:



Brett M. Witter
Supervising Deputy City
Attorney

City of
SACRAMENTO

and

**International Union of Operating
Engineers,
Stationary Engineers, Local 39**

**Labor Agreement
Covering All Employees
In The General Supervisory Unit**

2025-2028

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PREAMBLE

This AGREEMENT, hereinafter referred to as the Agreement, entered into by and between the CITY OF SACRAMENTO, hereinafter referred to as the City, and the INTERNATIONAL UNION OF OPERATING ENGINEERS, STATIONARY LOCAL 39, AFL-CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious labor relations between the City 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 – RECOGNITION

1.1 RECOGNITION

- a. The City hereby recognizes the Union as the exclusive bargaining agent for all employees in the General Supervisory Unit, as defined in the City's Employer-Employee Relations Policy, and agrees to meet and confer and otherwise deal exclusively with the Union on all matters relating to the scope of representation pertaining to the said employees as authorized by law.
- b. The Union will not object to the State Mediation and Conciliation Service or the American Arbitration Association conducting an election pursuant to the City's Employer-Employee Relations Policy.

ARTICLE 2 – SOLE AGREEMENT

2.1 SOLE AGREEMENT

- a. This Agreement when signed by the parties hereto, and approved by the City Council, supersedes all other Agreements and supplements, and represents the sole agreement between the parties.
- b. If during its term, the parties hereto should mutually agree to modify, amend, or alter the provisions of the Agreement in any respect, any such change shall be effective only if and when reduced to writing and executed by the authorized representative of the City and the Union. Any such changes validly made shall become a part of this Agreement and subject to its terms.
- c. The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all terms and conditions herein.

ARTICLE 3 – CITY RIGHTS

3.1 CITY RIGHTS

The City retains the exclusive right, subject to and in accordance with applicable laws, the City Charter, Civil Service Board Rules and Regulations, and the provisions of this Agreement, (a) to direct employees in the performance of their duties; (b) to hire, promote, transfer and assign employees; (c) to classify employees in accordance with applicable Charter, ordinance and Civil Service Board Rule provisions; (d) to discipline employees in accordance with applicable Rules; (e) to dismiss employees because of lack of work or for other reasonable cause; (f) to determine the mission of its Divisions and Departments, and its budget, organization, the number of employees, and the numbers, types, classifications and grades of positions or employees assigned to an organization unit, work project, shift, or tour of duty, and the methods and technology of performing its work; and (g) to take whatever action may be appropriate to carry out its mission in situations of emergency.

ARTICLE 4 – UNION RIGHTS

4.1 PAYROLL DEDUCTIONS

- a. In addition to continuing existing payroll deductions for group insurance plans to which the City is or shall hereafter be a contracting party, the City agrees to establish payroll deductions for: (1) the normal and regular monthly Union membership dues, initiation fees, and assessments; and (2) the insurance premiums for plans sponsored by the City or the Union, not to exceed three (3) insurance deductions per member.

The City must approve any new payroll deductions for insurance premiums for plans to which the City is not the contracting party which are not being payroll deducted as of the effective date of this Agreement.

- b. All the above payroll deductions shall be subject to the following conditions:
- (1) Such deductions shall be made pursuant to the terms and conditions set forth in using the dues authorization form agreed to by the City and the Union, and shall include:
- Employee full name
 - Employee eCAPS ID number or the last four digits of their Social Security number
 - Amount or percentage of monthly membership dues

- Additional Union-sponsored deductions (e.g., life insurance)
 - Any additional necessary information
- (2) Any future changes or modifications to the authorization form shall be agreed upon between the City and the Union.
 - (3) The authorization form for deductions shall be completed and submitted by the Union to the Payroll Division, Department of Finance.
 - (4) Such deductions shall be made only upon submission of the authorization form by the Union to the Payroll Division, Department of Finance.
 - (5) When changes in rates affect large groups of Union members, the Union may, in lieu of utilizing the dues authorization form, notify the Labor Relations Division, Department of Human Resources, by email of the new rate and clearly define the group(s) of Union members who are affected.
 - (6) The Union is responsible for submitting the dues authorization form to the Payroll Division, Department of Finance, any changes in the amounts to be payroll deducted from the paychecks of employees who have so authorized.
 - (7) Dues, deductions shall occur over twenty-four (24) pay periods per year, which shall be the first two (2) pay periods each month.
 - (8) If for any reason an employee does not have sufficient funds due them to provide for payment of any of the above payroll deductions after all other authorized or mandatory deductions or garnishments have been made, if any, no such sums shall be payroll deducted and the Union shall assume the duty of direction collection from the employee.
 - (9) Deductions and authorizations shall be separated by type of deductions (e.g., Union membership dues, initiation fees, insurance premiums) and by payee.
 - (10) Unless notified in writing by the Union of an employee's request to cancel their dues deductions, the City will continue to deduct union dues, and/or any additional deduction(s) noted. Notification of cancellation will be made utilizing the dues authorization form notating in the "Additional Information" or "Action" column that it is a membership cancellation.

- (11) The City shall make the Union's requested dues changes, enroll new members, and/or cancel existing membership as soon as practicable, not to exceed a period of thirty (30) calendar days following notification.
- (12) The City will remit to the Union a check for all of the deductions.
- (13) The Union shall maintain signed authorization forms by their members certifying that the dues and/or fee deduction(s) are authorized and shall provide said authorization forms to the City in the event of a dispute regarding the existence or terms of such authorization.
- (14) The Union shall indemnify, defend, and hold the City harmless against any claims made of any nature whatsoever, and against any suit instituted against the City arising from its deductions for dues, initiation fees, insurance, or other programs sponsored by the Union.
- (15) 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. Upon occurrence of such an event, the parties shall meet and confer as soon as practicable regarding the invalidated or amended provision(s).
- (16) Employees recalled pursuant to Article 15 shall immediately be re-enrolled upon recall into the union dues deduction, or other payment that existed at the time of layoff, as appropriate.

4.2 BULLETIN BOARDS

- a. In addition to providing the Union with a locked bulletin board at City Hall, space shall be provided on City property, at locations mutually agreed upon, for Union bulletin boards for the posting of the following types of notices:
 - (1) Union recreational and social activities
 - (2) Union steward elections
 - (3) Union appointments and results of Union elections
 - (4) Union meetings
- b. Such other notices may be mutually agreed upon by the Union and the Department of Human Resources. Bulletin boards are for the sole purpose of such notices as are listed above. The board size shall be no larger than three (3) feet by four (4) feet.

4.3 LIST OF NEW EMPLOYEES

At least every thirty (30) days, the City shall provide the Union with a list of employees who are employed in the classifications represented by the bargaining unit.

To the extent it is known, information shall include: name; classification date; job title; department; work location; work, home, and personal cellular phone numbers; personal email address; and the home address of each employee.

4.4 STEWARDS

- a. The City recognizes that the Union has established Stewards, who consist of career City employees represented by the Union. A current list of Stewards shall be made available to the Director of Human Resources, together with any changes thereto.
- b. Stewards shall be designated in accordance with areas mutually agreed upon by the Union and the City. The Union will not exceed a ratio of one (1) Steward to every fifty-five (55) represented employees.
- c. Stewards shall not conduct Union or representational activities on City time unless prior approval is expressly granted by City management.

4.5 USE OF CITY INFORMATION SYSTEMS

- a. The Union shall have the right to reasonable use of the City's existing internal mail system for the limited purpose of communicating with employees who have been designated in writing by the Union as Stewards. The envelope for such mail shall contain the following information: Steward's name, Department, Division, and work location. The City shall not be held responsible for untimely or lost mail.
- b. The Union may have reasonable use of the City's electronic mail (Outlook) system (email) for the limited purpose of communicating with employees who have been designated in writing by the Union as stewards. Stewards may, with the advance approval of Department management, have reasonable use of City email to fulfill their role as a Steward.
- c. Failure to comply with these requirements will result in withdrawal of the use of City information systems.

4.6 NEW EMPLOYEE ORIENTATION

- a. Unless otherwise agreed in advance, Union Business Representatives, or their designees, shall be provided up to fifteen (15) minutes to attend the City's regularly scheduled new-employee orientations so that they may provide information about the Union and the labor agreement.

The new-employee orientation schedule, and the reserved fifteen (15) minutes of time for the Union's representative(s) to attend, shall be established by the City. The City shall make a reasonable effort to provide the Union with at least forty-eight (48) hours' notice of changes to the regular schedule.

- b. The Union shall be permitted to have one (1) Union steward attend the new employee orientation so long as their absence from their assignment does not unduly disrupt the operation of the City and the steward obtains their supervisor's authorization. The steward shall be on City-paid Union release time for up to one (1) hour of regular time; overtime will not be paid for a steward to attend orientation.

The Union may have only one (1) steward on City-paid release time regardless of the unit they are in (i.e. Miscellaneous, Plant Operators, General Supervisors).

The City may terminate 4.6 (b) by providing written notice to the Union within thirty (30) calendar days prior to the expiration of this Agreement.

- c. When new-employee orientations occur virtually, the City will include the Union Business Representative on the meeting invitation, so that a representative may attend consistent with subsections (a) and (b), above. It is the Union's responsibility to pre-designate the Union Business Representative contact with the City.

If a Union Business Representative is not available to attend the virtual new-employee orientation, the Union Business Representative may contact the employee and the employee's department management to schedule a thirty (30) minute meeting with the employee. The meeting shall be either in person at the employee's primary physical City work location or if that is not practical, may be virtual.

This meeting shall occur within the first thirty (30) calendar days of the new employees' employment and shall be scheduled within seven (7) calendar days of the Union's request on a date and time that is mutually agreed upon between the City and the Union Business Representative.

During the meeting, the employee shall be released from duty. The meeting shall occur during the employee's normally scheduled work shift and without loss of compensation to the employee; however, under no circumstance will the meeting take place on overtime.

The City may terminate section 4.6 (c) by providing written notice to the Union within thirty (30) calendar days prior to the expiration of this Agreement.

ARTICLE 5 – GRIEVANCE PROCEDURE

5.1 GRIEVANCE PROCEDURE

The City and the Union agree to implement the following grievance procedure:

No matter shall be considered as a grievance under this Article unless it is presented in writing within thirty (30) calendar days after occurrence of the events on which the grievance was based. With the consent of the City's third step representative, the thirty (30) day time limit for filing grievances may be extended.

5.2 PURPOSE

- a. This grievance procedure shall be used to process and resolve grievances arising under this Agreement except to the extent that the City Charter vests jurisdiction elsewhere.
- b. The purposes of this procedure are:
 - (1) to resolve grievances informally at the lowest possible level;
 - (2) to provide an orderly procedure for reviewing and resolving grievances promptly.

5.3 DEFINITIONS

- a. A grievance is a good faith complaint of one (1) or a group of employees, or a dispute between the City and the Union involving the interpretation, application, or enforcement of the express terms of this Agreement.
- b. As used in this procedure, the term "supervisor" means the individual who assigns, reviews and directs the work of an employee.
- c. As used in this procedure the term "party" means an employee, the Union, the City, or their authorized representatives.
- d. The employee retains all rights conferred by Sections 3500 et. seq., of the Government Code or the Rules and Regulations of the Civil Service Board unless waived by such employee.

5.4 STEP ONE

An employee who believes they have cause for grievance may contact their supervisor alone. An employee who believes they have cause for grievance may contact their supervisor with their Steward. If after discussions with the supervisor, the employee does not feel the grievance has been properly adjusted, the grievance may be reduced to writing. The grievance statement shall include the following:

- a. A statement of the grievance clearly indicating the question raised by the grievance and the article(s) and section(s) of this Agreement.
- b. The remedy or correction requested of the City.
- c. The grievance form shall be signed by the grieving employee, the date and time of presentation affixed thereto, and signed as received by the employee's supervisor.
- d. The grieving employee's Division Head or designee shall give their answer to the grievance in writing within fourteen (14) calendar days from the time they received the grievance in writing. The answer by the Division Head or designee shall include the following:
 - (1) a complete statement of the City's position and the facts upon which it is based;
 - (2) the remedy or correction which has been offered, if any.

5.5 STEP TWO

The appeal to the second step will be made within fourteen (14) calendar days after receipt of the City's Step One Response. The hearing of the grievance will be held within fourteen (14) calendar days of the second step appeal. The Union representative and designated Departmental representative will meet in an effort to settle the matter. The City's answer will be made fourteen (14) calendar days after the hearing is held. The employee has fourteen (14) calendar days after receiving the City's Step Two Response to determine whether or not to appeal the grievance to the third step.

5.6 STEP THREE

- a. The Union's representative and the designated representative of the City will meet to hear grievance appealed to the third step.
- b. Grievances of general nature pertaining to matters not normally decided by Shop or Unit supervisory personnel may be presented directly to the third step.
- c. Grievances appealed to the third step of the grievance procedure shall be heard within fourteen (14) calendar days after the appeal to the third step of the grievance procedure.
- d. A written answer will be made within fourteen (14) calendar days after the hearing, stating the City's position.

5.7 ARBITRATION

If the third step answer is not satisfactory, the Union may appeal the grievance to arbitration. The request for arbitration must be given in writing to the Labor Relations Manager by the Union within fourteen (14) calendar days from the date of the third step answer.

- a. An arbitrator may be selected by mutual agreement between the Union representative and the Labor Relations Manager, or designee.
- b. Should the representatives fail to mutually agree on an arbitrator they shall make a joint request to the State Mediation and Conciliation Service for a list of five (5) qualified arbitrators. The parties shall alternate striking names from the list and the remaining person shall be accepted as the arbitrator. The first party to strike will be determined by the flip of a coin.
- c. It is understood that the arbitrator will only interpret this Agreement and will in no instance add to, delete from, or amend any part thereof. The arbitrator's decision shall be final and binding.
- d. The fees of the arbitrator and the court reporter if used will be borne equally by the Union and the City.
- e. Either party to this Agreement shall, upon receipt of a written grievance, have the right to refuse to handle such grievance if the aggrieved party has not followed the steps outlined in this Article for processing a grievance.
- f. If the City does not meet time limits, the Union may process the grievance to the next step of the grievance procedure. Time limits at each grievance step may be waived by mutual agreement of the parties.
- g. The Union District Representative or designee shall have the authority to settle grievances for the Union or employees at the respective steps of the grievance procedure.

5.8 WITNESSES

The City agrees that employees shall not suffer loss of compensation for time spent as a witness at an arbitration hearing held pursuant hereto. The Union agrees that the number of witnesses requested to attend and their scheduling shall be reasonable.

ARTICLE 6 – SALARY ADJUSTMENTS

6.1 SALARY RANGE

- a. The salary schedule shall consist of eight (8) steps with five percent (5.0%) between steps.

6.2 GENERAL SALARIES

- a. Effective September 20, 2025, all salary steps shall be increased by one percent (1.0%).

This salary increase will be implemented within ninety (90) calendar days after the adoption of this Agreement by City Council. Only those employees who are on the payroll and who are employed in a classification covered by this Agreement on the date the payment is issued shall be eligible to receive retroactive pay.

- b. Effective September 19, 2026, all salary steps shall be increased by two and one-half percent (2.5%).
- c. Effective September 18, 2027, all salary steps shall be increased by three percent (3.0%).

6.3 EQUITY ADJUSTMENTS

- a. Effective April 4, 2026, all salary steps for the classification of Integrated Waste Supervisor shall be increased by seven percent (7%).
- b. Effective April 4, 2026, all salary steps for the classification of Supervising Dispatcher shall be increased by five percent (5%).

6.4 SIGNING BONUS

Within forty-five (45) calendar days after adoption of this Agreement by City Council, the City will pay all employees covered by this Agreement a signing bonus of five hundred dollars (\$500), less normal and customary payroll deductions. Only those employees who are on the payroll and who are employed in a classification covered by this Agreement on the date the payment is issued will receive the signing bonus.

ARTICLE 7 – SALARY ADMINISTRATION

7.1 ORIGINAL APPOINTMENT COMPENSATION RATE

The rate of compensation upon original appointment shall normally be Step 1, as applicable. However, if the City Manager or designee finds that the appointee has extraordinary qualifications, or that a higher step is necessary in order to recruit,

appointment at any step in the range may be made. This provision shall apply to original appointments to career positions and appointments to non-career positions.

7.2 ADVANCEMENT IN RATE OF COMPENSATION

a. Advancement in Steps

- (1) Upon successful completion of twenty-six (26) weeks (1,040 hours) of service, an employee shall be advanced to the next higher step of the salary range of the classification. Employees who thereafter maintain a normally satisfactory level of performance shall be advanced automatically at fifty-two (52) week (2,080 hours) intervals to succeeding steps of the assigned salary range.
- (2) Time spent on leave of absence without pay of ten (10) or less consecutive workdays shall not affect the step increase eligibility date. For such leaves in excess of ten (10) consecutive working days, all leave time shall not count toward step increases.
- (3) An employee who has completed the required probationary period in their current classification and who is at a salary step lower than top step may be advanced to any higher step in the salary range for that classification at any time. Such step advancement under this provision shall not be subject to the grievance procedure and shall be at the sole discretion of the Department Head.
- (4) This Section shall not apply to non-career employees.

b. Denial of Step Increase and Reduction in-Grade

Employees who do not maintain a satisfactory level of performance may be denied advancement, and may be reduced within grade upon approval of the appointing authority. Employees in the civil service who are denied advancement, or who are reduced in-grade, shall have the right to appeal to the Civil Service Board in accordance with its Rules and Regulations. (This subsection shall not apply to non-career employees.)

c. Effective Date of Step Increases/Payroll Changes

All payroll changes shall be effective on the first day of the bi-weekly pay period following the date the employee became eligible for a pay increase, which bi-weekly pay period shall begin at 12:01 a.m. Saturday of the first week, and end at 12:00 midnight on the Friday of the second week.

d. Effective Date of Salary Step Increase Upon Extension of Probationary Period

- (1) If the probationary period is extended due to light duty, sick leave, or injury-on-duty time, the salary step increase will be delayed for the period of the extension. However, the probationary period shall only be extended if the time exceeds thirty (30) consecutive calendar days.
- (2) For an employee in a classification with a six (6) month probationary period who successfully completes the extended probationary period, the period of the extension shall be included in determining the eligibility date for the salary step increase. For example, an employee is appointed on January 4, 1986, and works in the regular assignment until April 11, 1986. On April 12, 1986, the employee is on injury-on-duty time until July 4, 1986, and returns to the regular assignment on July 5, 1986. The employee successfully completes the probationary period on September 26, 1986. The effective date on the salary step increase is July 5, 1986, because the period April 12, 1986, to July 4, 1986, is included in determining the salary step eligibility date.
- (3) When the probationary period is extended for an employee in a classification with a twelve (12) month probationary period who has successfully completed less than twenty-six (26) weeks of service, the employee shall be eligible for a salary step increase upon successful completion of twenty-six (26) weeks of service, excluding the period of the extension. The period of the extension, however, shall be included in determining the eligibility date for the salary step increase. The effective date of the salary step increase is determined in accordance with the example given above.
- (4) When the probationary period is extended for an employee in a classification with a twelve (12) month probationary period who has successfully completed more than twenty-six (26) weeks of service and who successfully completes the extended probationary period, the period of the extension shall be included in determining the eligibility date for the next salary step increase. The effective date of the salary step increase is determined in accordance with the example given above, except fifty-two (52) weeks is required rather than twenty-six (26) weeks.
- (5) If a probationary period is extended due to an unpaid leave of absence, the period of such extension is excluded in determining the eligibility date for a salary step increase.

7.3 EFFECT OF CLASSIFICATION CHANGE ON RATE OF COMPENSATION

a. Movement to a Higher Classification

When an employee moves from one classification to another which has a higher salary, through examination, appointment to an exempt position,

temporary appointment in the absence of an eligible list, or reallocation, the employee shall receive an increase at least equal to a full in-grade salary step (5.0%) or Step 1, as applicable, of the higher classification, whichever is greater, but not to exceed the maximum rate of the higher classification.

When an employee is promoted into the General Supervisory Unit, the employee shall be placed at the step that would result in a five percent (5.0%) increase in pay from the prior position, inclusive of any incentives that the employee will lose as a result of the promotion, but not to exceed the maximum rate of the higher classification.

b. Movement to Another Position in the Same Classification or to a Classification with the Same Salary Range

When an employee moves to another position in the same classification or to another classification with the same salary range, the employee shall maintain the same salary and same anniversary date.

c. Movement to a Lower Classification

When an employee's position is reallocated to a classification with a lower salary range, the employee shall suffer no reduction in salary, and the Y-rate provisions of this Agreement shall apply. The salary of an employee who voluntarily demotes shall be that salary step nearest but does not exceed such salary paid in the previous classification.

7.4 EFFECT OF CHANGE OF SALARY RANGE UPON COMPENSATION

Whenever the salary range of a classification is adjusted upward, the salary rate of each employee in the classification shall be adjusted to the step in the new range which corresponds to the step received in the former range, and the employee shall retain the current anniversary date for further increases within the new range.

7.5 RATE OF COMPENSATION UPON RETURN TO CITY SERVICE

a. An employee recalled after layoff, reinstated after a leave of absence, or reemployed in the same classification after resignation shall return to the same salary step paid and shall be credited with the duration of time spent in their salary step paid at the time of departure. The period of time separated from City service shall not be included in the calculation of the anniversary date for future in-grade salary adjustments.

b. If the employee is reemployed after resignation to a classification lower than that in which last employed, the employee may receive any step, but not to exceed the salary of the classification in which last employed. If that step is other than the maximum step of the salary range, the anniversary date for subsequent in-grade adjustments shall be twelve (12) months from the date

of reemployment and each year thereafter until the maximum step of the salary range is reached.

7.6 RATES HIGHER THAN TOP STEP (Y-RATE)

Whenever the salary of an employee exceeds top step of the salary range established for a classification, such salary shall be designated as a “Y-rate.” During such time as an employee’s salary remains above the top step, the employee shall not receive further salary increases, except that upon promotion to a higher classification, the employee shall immediately advance to the step of the range of the higher classification next above the “Y-rate,” and be eligible for advancement to succeeding steps in the range as outlined in this Agreement. In the event an employee is “Y-rated” below top step, the employee shall be permitted to advance to the maximum step of the original range.

7.7 SALARY CONTINUATION FOR ABSENCES OF LESS THAN ONE WORK DAY

A salaried employee exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act who works for only a portion of the day shall not have their salary reduced that day due to insufficient accrued, usable leave.

7.8 LONGEVITY PAY (CITY CHARTER)

Employee eligibility for longevity pay as provided in [Section 108 of the City Charter](#) shall be determined by an employee’s City Service Seniority as defined in Article 15, Layoff, Section 15.2(b)(2). The amount to be paid annually on the second check in July after twenty (20) years of City service shall be one hundred dollars (\$100.00), and after twenty-five (25) years of City service, an additional two hundred dollars (\$200.00), for a total of three hundred dollars (\$300.00). The parties acknowledge that Longevity Pay is provided in the City Charter and not through this Agreement. In the event that changes are made to the City Charter, those changes shall supersede the provision of this Agreement regarding Longevity Pay.

Longevity Pay as provided in the Section shall be reported to CalPERS in a manner consistent with CalPERS rules for reporting special compensation, as amended. The specific language of this proposal is subject to change based on review by CalPERS.

7.9 LONGEVITY PAY (CONTRACT)

- a. Employees who have completed seventeen (17) years of City service shall be eligible to receive contract longevity pay as follows:
 - (1) Effective September 19, 2026, longevity pay will be one percent (1%) of their base rate of pay.
 - (2) Effective September 18, 2027, longevity pay will be increased by two percent (2%) of their base rate of pay, for a total of three percent (3%).

- b. Longevity Pay shall be additive and shall not be compounded with any other type of pay or incentive. For purposes of determining employee eligibility for longevity, as provided in this Section, years of service shall be determined by an employee's City Service Seniority as defined under Article 15, Layoff, Section 15.2 (b)(2).

7.10 SECTION 401(A) MONEY PURCHASE PLAN

An IRS Section 401(a) Plan shall be available to supervisors and effective November 15, 2014, participation shall be mandatory. The City will contribute two percent (2.0%) of salary and the employee shall contribute two percent (2.0%) of salary to the 401(a) Plan.

ARTICLE 8 – HEALTH AND WELFARE

8.1 CONTRIBUTION TO FULL-TIME AND PART-TIME CAREER EMPLOYEES

- a. The City shall administer a Cafeteria Plan (Plan) for employees consistent with Section 125 of the [Internal Revenue Code](#). The details of Plan eligibility and operational requirements are set forth in Plan documents. The City shall make contributions (City dollars) as defined below. One-half (1/2) of the City contributions will be made to eligible employees on the first two (2) paychecks (Eligible Paycheck) in each month for insurance coverage the first and second halves of that month, respectively.
- b. Eligible employees shall receive a City contribution for each Eligible Paycheck on which the employee is paid for forty (40) or more hours. Employees who are paid less than forty (40) hours on an Eligible Paycheck may continue elected coverage limited to the City's medical, dental, and vision plans for up to six (6) months or the period of time permitted by Consolidated Omnibus Budget Reconciliation Act (COBRA), whichever is greater, by personal remittance or other arrangement for payment of the full premiums of any insurance elected to be continued.
- c. The amount of City contribution for each of the first two (2) paychecks of each month shall be based on the number of hours for which the employee was paid in that bi-weekly pay period: 64 or more hours = 100% contribution; 40-63.9 hours paid = 50% contribution.
- d. Notwithstanding subsections 8.1(b) and 8.1(c) above, eligible employees shall continue to receive a City contribution for each Eligible Paycheck during: (1) an approved leave of absence, if required by state and federal law; or (2) while suspended from service without pay.

- e. All terms and conditions of medical, dental, vision, disability, and basic life insurance sponsored by the City will be as outlined in certificates of coverage and related insurance contracts.

8.2 CONTRIBUTION TO NON-CAREER EMPLOYEES

- a. The City shall contribute City dollars as provided below, on either a 100% or 50% basis, for non-career (+1,040) employees. Except as provided herein, the City contribution shall be applied toward the premiums for City-sponsored medical, dental, and vision insurance plans for eligible employees and qualified dependents, if any. The amount of City contribution for each of the first two (2) paychecks of each month shall be based on the number of hours for which the employee was paid in that bi-weekly pay period: 64 or more hours paid = 100% contribution; 40-63.9 hours paid = 50% contribution.
- b. To be eligible for the City contribution under this Section, the non-career employee must be paid for a minimum of forty (40) hours of work on each paycheck. If the employee fails to be paid for the minimum forty (40) hours necessary to receive the City contribution, the City shall deduct from the employee's first two (2) paychecks each month the amount needed to pay for the insurance plans which the employee has selected. If this deduction from the employee's first two (2) paychecks each month 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 City-sponsored insurance program until the next open enrollment period.

8.3 AMOUNT OF CONTRIBUTION

a. Employees Enrolled in an Account-Based Health Plan (ABHP)

- (1) The ABHP is a combination of a High Deductible Health Plan (HDHP) and a Health Savings Account (HSA).
- (2) Employees enrolled in an ABHP shall receive the same City contributions as specified in Section 8.3(b), below. To the extent the premium for the ABHP is less than the City contributions outlined in Section 8.3(b), below, any excess City contribution shall be credited to the employee's HSA to the extent allowed by law.

b. City Contributions

- (1) For Plan Years Prior to the Effective Date of Subsection (2), the City contributions shall be as follows:

- i. For full-time employees enrolled in a City-sponsored medical plan for employee only, the City contribution shall be nine hundred seventy-one dollars (\$971) per month.
 - ii. For full-time employees enrolled in a City-sponsored medical plan for employee plus one (1) dependent, the City contribution shall be one thousand five hundred forty-five dollars (\$1,545) per month.
 - iii. For full-time employees enrolled in a City-sponsored medical plan for employee plus two (2) or more dependents, the City contribution shall be two thousand fifty-one dollars (\$2,051) per month.
- (2) Effective the pay period beginning March 21, 2026, with the increased contribution first appearing on the paycheck issued April 14, 2026, the City's monthly contributions shall be as follows:
 - (i) For full-time employees enrolled in a City-sponsored medical plan for employee only, the City contribution shall be one thousand fifty-one dollars (\$1,051) per month.
 - (ii) For full-time employees enrolled in a City-sponsored medical plan for employee plus one (1) dependent, the City contribution shall be one thousand six hundred seventy-four dollars (\$1,674) per month.
 - (iii) For full-time employees enrolled in a City-sponsored medical plan for employee plus two (2) or more dependents, the City contribution shall be two thousand two hundred thirty dollars (\$2,230) per month.
- (3) Effective the first Eligible Paycheck of 2027 for plan year 2027, the City shall contribute fifty percent (50%) of the first one hundred dollars (\$100) of premium increases, up to a total City dollar maximum contribution of fifty dollars (\$50) per month toward the cumulative total increase in premiums, from plan year 2026 to plan year 2027, of the benchmarked twenty-five dollar (\$25) Kaiser HMO, Delta Dental PPO, and VSP basic vision plans. The employee shall be responsible for any premium increase(s) which exceed this amount.

If the year-over-year premium increase for the benchmarked twenty-five dollar (\$25) Kaiser HMO for any applicable coverage level (Employee Only, Employee +1 dependent, Employee +2 or more dependents) from plan year 2026 to plan year 2027 exceeds ten percent (10%), the parties shall meet and discuss, upon the Union's request, City dollar contribution increases limited solely to the specific

coverage level for which the year-over-year premium increase exceeds ten percent (10%). Absent mutual agreement, the City dollar contribution calculation outlined in this subsection 8.3 (b)(3) shall remain in effect.

- (4) Effective the first Eligible Paycheck of 2028 for plan year 2028, the City shall contribute fifty percent (50%) of the first one hundred dollars (\$100) of premium increases, up to a total City dollar maximum contribution of fifty dollars (\$50) per month toward the cumulative total increase in premiums, from plan year 2027 to plan year 2028, of the benchmarked twenty-five dollar (\$25) Kaiser HMO, Delta Dental PPO, and VSP basic vision plans. The employee shall be responsible for any premium increase(s) which exceed this amount.

If the year-over-year premium increase for the benchmarked twenty-five dollar (\$25) Kaiser HMO for any applicable coverage level (Employee Only, Employee +1 dependent, Employee +2 or more dependents) from plan year 2027 to plan year 2028 exceeds ten percent (10%), the parties shall meet and confer, upon the Union's request, City dollar contribution increases limited solely to the specific coverage level for which the year-over-year premium increase exceeds ten percent (10%).

- c. Full-time employees not enrolled in a City-sponsored medical plan shall receive a City contribution of up to seven hundred and forty-seven dollars (\$747) per month to purchase City-sponsored dental and vision coverage.
- d. Part-time employees shall receive a prorated City contribution consistent with subsection 8.1(c).
- e. Employees who are eligible to receive the City contribution who do not provide proof of other group medical coverage or do not enroll in City medical coverage within thirty (30) calendar days of being eligible for the City's contribution shall be enrolled in the lowest cost ABHP medical plan for employee only coverage.
- f. Employees shall not receive any unused portion of the City contribution as cash.
- g. Changes to the City's healthcare contribution levels as provided in this Section, including the adjustments effective for plan year 2026, shall not create or entitle employees to a special open enrollment period. Open enrollment opportunities shall occur only as provided in the City's normal annual benefits cycle or as otherwise required by law.

8.4 COVERED DEPENDENTS

- a. An employee who has a domestic partner, and has a notarized City-provided affidavit as of January 23, 2018, may cover the domestic partner under the employee's City-sponsored health plan. The employee will pay for the premium difference for the domestic partner coverage as an out-of-pocket employee cost. There shall be no new enrollees in this program, however, an employee promoting into this Unit who has a domestic partner covered by this Section in another bargaining unit agreement shall remain eligible for this benefit.
- b. The following eligible dependents qualify to be enrolled on a City medical, dental, or vision plan: lawfully married spouse or registered domestic partner; children up to age 26 who are an employee's natural child, stepchild, adopted child, or the natural or adopted child of an employee's spouse or registered domestic partner; children up to age 26 who are placed under the legal guardianship of an employee, the employee's spouse, or employee's registered domestic partner; children up to the age of 26 in which the City has received notice of a Qualified Domestic Relations Order of required coverage; and disabled unmarried children over the age of 26 who reside with the employee. The definition of a dependent child for the purposes of medical insurance shall also be in accordance with the Patient Protection and Affordable Care Act.
- c. An employee covered as a dependent of another City employee may not enroll in a City medical plan but may enroll in a City dental or vision plan.

8.5 CASH-BACK LIMITS

- a. The cash-back of City dollars shall be limited to two hundred dollars (\$200) per month for career employees who have waived City-sponsored medical insurance continuously since June 29, 2012. Part-time employees shall be prorated as indicated in 8.1(c).
- b. New employees or employees who were not receiving the cash-back as of June 29, 2012, shall not be eligible for any cash-back.
- c. Employees transferring to classifications covered by this Agreement who are receiving cash-back at the time of transfer may maintain the cash-back option as long as they continuously waive City-sponsored medical insurance.

8.6 LIFE INSURANCE

The City provides basic life insurance in an amount of \$35,000.00 to each eligible career employee at no charge. Employees may purchase, at their expense, additional City-sponsored term life insurance in an amount not to exceed \$15,000.00.

Employees may also purchase, at their expense, supplemental life insurance at an amount of up to three (3) times their annual salary, subject to limitations specified by the insurance carrier.

8.7 FLEXIBLE SPENDING ACCOUNTS

The City shall offer the following Flexible Spending Accounts (FSA) as permitted by Internal Revenue Service Regulations:

- a. Out-of-pocket costs for City-sponsored health, dental, and vision insurance plans;
- b. Unreimbursed health care expenses; and
- c. Dependent care reimbursement.
- d. The City shall provide a summary of IRS rules on flexible spending limits during each open enrollment to the employees and to the Union.

8.8 RETIREES OR SURVIVOR DEPENDENTS

Eligible City retirees or survivor dependents shall receive City retiree insurance contributions for medical, dental, and vision insurance benefits under the following provisions:

- a. The maximum City contribution towards the purchase of medical, dental, or vision insurance for retirees is three hundred dollars (\$300) per month for the retiree. A retiree with one (1) or more dependent(s) enrolled on the retiree's medical plan shall receive an additional sixty-five dollars (\$65) per month, for a total maximum monthly contribution of three hundred sixty-five dollars (\$365). Retirees shall not receive any unused portion of the City contribution as cash.
- b. Employees Retiring on or After July 1, 1992
 - (1) Except as provided below, to be eligible for the City's retiree insurance contribution, the employee must retire from active service with a minimum of ten (10) full years of City service for a service or ordinary disability retirement, and be minimum age fifty (50).
 - (2) Employees retiring with thirty (30) or more years of City service shall be eligible for the City's retiree insurance contribution effective with the date of retirement without regard to age.
 - (3) The City's retiree insurance contribution shall be as follows:

- (a) Employees with a minimum ten (10) full years of City service but less than fifteen (15) full years of City service shall be eligible to a maximum of fifty percent (50%) of the City's maximum retiree insurance contribution identified in subsection 8.8(a) above.
 - (b) Employees with a minimum fifteen (15) full years of City service but less than twenty (20) full years of City service shall be eligible to a maximum of seventy-five percent (75%) of the City's maximum retiree insurance contribution identified in subsection 8.8(a) above.
 - (c) Employees with a minimum of twenty (20) full years of City service shall be eligible for up to one hundred percent (100%) of the City's maximum retiree insurance contribution identified in subsection 8.8(a) above.
- (4) There shall be no City retiree insurance contribution for retirees with less than ten (10) full years of City service.
 - (5) An employee who does not retire from the Sacramento City Employee Retirement System (SCERS) or the California Public Employee Retirement System (CalPERS) within one-hundred twenty (120) days from the date of separation from City service shall not be eligible for the City's retiree insurance contribution and may not enroll in a City medical, dental, or vision plan.

c. Persons in Deferred Retirement Status as of January 1, 1991

Employees who have elected a deferred retirement prior to January 1, 1991, and who then elect to retire on or after July 1, 1992, and before January 23, 2018, shall be eligible for the City's retiree insurance contribution as follows:

- (1) A retiree with at least ten (10) full years of City service shall be eligible for fifty percent (50%) of the City's retiree insurance contribution as identified in subsection 8.8(a) above.
- (2) A retiree with twenty (20) full years or more of City service shall be eligible for one hundred percent (100%) of the City's retiree insurance contribution as identified in subsection 8.8(a) above.
- (3) Retirees must be at least 50 years of age.
- (4) There is no eligibility to such health insurance contribution or dental benefit for retirees with less than ten (10) full years of City service or who have not attained the age minimum specified in subsection 8.8(b) above.

d. Pre-Medicare Eligible Retirees

Retirees who are not eligible for Medicare benefits may elect to participate in a City-sponsored medical plan or purchase an individual medical plan. A retiree who elects to purchase a medical plan not sponsored by the City shall be eligible to reenroll in a City-sponsored medical plan within two (2) consecutive plan years of waiving City coverage.

e. Retiree Insurance Contribution Exclusion

Retirees who participate in another group medical plan as an employee or dependent shall not be eligible for the City contribution as provided in subsection 8.8(a) above.

f. Industrial Disability or Death in Line of Duty Survivors

Retirees who receive industrial disability pensions or death in-line-of-duty survivors shall be entitled to one hundred percent (100%) of the City-retiree insurance contribution for retirees regardless of years of service.

g. Survivor Dependents Benefits

Survivor dependents of eligible retirees shall continue to receive the retiree insurance contribution of up to three hundred dollars (\$300) for the survivor only or up to three hundred sixty-five dollars (\$365) for the survivor and an eligible dependent.

“Eligible dependent,” as used in this Section, is defined as a dependent who was eligible to be enrolled on the retiree’s benefit plan at the time of the retiree’s death.

h. Medicare Supplement

In order to maintain eligibility for the City retiree insurance contribution, each eligible retiree and dependent shall enroll in Medicare Parts A and B immediately after becoming eligible for such benefits.

i. Limitation Clause

No employee or retiree shall have any rights provided by Section 8.8 (Retirees or Survivor Dependents) after September 15, 2028.

j. Elimination of Retiree or Survivors Dependents Benefits for Employees Hired After June 30, 2012

Unless required by law, no employee hired, reemployed, or rehired on or after June 30, 2012, shall be eligible for any of the benefits provided in Section 8.8

(Retirees or Survivor Dependents). Employees being recalled from layoff, reinstated consistent with the Rules and Regulations of the Civil Service Board, Rule 10.6, or transferring to classifications covered by this Agreement after June 30, 2012, shall be eligible for the benefits provided by Section 8.8 only if the transferring employee was eligible for retiree or survivor dependent benefits at the time of layoff, reinstatement, or transfer.

k. Resuming Retiree or Survivor Dependents Benefits for Eligible Personnel Who Unretire from City Service and Subsequently Re-Retire from City Service On/After September 23, 2023

Individuals retired from classifications represented by the Union who are eligible for retiree or survivor dependents benefits under Section 8.8 shall have these benefits suspended if they elect to unretire and return to active employment with the City of Sacramento.

Notwithstanding Section 8.8(j), upon re-retirement from a classification represented by the Union, retirees who were eligible for retiree or survivor dependents benefits under Section 8.8 at the time of their first retirement, shall receive the City contribution to which they were entitled upon their original retirement date. Years of service during the employee's return to active employment will not be used to determine any employee's entitlement to the City's retiree insurance contribution under Section 8.8.

Example: An employee retires from a classification represented by the Union with fifteen (15) years of City service. The employee is eligible for 75% of the City's retiree insurance contribution. The individual unretires and works in a Union represented classification for another ten (10) years. When the employee re-retires, the employee is only eligible for the fifteen (15) year contribution amount, irrespective of any additional years of service worked for the City.

ARTICLE 9 – HOURS OF WORK

9.1 WORKDAY, WORKWEEK

- a. The workweek for employees covered by this Agreement shall begin at 12:01 a.m. Saturday, and end at 12:00 midnight the following Friday. The employees' workweek shall consist of forty (40) working hours during the said seven (7) day period.
- b. The City may establish a workweek schedule consisting of forty (40) hours in increments of four (4), ten (10) hour workdays; five (5), eight (8) hour workdays; or a 9-80 workweek schedule consisting of four (4), nine (9) hour

workdays, four (4), nine (9) hour workdays, and one (1), eight (8) hour workday during an eighty (80) hour bi-weekly period. The City shall discuss with the Union thirty (30) days in advance of implementation of the four ten (10) workweek or 9-80 workweek schedule. Every effort will be made to schedule such workdays consecutively and avoid back-to-back workweeks, unless a separate written workweek agreement is entered into by the City and the Union.

- c. All employees covered by this Agreement, except those employees on a straight eight (8) hour workday, shall be allowed a lunch period, to be used as the employee desires within accepted standards, of not less than thirty (30) minutes nor more than one (1) hour which may be scheduled generally in the middle of the work shift. If an employee is required to work during their lunch period, and if no alternate lunch period is taken, at the approval of the employee's supervisor said time shall be compensated at the overtime rate of one and one-half (1 ½) times the employee's regular rate of pay if the hours worked exceed that of their scheduled work shift.
- d. Employees shall be given at least ten (10) workdays' notice prior to a permanent change in their assigned hours of work. The notice requirement shall not apply to emergency assignments or changes as a result of absences by other employees. If an employee's shift or days off are changed without the above notification, they shall be paid one and one-half (1 ½) times their regular rate of pay for all hours worked on the first day of the new shift.
- e. Employees may voluntarily, and with the mutual agreement of their Department Head, or designee, flex their shift(s) to meet the needs of the operation. These voluntary shift changes shall not require the payment of overtime; however, the City shall not change an employee's shift involuntarily to avoid the payment of overtime. This provision may be cancelled by either party with thirty (30) days' written notice.

9.2 REST PERIODS

- a. Each employee covered by this Agreement will be afforded rest periods. These rest periods will be as currently administered by their respective departments.
- b. The length of the rest periods will be fifteen (15) minutes during the first half of an employee's work shift, and fifteen (15) minutes during the last half of an employee's work shift, unless the City and Union agree otherwise in writing.
- c. The City shall notify employees or post in each work location a policy statement regarding when rest periods shall be taken. In the event it is deemed necessary to change an established rest period within a work organization, notification will be given to the Union prior to implementing such change.

9.3 DISPATCHER SHIFT BIDS AND ASSIGNMENTS

- a. Career employees in the classification of Supervising Dispatcher who have completed their probationary period shall be permitted to annually bid for work shift preference based on classification seniority; however, administrative positions shall be filled by management.
- b. Shift bid sign-ups will take effect within police dispatch.

ARTICLE 10 – OVERTIME COMPENSATION

10.1 OVERTIME/COMPENSATING TIME OFF (CTO)

- a. Employees are eligible for overtime compensation at one and one-half (1.5) times their regular rate of pay when they work in excess of forty (40) hours in a workweek. With the exception of sick leave, all paid time shall count as time worked for the purposes of calculating overtime eligibility.
- b. Scheduled overtime is work required to be performed outside of the employee's regular shift with twenty-four (24) hours' notice or more. If an employee is entitled to overtime compensation pursuant to Article 10.1(a), scheduled overtime shall be compensated for a minimum of one (1) hour at the overtime rate for days which are included in the employee's regular shift, and two (2) hours at the overtime rate for days on which the employee is not otherwise regularly scheduled to work.
- c. Overtime compensation shall be paid by cash payment. In lieu of cash payment, Compensating Time Off (CTO) may be earned by mutual agreement between the employee and the appointing authority or designee. The scheduling of CTO use must be approved in advance by the appointing authority or designee.
- d. Employees may accrue up to one hundred sixty (160) hours of CTO. The City may cash out CTO hours accumulated in excess of eighty (80) hours at any time provided that the use of such time off has not been previously approved.
- e. The City shall not adjust a regular workweek schedule during said workweek to avoid payment of overtime.
- f. Out-of-class incentive and/or night shift differential shall be included when calculating an employee's overtime rate of pay for all actual hours worked in said assignment.
- g. Cash-back provided to employees who opt-out of City sponsored medical insurance as provided in Section 8.5 (Cash-Back Limits), shall not be included

in the employee's regular rate of pay when determining such rate for contract overtime.

10.2 COURT OVERTIME

a. Court Overtime

- (1) This Section applies when an employee is subpoenaed to appear in the litigation of a public offense in their capacity as an employee of the City of Sacramento. For the purposes of this Section "subpoenaed to appear" shall be defined as being served with a subpoena in California Penal Code Sections 1326 through 1332, or a "subpoena request form" used by the Sacramento Police Department.
- (2) When an employee is subpoenaed to appear in court and is not scheduled to be on duty, during the time of their appearance, upon reporting to the court the employee will receive a minimum of four (4) hours pay at time and one-half the employee's base rate of pay, plus applicable incentives, or the actual amount of time spent in court, whichever is greater.
- (3) When such court appearance on off-duty time requires the employee to be in attendance before and after the lunch recess, such lunch time will be included in determining the employee's court overtime pay.
- (4) When an employee works a graveyard shift that ends at or after 7:00 a.m., and is required to make a morning court appearance on the same day, the employee shall receive court overtime pay at time and one-half the employee's base rate of pay, plus applicable incentives, beginning at the end of the employee's shift. The employee shall use the time to the maximum extent possible to travel to and prepare for the court appearance.
- (5) When the employee's court appearance is scheduled within two (2) hours prior to the beginning of the employee's work hours, the employee will be compensated at the rate of time and one-half the employee's base rate of pay, plus applicable incentives, for a minimum of two (2) hours for such court appearance.
- (6) When an employee is on vacation more than two hundred (200) miles from Sacramento and the vacation is interrupted by a court appearance, the employee shall be paid a minimum of four (4) hours pay at the rate of double time for such court appearance, and shall be given an additional vacation day for each day at court appearance and travel time, if such travel time is at least one full day. (Travel time is defined as seven (7) hours.) However, for an employee to be eligible for compensation under this subsection the employee must, upon

receiving the subpoena, notify both their immediate supervisor and the Court Liaison Office of the scheduled vacation/court appearance conflict.

b. Telephone Standby Time

- (1) When an employee is placed on telephone standby by the District Attorney, or the judge of the court, the employee is required, at no cost to the City, to notify the Court Liaison Office, and the employee's immediate supervisor, of the court order. If the standby requirement has been confirmed by the Department, the employee will be compensated at the rate of one and one-half (1-1/2) times their regular rate of pay for only those hours that the court is actually in session.
- (2) There shall be no telephone overtime for an employee merely answering their personal telephone.
- (3) This Section does not preclude the employee from contacting the court, District Attorney, their office, or the Court Liaison Office at their own discretion. However, these calls will not be compensated.

c. Cancellation of Appearances

Notice of cancellation will be given to employees three (3) hours prior to court or at the end of last shift prior to court. In the event that such notice is given within the three (3) hours, employees will receive two (2) hours of overtime at the rate of time and one-half. Notification to employees prior to three (3) hours will eliminate overtime compensation.

ARTICLE 11 – STANDBY ASSIGNMENTS AND NIGHT-SHIFT PREMIUM PAY

11.1 STANDBY ASSIGNMENTS

- a. An employee who is required to remain on standby for emergency work shall be paid \$280 per week, or the daily pro rata rate of \$40.00, in addition to their regular compensation. Employees who are called out while on standby shall receive two (2) hours minimum pay at their regular rate of pay, or, consistent with Article 10.1, one and one-half (1 ½) times their regular rate of pay for all hours worked, whichever is greater. Non-career employees shall not be on standby for emergency work. Any employee who is on standby New Year's Day, Christmas Day, Thanksgiving Day or the 4th of July shall receive twelve (12) hours holiday credit.
- b. Effective April 4, 2026, the following subsection will replace subsection (a), above: An employee who is required to remain on standby for emergency work shall be paid \$329 per week, or the daily pro rata rate of \$47.00, in

addition to their regular compensation. Employees who are called out while on standby shall receive two (2) hours minimum pay at their regular rate of pay, or consistent with Article 10.1, one and one-half (1 ½) times their regular rate of pay for all hours worked, whichever is greater. Non-career employees shall not be on standby for emergency work. Any employee who is on standby New Year’s Day, Christmas Day, Thanksgiving Day or the 4th of July shall receive twelve (12) hours holiday credit.

- c. Employees who are issued a City cell phone, laptop and/or pager are not on standby unless assigned by the appointing authority.
- d. With the exception of sick leave, employees may use any type of authorized leave, including, but not limited to, vacation; CTO; holiday credit; etc., during their standby assignment, so long as they remain available for their standby assignment. An employee utilizing sick leave who is unable to work due to a personal illness, shall not receive standby pay for the day(s) out sick. Employees who fall ill after hours while they are on standby, shall notify the Standby Supervisor who will find a replacement for the day(s) the employee is out sick. The standby assignment may resume when the employee returns to work.

11.2 NIGHT-SHIFT PREMIUM PAY

- a. Employees 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. Said 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.
- b. Effective April 4, 2026, employees employed in the classification of Supervising Plant Operator shall no longer be eligible to receive the Night-Shift Premium Pay provided in 11.2 (a) above, and instead shall receive the following night-shift premium pay:
 - 1. Swing Shift shall be defined as hours worked between 6:00 p.m. and 12:00 a.m. Employees who work five-eighths (5/8) or more of their regular work shift between 6:00 p.m. and 12:00 a.m., shall receive a swing shift differential of five percent (5%) of their base rate of pay for the entire shift.
 - 2. Graveyard Shift shall be defined as hours worked between 12:00 a.m. and 6:00 a.m. Employees who work five-eighths (5/8) or more of their regular work shift between 12:00 a.m. and 6:00 a.m., shall receive a

graveyard shift differential of seven percent (7%) of their base rate of pay for the entire shift.

3. Employees who work less than five-eighths (5/8) of the shift, including overtime hours, within the defined swing or graveyard periods shall receive the applicable differential of their base rate of pay on an hour-for-hour basis, rounded to the nearest one-half (0.5) hour.
 4. Swing and Graveyard shift differentials are additive and do not compound with any other pay or benefits.
- c. An employee shall not receive night-shift premium pay when on vacation or other authorized leave of absence with pay.

ARTICLE 12 – LEAVES

12.1 HOLIDAYS

- a. The following shall be the recognized holidays under this Agreement:

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Cesar Chavez's Birthday	March 31
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving Day	Friday after Thanksgiving
Christmas Eve (4 hours)	December 24
Christmas Day	December 25
New Year's Eve (4 hours)	December 31

- b. Eligibility

To be eligible for holiday pay, the employee shall work the last scheduled workday before and after the recognized holiday. Paid time on vacation, sick leave or CTO shall be considered hours worked for the purpose of holiday pay eligibility. An employee absent due to a disciplinary suspension shall not be considered to have missed a scheduled workday for the purpose of holiday pay eligibility.

c. Monday-Friday Schedule

If an employee's scheduled days off are Saturday and Sunday during a standard City workweek in which a recognized holiday falls, the following shall apply:

- (1) If the recognized holiday falls on a Saturday, the preceding Friday shall be considered the employee's holiday.
- (2) If the recognized holiday falls on a Sunday, the following Monday shall be considered the employee's holiday.
- (3) An employee who is scheduled to work on a recognized holiday shall receive holiday pay plus time and one-half compensation for working the holiday.

d. Weekend Schedule

If an employee's scheduled days off are other than Saturday and Sunday during the standard City workweek in which a recognized holiday falls, the following shall apply:

- (1) The actual dates as listed above shall be considered as the employee's holiday.
- (2) If the recognized holiday falls on the employee's scheduled day off, the employee shall accrue holiday credit for the hours of the holiday benefit.
- (3) An employee who is regularly scheduled to work on a recognized holiday shall receive holiday pay plus time and one-half compensation for working the holiday.

e. Alternate Monday-Friday Schedules

- (1) For employees who work a Monday through Friday 9/80 or 4/10 schedule, if the recognized holiday falls on the employee's scheduled day off, the employee shall accrue holiday credit for the hours of the holiday benefit, up to a maximum of eight (8) hours.
- (2) An employee who is scheduled to work on a recognized holiday shall receive holiday pay plus time and one-half compensation for working the holiday.

f. Holiday Benefit for Employees in Classifications Which Accrue Holiday Time

- (1) The number of recognized holiday hours for full-time career employees in a classification designated to accrue holiday time shall be one hundred and twenty (120) hours per calendar year which shall accrue at five (5) hours on each of the first two (2) paychecks each month.
- (2) The following classifications shall accrue holiday credit:
 - Supervising Property Assistant
 - Supervising Dispatcher
 - Parking Lot Supervisor
 - Senior Parking Lot Supervisor
- (3) At the option of the City, the employee shall either be given one day off with pay for accrued holiday credit on a one-day for one-day basis, or in lieu thereof shall have their pay adjusted on the basis of an additional four (4) hours pay per eight (8) hours of holiday credit.
- (4) Employees who accrue holiday time may accumulate holiday credit up to a maximum of one hundred twenty (120) hours. Thereafter, all accrued holiday time in excess of one hundred twenty (120) hours shall be paid to the employee at their straight-time hourly rate of pay. Holiday credit may be taken by the employee at the discretion of the Department Head. Employees may use up to forty (40) hours of holiday accrual in conjunction with a scheduled vacation with the approval of the Department Head.

g. Floating Holidays

(1) Accrual

In addition to the recognized holidays specified above, all employees, except those employees covered under subsection (f), shall receive the equivalent of two (2) floating holidays per calendar year accrued as follows:

- (a) Full-time career employees shall accrue forty (40) minutes of each floating holiday on each of the first two (2) paychecks each month, as long as the employee is in paid status forty (40) or more hours on the paycheck that the accrual would occur.
- (b) A part-time career employee, including an employee in a work sharing program or a non-career (+1,040) employee shall accrue floating holiday credit based on the number of hours for which the employee was paid in that bi-weekly pay period: 64 or

more hours paid = 100% accrual; 40-63.9 hours paid = 50% accrual.

(2) Administration

- (a) The scheduling of floating holiday time must be approved in advance by the appointing authority or designated representative.
- (b) An employee may carry over from the preceding calendar year a maximum of eight (8) hours of floating holiday. All floating hours accrued and not used in excess of eight (8) hours shall be paid to the employee at the employee's straight-time hourly rate of pay on the final paycheck of the calendar year in which it was earned.
- (c) An employee terminating for any reason shall be paid for all accrued floating holiday time at the straight-time hourly rate.

(3) Close Operations/Conversion of Floating Holiday

The City may elect to close operations for a full day on Christmas Eve and New Year's Eve and eliminate one (1) floating holiday. The City agrees to meet and confer on the impacts associated with the implementation of the conversion of the floating holiday to the extent required by law.

h. Christmas Eve and New Year's Eve Holidays

In the event an eligible employee cannot be scheduled off the last four (4) hours of the work shift, or applicable pro-ration for part-time employees, on the two (2) four (4)-hour recognized holidays before Christmas and New Year's, the holidays shall be observed as a single holiday, at the discretion of the City, on Christmas Eve or New Year's Eve.

12.2 VACATION

a. Vacation Leave Accrual

- (1) Employees with less than five (5) full years of service shall earn eighty (80) hours of vacation each year which shall accrue at three (3) hours, twenty (20) minutes on each of the first two (2) paychecks each month.
- (2) Employees with more than five (5) full years of service and less than fifteen (15) full years of service shall earn one hundred twenty (120) hours of vacation each year which shall accrue at five (5) hours on each of the first two (2) paychecks each month.

- (3) Employees with more than fifteen (15) full years of service shall earn one hundred sixty (160) hours of vacation each year which shall accrue at six (6) hours, forty (40) minutes on each of the first two (2) paychecks each month.
 - (4) An employee's maximum accrual of vacation shall not exceed four hundred eighty (480) hours. Accrual shall be suspended until the balance is reduced below the maximum accrual amount. Accrual will resume on the applicable paycheck following the paycheck in which the balance is brought down.
- b. Employees who are eligible to receive a cash payment in-lieu of vacation leave, as provided in Section 107(d) of the Sacramento City Charter, may make an irrevocable election to receive such payment by foregoing the same number of vacation hours in the calendar year following the election. Notification of the election must be made to the Payroll Division, Department of Finance, in writing by November 30. The in-lieu payment will be made to the employee on the last paycheck in March of the calendar year following the election. Payment shall be made at the straight time hourly rate of pay the employee is receiving at the time payment is made. If the employee electing the in-lieu payment separates from City employment for any purpose before receiving the in-lieu payment, the employee forfeits any right to receive payment, but will instead have their vacation leave balances credited with the amount of hours that would have accrued from January 1 to the last day of employment.
- c. Integration of Vacation with Workers Compensation
- Where a career employee sustains an injury covered by workers' compensation and has utilized all of the one year "injury-on-duty time" as provided under City Charter Section 253, or former City Charter Section 167, as the case may be, and consequently is receiving straight workers' compensation temporary disability payments, the employee will be allowed to utilize (while off work) accrued vacation time in partial day increments in addition to receiving workers' compensation temporary disability payments with the total aggregate payment of temporary disability and vacation pay not to exceed one hundred percent (100%) of the employee's regular rate of pay. As a condition of so using such accrued vacation, however, the employee is required to continuously utilize accrued vacation until accrued vacation is exhausted or they return to work. This provision also applies to any accrued leave with the exception as noted in 12.4, Sick Leave.
- d. Vacation Scheduling
- (1) The time at which the employee shall be granted a vacation is at the approval of the Department Head. The Department shall determine the

number and classification of employees who can be off on vacation on any given day. However, in an effort to accommodate the employee's requested vacation schedule each Department shall open to bid vacation scheduling thirty-one (31) days prior to November 1st of each year. Classification seniority shall govern where more than one employee bids for the same period. In case of a tie the employee with the greatest amount of continuous City service shall be senior.

- (2) The final vacation schedule as approved by the Department Head shall be permanently posted in the employee work area not later than the first Friday of December.
 - (3) Annual vacations applied for other than during the open bid period will be granted with the approval of the Department Head or their authorized representative. Such request shall not be unreasonably denied.
 - (4) In no event may a senior employee bump a junior employee from a vacation period after the thirty-one (31) day bidding period has run. However, employees may trade vacation periods if all trading employees agree. Changes in the vacation schedule may be amended with the approval of the Department Head or designee.
- e. Employees covered by this Agreement are entitled to schedule accumulated and unused vacation credits in increments of any duration.

12.3 SICK LEAVE

a. Accrual and Usage

- (1) A full-time employee shall accrue sick leave at the rate of four (4) hours on each of the first two (2) paychecks each month which may be used at the discretion of the employee in the event of illness or injury which is not job-related; however, in accordance with the Rules and Regulations of the Civil Service Board, one-third (1/3) of the employee's accrued sick leave may be used after exhaustion of injury-on-duty time; however, the combination of workers' compensation temporary disability payments and sick leave pay shall not exceed one hundred percent (100%) of the employee's regular rate of pay. Such usage shall not exceed the maximum amount of the employee's accumulation. A part-time career or non-career (+1,040) employee shall earn sick leave on a pro rata basis.
- (2) Employees who have at least four hundred and eighty (480) hours of sick leave on the last day of the pay period ending on or before November 1 in any calendar year, may make an irrevocable election to forego the accrual of not more than twenty-four (24) hours of sick leave

during the following calendar year and receive instead, a cash payment for the number of sick leave hours in the designated election.

- (3) Notification of the irrevocable election must be made in writing to the Payroll Division, Department of Finance, between November 1 and November 30. The payment will be made on the last paycheck in May of the calendar year following the irrevocable election. Payment shall be made at the hourly rate of pay the employee is receiving at the time the payment is made.
- (4) If the employee electing the payment is separated from City employment before receiving the payment, the employee forfeits any right to the payment, but will instead have their sick leave balances credited with the sick leave hours the employee would have accrued from the January 1 following the date of election to the last day of employment.

b. Sick Leave Cash-Out/Conversion to PERS Service Credit

(1) PERS

- (a) PERS members hired prior to January 1, 2005, with more than twenty (20) years of City service, shall be eligible to cash out sick leave and/or convert sick leave to PERS service credit upon separation as follows:
 - i. Eligible employees may receive payment for thirty-three and one-third percent (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of their retirement, resignation, or layoff.
 - ii. Eligible employees with an effective retirement date from PERS within one hundred twenty (120) calendar days of their separation from City service may also convert any or all of their total sick leave credits accrued, less any payment received pursuant to sub-paragraph (i) above, to PERS service credit as of the date of their retirement consistent with and pursuant to the PERS contract with the City, as amended.
 - iii. Individuals identified pursuant to California Government Code Section 53245 as being the person designated on the employee's "Designation of Person Authorized to Receive Warrants," or in the absence of an identified person pursuant to California Government Code Section 53245, persons entitled by law to the possession of the

estate of a deceased employee who was eligible to cash out sick leave credits pursuant to sub-paragraph (i), above, may receive payments for thirty-three and one-third percent (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of the employee's death.

- (b) Employees hired, rehired, or reemployed on or after January 1, 2005, shall not be eligible for payment of any portion of accumulated sick leave credits upon retirement, resignation, or layoff regardless of their years of service. However, employees hired, rehired, or reemployed on or after January 1, 2005, may convert their remaining sick leave balance to service credit consistent with law and pursuant to the PERS contract with the City upon separation of employment for retirement.
- (c) No employee whose services are terminated by reason of discharge for cause shall be eligible for payment of any portion of accumulated sick leave credits.

(2) SCERS

Upon termination of any employee in SCERS eligible to accumulate sick leave credits for reasons of retirement, resignation, or layoff after service for a period of not less than two (2) years, or death, such employee (or those entitled by law to the possession of the estate of a deceased employee) shall receive payment for thirty-three and one-third percent (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of such retirement, resignation, layoff, or death. No employee whose services are terminated by reason of discharge for cause, or by reason of resignation or layoff prior to the completion of two (2) years of service, shall be eligible for payment of any portion of accumulated sick leave credits.

c. Reinstatement of Sick Leave After Return From Layoff

Any employee who is laid off and receives payment for thirty-three and one-third percent (33-1/3%) of their total accumulated sick leave credits shall be credited with the remaining sixty-six and two-thirds percent (66-2/3%) of their accumulated sick leave credits if and when said employee is recalled. If said employee thereafter leaves City service after being recalled and is entitled to payment of their accumulated sick leave credits under this Section, said employee shall only receive payment for thirty-three and one-third percent (33-1/3%) of those sick leave credits which accrued after the date of recall.

d. Utilization of Sick Leave

Use of sick leave is governed by the Citywide Sick Leave Policy, the Rules and Regulations of the Civil Service Board, Rule 16, and Attachment A to the Rules and Regulations of the Civil Service Board.

e. Administration of Sick Leave

The Rules and Regulations of the Civil Service Board relating to the administration of sick leave privileges and benefits and the Citywide Sick Leave Policy shall apply to all eligible employees.

f. Sick Leave Credit Limitation

Except as provided herein, no payments made, or sick leave credits accumulated shall be construed or deemed to constitute retirement benefits payable to employees of the City.

g. Sick Leave Verification

Departments shall notify and receive approval from the Citywide Leave Administrator in the Department of Human Resources prior to placing employees on sick leave verification to ensure compliance with appropriate laws and policies. Employees placed on sick leave verification may request to be removed after three (3) months, or earlier based upon appropriate City policy. If it is determined by the Citywide Leave Administrator in the Department of Human Resources that the employee is in compliance with the policy, the employee shall be removed from sick leave verification. If the employee is not in compliance, the employee may request to be removed on a monthly basis thereafter.

12.4 COURT LEAVE

- a. When an employee is absent from work to testify in response to a subpoena issued by a court of competent jurisdiction in a non-work related matter to which the employee is not a party, or to serve on a jury or to report for jury duty examination, the employee shall be granted pay for those hours which the employee is absent for such reason. The City may require the employee to elect to be on telephone alert and remain on the job until such time as called to testify or serve jury duty. When an employee is required to be on telephone alert, the employee will cooperate with the court or jury commissioner and the City will be responsible to ensure that the employee is available. Pay for work time lost shall be computed at the employee's regular rate of pay at the time of such absence. The employee shall return all witness fees or jury remuneration received, less transportation allowance, to the City.

- b. If a swing shift or graveyard shift employee has served in excess of one-half the scheduled shift in court or on jury duty, the employee will notify the supervisor in advance of the start time so they will be excused from the shift. If the employee is in court or on jury duty less than one-half of the shift, the employee will be required to work.
- c. In lieu of the shift after service on court leave, a graveyard shift employee may request to take off the shift prior to court leave, provided that if the employee serves less than one-half of the shift, they will be required to use vacation or other leave accruals to cover the shift.
- d. To receive pay for work time lost, an employee must provide the City with a statement signed by an official of the court certifying the employee's service as a witness or juror or appearance in court for such purposes, the date or dates of attendance, the time released from attendance and the compensation paid exclusive of any transportation and subsistence allowance.
- e. When a non-career employee is regularly scheduled to work and is ordered to report to testify or for jury duty said employee shall be entitled to court leave benefits in accordance with the above-stated procedure.

12.5 PARENTAL LEAVE

- a. Effective January 12, 1991, the current Pregnancy Disability Leave Policy for female employees shall be replaced by a parental leave policy for both male and female employees with the following provisions:
 - (1) Full-time career employees shall be eligible for a maximum City-paid parental leave of four (4) weeks consisting of up to one hundred-sixty (160) hours of continuous paid time off. Part-time career employees shall be eligible for up to eighty (80) hours of continuous City-paid time off during the four (4) week parental leave. Unused parental leave shall have no cash value. Non-career employees are not eligible for the four (4) weeks of City-paid parental leave.
 - (2) To be eligible for the paid leave an employee hired on or before June 23, 1995 must have completed at least 2,080 hours of service from the most recent date of hire, or an employee hired on or after June 24, 1995 must have completed at least 6,240 hours of service from the most recent date of hire, preceding either (a) the birth of a child who resides with the employee and for whom the employee has legal custody, or (b) the adoption of a child under age four (4) who resides with the employee and for whom the employee has physical and legal custody. Court-appointed legal guardians and foster parents do not qualify for parental leave.

- (3) Eligible employees shall have the right to only one leave of absence per pregnancy or adoption regardless of the number of children involved (e.g., twins). The duration of City-paid leave shall not change based on a change in employment status, such as from part-time to full-time career.
 - (4) Upon return from parental leave on the date previously authorized, employees shall be reinstated in the former department and in the classification last held.
 - (5) Eligible employees shall have the right to extend parental leave beyond the four (4) weeks of City-paid leave to the maximum six (6) months of leave by adding accrued and available hours of sick leave, vacation, compensatory time off (CTO), accrued holiday, and/or unpaid leave to their initial request for parental leave. The total period of absence from work, including the four (4) weeks of paid parental leave, shall not exceed six (6) months.
 - (6) Paid parental leave shall be considered as time worked for purposes of eligibility for recognized holidays occurring during the leave.
- b. The City shall have the right to promulgate a policy and procedure to implement and administer parental leave.

12.6 CATASTROPHIC LEAVE PLAN

- a. A benefit-qualified employee may donate to or receive from an unrepresented employee, or a represented employee whose bargaining agreement provides for such donation or receipt, usable vacation, floating holiday, management leave, or compensating time off hours. Participation in this plan shall be voluntary. Sick leave may not be donated under this plan.
- b. All donations shall be made and accepted in writing using City-provided forms.
- c. The donation in any category must be a minimum of eight (8) hours of usable time.
- d. Donations shall be on an hour-for-hour basis, regardless of the pay rates of the donor and recipient, except hours transferred between employees on the Fire Suppression (56 hours) schedule and the non-Fire Suppression (40 hours) schedule shall be adjusted by a factor of 1.4 to 1.
- e. Hours to be donated shall be kept in a pledge status until used. As needed, pledged hours shall be debited from the donor's leave balance and credited to the recipient's usable vacation accrual balance. Once credited, the donation becomes irrevocable. A donor terminating for any reason shall be paid for pledged but unused leave time.

- f. Management employees may only receive donations from management employees. A non-management employee may not receive donations from a subordinate employee where a direct supervisor/subordinate relationship exists. Any exception to this paragraph must be approved by the City Manager or designee.
- g. To be eligible to use donations, an employee must:
 - (1) be incapacitated and unable to work due to a prolonged catastrophic non-industrial illness or injury which is estimated to last for at least thirty (30) calendar days;
 - (2) have exhausted all usable balances, including sick leave;
 - (3) be on an approved leave of absence.
- h. All donated hours must be used on a continuous and uninterrupted basis and will be paid at the rate of pay and normal work schedule of the recipient, along with all usable hours accrued, until the earliest of the following events occurs:
 - (1) All leave balances, including both donated and accrued leave, are exhausted; or
 - (2) The employee returns to work at their normal work schedule; or
 - (3) The employee's employment terminates.
- i. Donations received while a recipient is still utilizing previously donated and related accrued leave time may be used immediately thereafter. Hours donated subsequent to exhausting all donated hours shall be accumulated and utilized along with related accrued leave hours in amounts equal to the recipient's normal bi-weekly work hours.
- j. Used donated leave time shall count toward the application of City service and benefits in the same manner as when the employee is on paid vacation leave.
- k. Used donated leave time shall be subject to the recipient's normal payroll deductions.

12.7 PERSONAL TIME OFF (PTO)

- a. Full-time career employees who have completed ten (10) full years of City service shall be credited with twenty-four (24) hours of personal time off (PTO). Part-time career employees shall be credited with a prorated amount of time based on their regular schedule. Eligible employees will receive PTO each year on the paycheck representing the first full pay period that includes January 1.

- b. Employees who separate service and who are subsequently reemployed, pursuant to Article 15.2 (b)(5)(a) into a classification covered by this Agreement, will receive credit toward PTO eligibility for their previous years of City service upon successful completion of probation, on a go-forward basis. For purposes of determining eligibility to receive PTO, pursuant to this paragraph, an employee must complete probation prior to January 1 of the calendar year in which it is provided.
- c. Use of PTO shall not cause overtime.
- d. PTO shall not accumulate from year to year and shall have no cash value. If an employee is unable to use all of the time by the end of the calendar year based on operational need, the Department may approve carry-over to the next year. In all other cases, the time shall be forfeited.

12.8 SUPERVISORY PERSONAL TIME OFF

- a. Full-time career employees shall be credited with twenty-four (24) hours of personal leave time on July 1 of each fiscal year. Employees appointed after July 1 shall be entitled to a pro rata share of the time based on the number of full months remaining in that fiscal year.
- b. Personal time off shall not accumulate from fiscal year to fiscal year. If an employee is unable to use all of the time by the end of the fiscal year based on operational need, the department may approve carry-over to the next year. In all other cases, the time shall be forfeited.

12.9 FAMILY MEDICAL LEAVE

- a. The federal and state medical leave acts are applicable to career and non-career employees who have completed the required 1250 hours of employment prior to the time requested. The City uses a rolling period under the Acts, determining eligibility from the last date of FMLA leave, if applicable.
- b. To apply for a leave the employee must complete the City leave request form available from the Department of Human Resources or the Department support staff. The employee must provide medical verification of the need and the duration or intermittent schedule which is anticipated, to allow for coverage.
- c. The duration of FMLA leave cannot exceed twelve (12) weeks. The employee must use their accrued leave during the FMLA leave, except that they may retain up to forty (40) hours of vacation at the time leave without pay commences. The employee may not then resume paid leave until after returning to work.

- d. To the extent allowed by law, federal and state FMLA leaves shall be used concurrently.
- e. The City policy covering FMLA shall be applicable to all employees and may be obtained from the Department of Human Resources.

12.10 STATE DISABILITY INSURANCE (SDI)

- a. Eligible career employees who file for SDI benefits in accordance with applicable State of California rules and procedures may integrate such SDI benefits with their own leave balances. Integration is where the SDI benefit and the monetary value of the employee's leave balances combine to provide a bi-weekly adjusted net income which is equivalent to 100% of the employee's regular net income so long as available leave balances and SDI eligibility permits. The regular net income is the employee's gross income, less any required deductions such as taxes, retirement and SDI insurance premiums, as well as any other mandatory deductions. Other employee-authorized deductions shall be deducted from the resultant net pay.
- b. Eligible career employees may integrate the following accrued City leave balances with SDI:
 - (1) Sick Leave
 - (2) Personal Leave
 - (3) Compensating Time Off (CTO)
 - (4) Holiday Leave
 - (5) Vacation Leave
- c. Eligible part-time career employees shall be included in this program on a pro-rata basis.

12.11 BEREAVEMENT LEAVE

An employee may receive up to twenty-four (24) hours of City-paid leave for bereavement based on the death of the employee's spouse, parent, sibling, child, grandchild or grandparent as defined herein. The employee may use sick leave as authorized by Civil Service Board Rule 16, Sick Leave, for additional time off or to attend to other death, bereavement or funeral needs.

12.12 PAID CITY LEAVE (PCL)

- a. Employees who are employed in a classification covered by this Agreement on January 1, 2022, shall receive a one-time leave bank contribution of thirty-

five (35) hours of Paid City Leave. This Paid City Leave shall not expire, and shall have no cash value except as follows:

- (1) Employees receiving Paid City Leave contribution described in Section 12.12(a) may make an irrevocable election to receive a cash payment in lieu of using the leave. Notification of the election to receive this cash payment must be made to the Payroll Division, Department of Finance, in writing by November 30, 2022. Employees making the irrevocable election shall receive the payment on the paycheck representing the first pay period following their election at the straight time rate of pay they are receiving at the time of payment, less ordinary payroll deductions.
- (2) Upon separation from City service, employees with a balance of the Paid City Leave described in 12.12(a) shall receive a payment for the Paid City Leave balance at the straight time rate of pay they are receiving at the time of the payment, less ordinary payroll deductions.

ARTICLE 13 – SPECIAL ALLOWANCES

13.1 TEMPORARY WORK IN A HIGHER CLASSIFICATION

- a. Temporary assignments to higher classifications shall be permitted only in those classifications where in the judgment of the Department Head or designee, it is necessary to maintain proper and efficient departmental operations. An employee temporarily assigned to perform the duties of a higher classification shall be compensated for the duration of the out-of-classification assignment by the payment of five percent (5%) of the regular salary the employee received prior to the out-of-classification assignment, or the salary provided for in Step 1, as applicable, of the higher classification, whichever is greater, but not to exceed top step of the higher classification. Departments may establish internal tracking and approval systems for out-of-classification pay administration.
- b. Temporary work in a higher classification shall first be offered to career employees. If no career employee desires the temporary work in a higher classification said assignment may then be offered to a non-career employee.
- c. The City recognizes that temporary work in a higher classification shall not be used as a device for circumventing career civil service positions.

13.2 TUITION REIMBURSEMENT

The City agrees to reimburse career employees for the cost of tuition, books, and fees, excluding parking, up to a maximum of \$1,500.00 per calendar year pursuant

to the City's existing policy for such education reimbursement. This provision shall not apply to employees eligible for an educational incentive program.

In addition, the Department may authorize tuition reimbursement for training through other approved sources.

13.3 FORENSIC IDENTIFICATION CERTIFICATE PROGRAM

- a. Career employees in the classification of Supervising Forensic Investigator who possess a Latent Print Examiner Certificate shall receive incentive compensation at the rate of fifteen percent (15.0%) of their base hourly rate of pay. The I.A.I. (International Association for Identification) standards currently in effect or any revised standards shall apply to the Latent Print Examiner Certificate.
- b. To receive for the Incentive Compensation Program, eligible employees who possess the Latent Print Examiner Certificate must place the certificate on file with the Police Department for verification and processing of the incentive compensation to be effective in the next bi-weekly pay period.

13.4 SUPERVISING PLANT OPERATOR CERTIFICATE PAY

- a. Employees in the classification of Supervising Plant Operator shall receive certificate pay of sixty dollars (\$60.00) per pay period for the possession of a T-5 certificate.
- b. During the term of this Agreement, should the City agree to establish Water Treatment, Water Distribution and/or Waste Water Operator Certificate Pay for classifications represented by Local 447, the same certificate pay(s) shall be provided to employees in the classification Utilities Operations and Maintenance Supervisor.
- c. Within ninety (90) calendar days of adoption of this Agreement by City Council, at the written request of the Union, the parties agree to meet and discuss certification pay for the classification of Supervising Plant Operator. Absent mutual agreement, the status quo shall continue. The rights created by this subsection 13.4 (c) shall expire on September 15, 2028, unless expressly renegotiated by the parties.

13.5 TOOL ALLOWANCE AND INSURANCE

- a. Employees in the classification of Equipment Maintenance Supervisor shall receive a five dollar (\$5.00) tool allowance on each of the first two (2) paychecks each month.
- b. Employees in the classification of Equipment Maintenance Supervisor will be provided tool insurance against loss by fire or burglary where there is

evidence of forced entry into the shop building (but not for loss by mysterious disappearance) provided the employee furnishes the City a list of their tools on an inventory form and notifies the City when they remove their tools from the City premises. This insurance will be on the basis of a fifty dollar (\$50.00) deductible and it is understood the employee shall pay the deductible. Losses under this Section shall be reimbursed by replacement value of the tools, with a maximum reimbursement of four thousand dollars (\$4,000.00). It is understood that tool boxes shall be included in the coverage under this Section. Insurance reimbursement shall not be authorized in any event if a full and complete police report is not made regarding loss of tools under this Section.

13.6 PROFESSIONAL ENRICHMENT

Supervisors who are members of work-related professional organizations or subscribe to periodicals related to their field may request that the costs attached to these be reimbursed by the Department. Such request shall not be unreasonably denied.

13.7 REQUIRED LICENSES AND CERTIFICATIONS

a. Where the City requires that employees maintain licenses and/or certifications, the Department Head or designee may consider, on a classification-by-classification basis, reimbursing employees for costs associated with the renewal of such licenses and/or certifications. This Section shall not apply to driver licenses.

b. Building Inspector Certificate Pay

(1) Employees in the classifications of Supervising Building Inspector, and Senior Supervising Building Inspector will receive a monthly certificate pay for the possession of one or more of the certificates listed below:

(a) ICC Commercial Building Inspector or NFPA

Certified Building Inspector or Building Inspector (Combination Inspector)

(b) ICC Commercial Electrical Inspector or NFPA

Certified Electrical Inspector-Master or Electrical Inspector (Combination Inspector)

(c) ICC Commercial Plumbing Inspector or IAPMO

Plumbing Inspector or Plumbing Inspector (Combination Inspector)

- (d) ICC Permit Technician
- (e) ICC Accessibility Inspector/Plans Examiner
- (f) ICC Residential Combination Inspector
- (g) ICC Building Plans Examiner or NFPA Certified Building Plans Examiner
- (h) ICC Fire Inspector I & II or NFPA Certified Fire Inspector I & II or NFPA Certified Fire Protection Specialist
- (i) AACE Housing and Property Maintenance Inspector or ICC Property Maintenance and Housing Inspector
- (j) PC 832, Arrest Search and Seizure
- (k) CACE Code Enforcement Officer
- (l) ICC Zoning Inspector or AACE Zoning Officer
- (m) ICC Commercial Energy Inspector
- (n) ICC Commercial Energy Plans Examiner
- (o) ICC Residential Energy Inspector/Plans Examiner
- (p) ICC Structural Masonry Inspector
- (q) ICC Steel and Welding Special Inspector
- (r) ICC Pre-stressed Concrete Special Inspector
- (s) ICC Certified Building Official
- (t) AA degree in Building Inspector Technology
- (u) ICC Commercial Mechanical Inspector or
IAPMO Mechanical Inspector or
ICC Mechanical Inspector
- (v) ICC Housing Code Official or
AACE Code Enforcement Administrator
- (w) ICC Property Maintenance and Housing Inspector

- (x) ICC Electrical Plans Examiner
- (y) ICC Plumbing Plans Examiner
- (z) ICC Building Code Official
- (aa) ICC Electrical Code Official
- (bb) ICC Mechanical Code Official
- (cc) ICC Plumbing Code Official
- (dd) ICC Master Code Professional
- (ee) ICC Reinforced Concrete Special Inspector
- (ff) NFPA Certified Fire Plan Examiner I
- (gg) Construction Technology Certificate from an accredited College (minimum of 30 Units of Construction Technology curriculum)

(2) Employees shall receive thirty dollars (\$30.00) for each certificate they possess up to a maximum of \$300.00 for ten (10) certificates.

c. Code Enforcement Certificate Pay

- (1) Employees in the classification of Senior Code Enforcement Officer who are required to maintain, or who obtain for City benefit, shall receive a monthly certificate pay for the possession of one or more of the certificates listed below:
 - (a) ICC Zoning Inspector or AACE
 - (b) ICC Property Maintenance & Housing Inspector or AACE
 - (c) Public Health Vector Control Certification
- (2) Employees shall receive thirty dollars (\$30.00) for each certificate they possess up to a maximum of ninety dollars (\$90.00) per month for possession of a maximum of three (3) certifications.

d. Water Treatment Grade 2 Certification

Employees in the Department of Utilities in the classification of Instrumentation Supervisor shall receive a one hundred twenty-five dollar (\$125.00) per month incentive for maintaining a valid Water Treatment Grade 2 (T-2 water) or higher certification. The employee will begin receiving the incentive within thirty (30) days after providing a valid copy of their T-2 water

certification to the department. The City will pay the cost of certification for an employee to receive a T-2 water certification.

e. Professional Land Surveyor License

Employees in the classification of Survey Party Chief shall receive incentive pay at the rate of five percent (5%) of their base salary for obtaining and maintaining the Professional Land Surveyor License.

- f. Within ninety (90) calendar days of adoption of this Agreement by City Council, at the written request of the Union, the parties agree to meet and discuss implementation issues related to certification pay under subsection 13.7, including clarification of employee submission requirements and documentation standards. The purpose of such discussions shall be to ensure consistent administration of this subsection and to explore resolution of identified disputes. Absent mutual agreement, the status quo shall continue. The rights created by this subsection 13.7 (f) shall expire on September 15, 2028, unless expressly renegotiated by the parties.

13.8 CONTINUING EDUCATION

When the City requires that an employee maintain a license or certificate which mandates continuing education units (CEUs) to maintain the license or certificate, the employee shall be responsible for obtaining the CEUs. Where feasible, the City will provide the needed CEUs on-duty.

When the City provides such training, CEU credit not received through the City shall be the responsibility of the employee. When the City does not provide required CEU training, the employee may request that the Department approve and pay for the training and allow the employee to attend on City time. Such request shall not be unreasonably denied.

13.9 EDUCATIONAL INCENTIVE

- a. Employees with a bachelor's degree (BA or BS) from an accredited college or university shall receive an educational incentive in the amount of five percent (5.0%) of their base rate of pay.
- b. Employee with an associate's degree (AA or AS) from an accredited college or university shall receive an educational incentive in the amount of three percent (3.0%) of their base rate of pay.
- c. An employee is eligible to only one of the above incentives.
- d. The incentive shall be effective the start of the pay period following presentation of the degree to the department.

13.10 PLAYGROUND INSPECTOR INCENTIVE

- a. Employees in the classification of Park Supervisor who are regularly assigned playground inspector duties and who possess a valid Certified Playground Safety Inspector (CPSI) Certificate shall receive an additional five percent (5.0%) of their base rate of pay during each full pay period when so assigned.
- b. Any fees or other costs related to obtaining or renewing the Certificate are at employee expense. Training or examination time spent in obtaining the Certificate shall either be during non-working hours or while on approved personal leave, including vacation, CTO, or holiday time.
- c. The incentive is payable only during those pay periods when a current valid certificate is on file in the Department of Youth, Parks, & Community Enrichment during the entire pay period.

13.11 TECHNOLOGY ALLOWANCE

- a. Employees in the classifications of Supervising Dispatcher who, in their capacity as line supervisors, have Dispatcher IIIs reporting to them, and Survey Party Chief shall receive a monthly technology allowance of fifty dollars (\$50.00).
- b. Use of City-provided cellular telephones shall be discontinued upon receipt of the technology allowance by the employee.
- c. Upon approval of the monthly technology allowance the employee shall provide and maintain a personal cellular phone and service that is available to conduct City-related business. The employee shall provide the cellular telephone number to designated individuals and organizations with whom the employee normally conducts City-related business.

13.12 BILINGUAL PAY

- a. The City may authorize bilingual pay when it is determined to be necessary for the operation. The City shall determine what languages are appropriate for such pay and the number of employees to be certified. To be eligible for the bilingual pay, the employee must be determined to be verbally proficient, and if necessary for the assignment, proficient in the written language. The City will arrange the certification and testing process and authorize the bilingual pay.
- b. Bilingual pay shall be paid at two percent (2%) of the employees' base rate of pay for any pay period in which the employee is certified. This incentive is additive and does not compound with any other incentive. An employee who is receiving bilingual pay may be required to provide assistance to any City operation.

13.13 CERTIFIED ACCESS SPECIALIST (CASp) CERTIFICATION PAY

- a. The City shall determine the number of employees authorized to receive CASp Certification Pay.
- b. Authorized employees in the classification(s) of Supervising Building Inspector and Senior Supervising Building Inspector who obtain a (CASp) certification from the California Division of the State Architect shall be paid five percent (5.0%) of their base rate of pay for such certification. This incentive is additive and does not compound with any other incentive(s).
- c. Authorized employees who obtain CASp certification will be reimbursed for the receipted pre-approved costs and fees associated with obtaining and maintaining the certification. Authorized training for this certification shall be on City-time.
- d. Employees already receiving CASp certification pay who promote into the Supervising Building Inspector or Senior Supervising Building Inspector classifications shall continue to receive said pay as provided in subsection (b), above.

13.14 INSTRUMENTATION SUPERVISOR INCENTIVE PAY

Career employees in the classification of Instrumentation Supervisor who obtain/maintain the California Water Environment Association (CWEA) certification of Electrical/Instrumentation Technologist shall receive incentive pay as follows:

Grade 2 - \$25.00 per month

Grade 3 - \$50.00 per month

The employee will begin receiving the incentive within thirty (30) days after providing a valid copy of their certificate.

13.15 DRONE CERTIFICATION PAY

- a. The City shall determine the number of employees authorized to be drone certified.
- b. Authorized employees in the classification of Supervising Building Inspector who obtain certification to operate drones from the Federal Aviation Administration (FAA) shall receive fifteen dollars (\$15.00) per pay period for Drone Certification Pay.
- c. Employees who receive prior authorization from their supervisor will be reimbursed for the cost of obtaining and maintaining certification.

- d. Certification coursework shall be on paid City time with prior authorization.
- e. This incentive is additive and does not compound with any other incentive.

13.16 SUPERVISING DISPATCHER POST CERTIFICATION PAY

- a. Within ninety (90) calendar days of adoption of this Agreement by City Council, at the written request of the Union, the parties agree to meet and discuss POST certification pay for the classification of Supervising Dispatcher. Absent mutual agreement, the status quo shall continue. The rights created by this subsection 13.16 shall expire on September 15, 2028, unless expressly renegotiated by the parties.

13.17 UTILITIES OPERATIONS AND MAINTENANCE SUPERVISOR CERTIFICATION PAY

- a. Within ninety (90) calendar days of adoption of this Agreement by City Council, at the written request of the Union, the parties agree to meet and discuss certification pay for the classification of Utilities Operations and Maintenance Supervisor. Absent mutual agreement, the status quo shall continue. The rights created by this subsection 13.17 shall expire on September 15, 2028, unless expressly renegotiated by the parties.

ARTICLE 14 – TRANSPORTATION

14.1 GENERAL

It is the understanding of the parties that the City retains the right to eliminate, at any time, the overnight retention of City vehicles for employees in the Units represented by the Union upon fifteen (15) days’ notice to the employee.

14.2 MILEAGE REIMBURSEMENT AND MONTHLY VEHICLE ALLOWANCE

- a. The City has the right to offer one of the following mileage reimbursements to individual employees who use their personal vehicles for City business:

- (1) The Internal Revenue Service (IRS) rate established by the City for general mileage reimbursement; or

- (2) Monthly vehicle allowance at one of the following rates:

<u>Average Miles Per Month</u>	<u>Monthly Vehicle Allowance</u>
400	\$160
200	\$100
100	\$50

- b. If a personal vehicle was not a condition of employment, individual employees have the right to refuse to use their personal vehicles for City business.

14.3 TRANSPORTATION

- a. Sacramento Regional Transit District (SRTD)

Full-time career employees who utilize the Sacramento Regional Transit District (SRTD) for home-to-work transportation are eligible for an eighty percent (80%) price discount on an SRTD monthly pass. Part-time career employees shall be eligible for a fifty percent (50%) price discount. The employee must notify the Department of Finance, Revenue Division on or before the fifth day of the month to obtain the monthly pass discount for that month.

- b. Other Bus Transportation

Effective December 1, 2005, eligible full-time career employees as described above, who regularly utilize other bus or mass transportation services regulated by the Public Utilities Commission (i.e. buses, vanpools, rail) for home-to-work commuting are eligible for up to eighty percent (80%) of the cost of the monthly pass. Eligible part-time employees, as described above, shall be eligible for a fifty percent (50%) monthly reimbursement. The employee must present the required proof of purchase to the Revenue Division by the fifth day of the month to obtain reimbursement. The amount of monthly reimbursement shall not exceed one hundred twenty dollars (\$120).

- c. Downtown Parking Subsidy

The City shall provide a one-hundred twenty dollar (\$120) per month parking subsidy to eligible full-time career employees who are regularly assigned to work in the downtown area. Eligible part-time career employees who are regularly assigned to work in the downtown area will receive a ninety dollar (\$90) per month parking subsidy. The subsidy will be included in the employee's bi-weekly paycheck, subject to applicable state and federal taxes.

14.4 COMMERCIAL DRIVER LICENSE REQUIREMENTS

- a. In those classifications which require a commercial driver license, employees hired on or after October 20, 1990, shall be required to possess the appropriate valid commercial California driver license and endorsements as a condition of continued employment.
- b. An employee who was hired prior to October 20, 1990, who is unable to qualify for the required commercial license but is able to maintain a Class "C" license shall be transferred to an alternate assignment and shall have their salary reduced by 2.5% until such time as they obtain the required license. Such

reassignment and reduction in salary shall not be subject to the grievance procedure nor be disciplinary action as defined by Rule 12 of the Rules and Regulations of the Civil Service Board. In the event the employee obtains the required license, such employee shall be transferred back to their previous assignment and shall have their salary restored to the same step in the salary range that they occupied prior to the transfer and salary reduction.

- c. An employee who is unable to qualify for the required commercial license for medical reasons, but is able to maintain a Class "C" license, shall not have their salary reduced by 2.5%. The City shall attempt to make reasonable accommodation for such employee.

14.5 DISCOUNTED PARKING RATES

Discounted parking will be available to employees, on a first-come, first-serve basis, for parking spaces in the Memorial Garage, located at 14th and H Streets, at seventy percent (70%) of the regular monthly Memorial Garage rate. This means that the employee discounted rate is thirty percent (30%) off the full monthly rate. This provision will remain in effect until further notice by the City.

ARTICLE 15 – LAYOFF

15.1 PURPOSE

This Article provides the procedure to be followed when an employee is to be displaced/laid off from their position.

15.2 DEFINITIONS

- a. Layoff A layoff shall be defined as the dismissal or displacement of at least one employee due to lack of work, lack of funds, abolishment of position, or for other reasons not reflecting discredit on an employee.

- b. Seniority

- (1) Classification Seniority: Classification seniority shall be defined as the effective date of probationary appointment to the employee's present job classification including any time spent in a higher job classification, but 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 is greater than the top rate of pay of the employee's present job classification. For any employee who has not served a probationary period in their present job classification, or any employee whose position has been reallocated in accord with the Rules and Regulations of the Civil Service Board, classification seniority shall be mutually established by the City and the Union. For an employee who

has downgraded, computation of classification seniority for a job classification lower than that of which the employee holds permanent status, the following seniority shall be counted:

- (a) classification seniority in any higher classifications, and
- (b) previous classification seniority in the job classification in which the employee is currently working, and
- (c) present time spent in the job classification in which the employee is currently working.

For a part-time career employee, classification seniority shall be prorated.

- (2) **City Service Seniority:** City service seniority shall be defined as the effective date of appointment to the employee's first permanent career position, or as the effective date of appointment to the employee's first full-time position (or positions) which immediately preceded an appointment to a permanent career position, whichever is greater.

For a part-time career employee, City seniority shall be prorated.

- (3) **Hire Date Seniority:** Hire date seniority shall be defined as the employee's first date of hire to any position with the City.
- (4) **Seniority Adjustments:** Classification seniority and City service seniority shall be adjusted (reduced) in calendar days to reflect time spent on layoff from City service. There shall be no adjustment for time spent on an approved unpaid leave of absence.
- (5) **Termination of Seniority:** Termination of classification seniority and City service seniority shall occur upon:
 - (a) Resignation, except that any employee who is appointed from a reemployment list and completes a probationary period, if any, in the position to which they were reemployed may count the seniority which they accumulated prior to resignation.
 - (b) Discharge.
 - (c) Retirement.
 - (d) Layoff in excess of five (5) consecutive years out of the City service.

- (e) Failure to comply, report, or respond to a recall notice within fourteen (14) calendar days from the date of postmark on the recall notice.

- c. Downgrade A downgrade shall be defined as a change in job classification to which the top rate of pay is the same or less than the top rate of pay 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 15.3(b)(4) of this Article.

- d. 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 A to this Agreement.

- e. Permanent Status For the purposes of this layoff procedure, permanent status is attained in a job classification when an employee has successfully completed their probationary period in that job classification. An employee in an exempt classification represented by the Union shall be considered a permanent employee under this Article.

- f. Leave of Absence Employees on an approved unpaid leave of absence shall accrue seniority.

- g. Department The application of the term "department" for the sole purpose of layoff and/or downgrade of career employees shall mean:
 - (1) The Departments of Public Works shall be considered a single department.
 - (2) The Department of Utilities shall be considered a single department.
 - (3) The Departments of Youth, Parks & Community Enrichment; Community Development; Economic Development; and Convention & Cultural Services shall be considered a single department.
 - (4) The Departments of Police, Fire, Information Technology, Finance and Human Resources shall be considered a single department.
 - (5) The Charter Offices of the City Attorney, City Auditor, City Clerk, City Manager and City Treasurer shall each be considered a single, separate department.

A function that is assigned to work in a different department as part of an inter-departmental project, but continues to be funded from the original department (op-conned), remains a part of the original department for the purpose of layoff.

Any future departmental reorganization shall be effective for purposes of layoff only after one year from implementation. At the request of the Union, the City agrees to discuss such reorganization at the time of implementation to review the placement of the reorganized function, and the application and impact of this Section, if any.

15.3 PROCEDURE

a. Non-Career Employees

- (1) When a layoff is to occur within a job classification within a department, all non-career employees in the regression ladder in which that job classification is found shall be laid off first, except in the Solid Waste and Parking functions. In these functions, the City may continue working non-career Parking Lot Attendants and up to twenty-five (25) non-career Integrated Waste Equipment Operators regardless of any career employees who may be laid off in the regression ladder in which these job classifications fall. Career Integrated Waste Equipment Operators subject to layoff shall have the right to bump into the non-career classifications.
- (2) Non-career employees shall be laid off in the order provided by established department procedures. If such procedures have not been established on the effective date of this Agreement, non-career employees shall be laid off in such order as the Department Head shall provide. In no event shall a career employee suffer a layoff until all non-career employees in the affected regression ladder in the Department have been laid off.

b. Career Employees

- (1) Within each job classification in each Department in which a layoff occurs, employees shall be laid off in the following order: first, all provisional employees; second, all probationary employees in the order of their classification seniority; and, third, permanent employees in the order of their classification seniority, beginning with the employee with the least such seniority.
- (2) Any provisional or probationary employee who is affected by a layoff or displaced by a downgrading employee shall return to the last Department and job classification in which the employee holds permanent status, if any. If the employee does not hold permanent status in another job classification, they shall be laid off; the name of such employee may be restored to an eligible list in accordance with applicable Civil Service Rules and Regulations. If the employee does hold permanent status in another job classification, they shall then be

treated as a permanent employee in that job classification with respect to any layoff in that job classification.

- (3) Any permanent employee who is to be laid off or displaced shall have the right to downgrade, within the Department, in descending order, to job classifications within their regression ladder, provided that the employee meets the qualifications of the lower classification. If there are any provisional employees in such lower classification, the provisional employee with the least City service seniority shall be displaced first. If there are no provisional employees in the lower classification, the probationary employee with the least City service seniority shall be displaced. If there are neither provisional nor probationary employees in the lower classification, the permanent employee with the least City service seniority shall be displaced, provided that the downgrading employee has greater City service seniority. If the permanent employee is unable to downgrade to any job classification within the appropriate regression ladder, they shall be laid off.
- (4) A career employee in a classification contained in classification group 36 who is to be laid off, displaced, or demoted shall have the right to downgrade, within the Department and in descending order, to represented classifications in which the employee previously held permanent status provided a vacancy exists.
- (5) Any permanent employee currently working in a classification contained within classification group 35 shall have the right to downgrade, in the same manner as provided in Section 15.3(b)(3), to the last classification in which permanent status was held, if any, provided such classification is contained within regression ladder 1 through 34, or classification group 35. If such a downgrade is not possible, the employee shall be laid off. If such a downgrade is possible, the employee shall then in the future have the right to downgrade through that new regression ladder only.
- (6) An employee may accept layoff in lieu of the opportunity to downgrade by notifying Labor Relations within five (5) working days of receiving notice of layoff. Where the employee accepts a layoff in lieu of a downgrade, said employees 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 City service seniority. If two (2) or more employees have an equal amount of City service seniority, the senior employee shall be

determined on the basis of greater hire date seniority, or by lowest random number in the event of a tie.

- (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.

c. Notice of Layoff

In the event of a layoff, the City shall send by certified mail a layoff notice to all affected employee(s). Such notice shall be postmarked at least thirty (30) calendar days in advance of the effective date of layoff. Such layoff notice shall be mailed to the employee's address currently in the City's payroll system, 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.

15.4 SALARY IN EVENT OF DOWNGRADE

- a. 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.
- b. If appointed in the lower classification at other than top step, future salary step adjustment shall be made in accordance with Section 7.2 "Advancement in Rate of Compensation" with time served in the classification from which the downgrade occurred counting toward salary step advancement.
- c. Upon subsequent recall through a regression ladder the employee shall not receive in the next higher classification less than that received in the lower classification, provided however, that upon subsequent placement in the classification 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 classification 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.
- d. Salary as referred to in this Article shall be the monthly salary range and respective salary step for the affected classification as identified in the current salary schedule.

15.5 FRINGE BENEFITS

- a. Upon layoff, employees shall be paid for accrued leave balances that have a cash value at separation, per this Agreement, applicable ordinances, and

rules. Employees who are subsequently recalled and who were eligible for sick leave cashout at the time of separation shall have any uncompensated portion of their sick leave balance restored in accordance with this Agreement, applicable ordinances, and rules. Only those sick leave hours accrued after recall shall be applied toward any future sick leave payoff, if eligible.

- b. Employees and their eligible dependent(s) enrolled in City medical, dental, or vision insurance coverage at the time of layoff may continue their coverage for the period of time permitted by the Consolidated Omnibus Budget Reconciliation Act (COBRA). The employee and any enrolled dependent(s) will be responsible for the full cost of the monthly premiums for COBRA continuation coverage. Payment for COBRA premiums shall be made by the payment deadline specified on the invoice issued by the health carrier or the City.
- c. Assistance with enrollment in COBRA coverage or information on eligibility for City retiree health benefits will be provided by the Benefit Services Division, Department of Human Resources, upon request.

15.6 RECALL

- a. 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 order of City service seniority, beginning with the employee with the greatest City service seniority. When a recall list exists and an employee is on a reinstatement list due to a medical leave of absence, such employee will be merged with employees on the established layoff eligibility list based on seniority. Permanent 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 provisional status was held at the time of layoff or downgrade. Permanent employees who held probationary status in another job classification on the date of layoff shall be eligible to return to the job classification in which probationary status was held for a period of five (5) years from the date of layoff; but upon such return must serve the complete probationary period for such job classification.
- b. Career employees shall be entitled to recall rights for a period of five (5) 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 they is downgraded. If, however, a permanent employee has been recalled or downgraded but has not been recalled to the classification in which permanent status is held within the five (5) year period, said employee shall continue to possess recall rights back to the classification in which permanent

status is held, and to any other classifications in the employee's regression ladder which are lower than the classification in which permanent status is held and higher than the classification in which the employee was working at the expiration of the five (5) year period. If said employee is recalled to a classification higher in their regression ladder than the employee was working at the expiration of the five (5) year period, the employee shall serve the complete probationary period in such higher classification. If said employee fails to satisfactorily complete the probationary period they shall return to the next highest classification in the applicable regression ladder in which a vacancy exists and shall gain permanent status in such classification. In no event shall the employee be required to return to a classification lower than that from which they left to take the probationary appointment. Said employee shall then continue to possess recall rights to any higher classification in their regression ladder which is lower than the classification in which the employee failed to complete the probationary period but higher than the classification to which the employee returned after failing probation, subject to all provisions stated above.

- c. 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 the employee's last paycheck unless a more recent address has been furnished by the laid off/downgraded employee. To expedite recall, more than one employee may be notified of an opening. This recall notice shall be by certified mail and the employee shall have fourteen (14) calendar days to report to work from the date of postmark on the recall notice. If said employee fails to report to work within fourteen (14) calendar days, they will lose all recall rights. An employee who has been laid off or downgraded shall be required to meet the physical and other minimum qualifications of the classification to which they are recalled. Any additional qualifications established during said employee's layoff shall be waived with regard to an employee holding recall rights to that job classification except as required by law. An employee who accepts recall shall receive all seniority to which they are entitled under Section 15.2(b) of this Article.
- d. Career employees holding recall rights may be offered a non-career job of less than 1,040 hours annually, and if said career employee accepts or refuses such non-career jobs of less than 1,040 hours it shall have no effect on said career employee's normal recall rights.

15.7 GENERAL

- a. A seniority list shall be made available to the Union on the first working day in September of each year, and after review with the Union, said list shall be posted by each department and copies made available for ready inspection. A copy shall be furnished free of cost to the Union each September.

- b. The City shall immediately after effecting a layoff provide the Union a list of those employees who have been laid off. Said list shall be known as a Recall List and shall be updated as necessary.
- c. The City 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. The City, 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.
- d. Any grievance filed regarding this Article shall be submitted directly to the third step of the grievance procedure as set forth in Article 5.

ARTICLE 16 – UNIFORMS AND COVERALLS

16.1 UNIFORMS

a. City Provided Uniforms

- (1) The City agrees to provide uniforms for employees who are required to wear uniforms.
- (2) All employees covered by this Agreement and required by the City to wear a uniform shall have a clean uniform provided five days a week (5-5-1), at no cost to the employee, with the exception of Supervising Forensic Investigators.
- (3) The value of uniforms provided by the City shall be reported as compensation at the rate of five dollars (\$5.00) biweekly to the Public Employees Retirement System (PERS).
- (4) All employees who are provided a uniform shall meet Department dress and grooming standards and adhere to the uniform policy of the division and/or Department.

b. Uniform Allowance

- (1) New and/or promoted employees, excluding Supervising Property Assistant, hired into the classifications for which the City requires a uniform which the employee must provide, shall receive an initial allowance of two hundred fifty dollars (\$250) for the purchase of the necessary uniform, including but not limited to appropriate footwear.

- (2) Thereafter, employees shall receive a uniform allowance of twenty-two dollars (\$22.00) for uniform maintenance and replacement cost bi-weekly.
- (3) All employees who receive a uniform allowance shall meet Department dress and grooming standards and adhere to the uniform policy of the division and/or Department.

16.2 FOUL WEATHER JACKET

- a. Employees in the classification of Senior Animal Control Officer and Integrated Waste Supervisor shall be supplied with one foul weather jacket. Employees shall be responsible for the laundry, maintenance, and repair of such jacket. Replacement of unserviceable jackets shall be the responsibility of the City.
- b. Supervisory employees whose duties and responsibilities include working outside during inclement weather shall be provided an inclement weather jacket.
- c. Employees shall be responsible for the laundry, maintenance, and repair of such jacket. Replacement of unserviceable jackets shall be the responsibility of the City.

16.3 SUMMER WEAR

- a. Employees in the classifications of Parking Meter Collection Supervisor and Parking Enforcement Supervisor shall have the option to wear summer shorts and shoes between May 1 and September 30.
- b. Employees will adhere to the appropriate departmental uniform policy and will be responsible for the purchase and maintenance of the shorts and shoes, and other uniform articles if required.

16.4 SENIOR ANIMAL CARE TECHNICIAN AND SENIOR ANIMAL CONTROL OFFICER

- a. Employees in the classification of Senior Animal Care Technician shall be provided six (6) tops/shirts and five (5) pair of pants for each employee.
- b. Employees in the classification of Senior Animal Control Officer shall be provided with six (6) tops/shirts and six (6) pair of pants for each employee.
- c. The City shall provide employees in the Animal Care Technician series, on an as-needed basis, up to two (2) pair of rubber boots per fiscal year.

- d. Employees who are provided uniforms pursuant to this section shall be required to maintain the uniform in a clean, presentable, professional condition. When necessary, the department shall replace uniform tops and/or pants via the selected vendors(s) at Department expense.
- e. Employees provided uniforms pursuant to this section shall not be eligible for uniform allowance provided in Section 16.1(b).

16.5 SUPERVISING FORENSIC INVESTIGATORS

- a. The City shall provide the following uniforms to the Supervising Forensic Investigators:

	Long-Sleeve <u>Shirt</u>	Short-Sleeve <u>Shirt</u>	<u>Pants</u>
Supervising Forensic Investigator	2	2	2

- b. The City shall provide laundry service twice per week.
- c. The City shall be responsible for the replacement of unserviceable uniforms.
- d. Employees in this classification series are authorized, at their sole expense, including cleaning and replacement of unserviceable items, to wear the following load bearing vests: Safariland #DN6700 & #DN6701; or the Point Blank #BP2256, each of which must bear a black 6x10 inch patch with the words “CSI” affixed to the center back of the load bearing vest. Employees in this classification are also authorized, at their sole expense, including cleaning and replacement of unserviceable items, to wear the following uniform shirts: Blauer #8471; Flying Cross Hybrid Shirt (long sleeve) #05VS8486; or Hybrid Base Shirt (short sleeve) #55VS8486 with appropriate SPD forensic shoulder patches.

16.6 TREE PRUNER SUPERVISOR

- a. In lieu of laundered trousers provided through the City’s uniform vendor, employees in the classification of Tree Pruner Supervisor shall be provided with six (6) pairs of Levi jeans per fiscal year.
- b. Employees who are provided jeans pursuant to this Section shall be required to maintain the uniform in a clean, presentable, and professional condition. The Department shall replace the jeans only when the damage is caused by circumstances which arise out of employment, and not from ordinary wear incidental to normal use and employment.

16.7 SOLID WASTE UNIFORMS

The Policies and Procedures Manual for the Solid Waste Division (which shall be incorporated by reference) shall be amended to give employees in the classification of Integrated Waste Supervisor the choice of collared shirts or t-shirts and pants or jeans, or any combination thereof.

ARTICLE 17 – SAFETY SHOES AND SAFETY GLASSES

17.1 SAFETY SHOES

- a. Where the City requires that safety shoes be worn by employees as a condition of employment, the City shall reimburse said employees for the cost of an acceptable safety shoe, inserts, and/or repairs for safety shoes up to a maximum of \$200 per pair, or up to a maximum of \$250 if special order of the safety shoes is required, and generally no more than two (2) pair per fiscal year. Employees may initially request two (2) pair of shoes at the same time. To be eligible for this reimbursement, the employee must obtain prior authorization from their supervisor before purchasing safety shoes, and must submit the receipt to the supervisor to verify the cost and substantiate the reimbursement. Safety shoes shall normally be authorized for a single pair, and the second pair in the fiscal year shall only be approved if replacement is necessary.
- b. The City maintains the right to specify the type of required safety shoes.

17.2 SAFETY GLASSES

- a. It shall be mandatory for employees to wear safety glasses where such glasses are required to be worn by the City. Employees who wear prescription glasses shall wear protective eye wear provided by the City or prescription safety glasses.
- b. Employees are free to purchase prescription safety glasses from any source the employee chooses. The City will reimburse the employee for the purchase of prescription safety glasses up to a maximum of \$125 per pair of glasses.
- c. To be eligible for the above reimbursement, the employee must obtain prior authorization from their supervisor before purchasing the required safety glasses, and must submit the receipt to the supervisor to verify the cost and substantiate the reimbursement. The City maintains the right to specify the standards for non-prescription safety glasses. Further, prescription safety glasses shall conform in all respects to the U.S.A. Safety Standards for Head, Eye and Respiratory Protection, and the prescription shall not be more than twenty-four (24) months old.

- d. The cost of any eye examination and special or cosmetic frames shall be paid by the employee.

ARTICLE 18 – CLASSIFICATION AND PAY

18.1 NEW OR REVISED JOB CLASSIFICATIONS

- a. It is recognized that the establishment of new or revised job classifications within the Unit covered by this Agreement may be warranted because of changes in job content or services offered by the City. Under such circumstances, the City shall prepare and submit to the Union the proposed descriptions and proposed appropriate rate ranges for such job classifications as will have been determined to be within the Unit covered by this Agreement not less than fifteen (15) days prior to submission of the job classification to the Civil Service Board. Upon request of the Union, the fifteen (15) day period will be extended by an additional ten (10) days.
- b. The Union and the City shall meet prior to submission of the proposed descriptions to the Civil Service Board and shall make every reasonable effort to reach agreement on a joint proposal to the Civil Service Board. The Union and the City shall follow provisions of applicable state law and the City's Employer-Employee Relations Policy regarding negotiations of an appropriate salary range for any revised entry or revised promotional classification covered by this Agreement.
- c. The Union shall have the right to file an appeal to the Civil Service Board regarding job classification.
- d. The City shall submit all job announcements for positions covered under this Agreement to the Union not less than five (5) days prior to publication by the City.
- e. In the event the Employer-Employee Relations Policy is revised in respect to the assignment of classifications to representation units, either party may reopen this Section for the purpose of reaching mutual agreement on the procedural changes which may need to be made under this Section.

ARTICLE 19 – DISCIPLINE

19.1 LETTER OF REPRIMAND

- a. A letter of reprimand issued on or after October 20, 1990, shall not be appealable, except the employee may have an administrative review of the reprimand by submitting a request in writing within seven (7) calendar days to the Manager of Labor Relations. The Manager or designee will schedule a

meeting within seven (7) calendar days of receipt of the written request to hear the employee's response. A final written decision by the Director or designee will be rendered within seven (7) calendar days of the meeting. This Section shall not be subject to the Grievance Procedure.

- b. When issuing a letter of reprimand, the City shall provide to the employee all available information upon which the reprimand is based, including but not limited to, fact-finding transcripts and written complaints filed. The City is not required to prepare transcriptions of audio-taped interviews to meet this obligation. However, if a transcript of audio-taped interviews is prepared, the City shall provide the transcript.

19.2 IN-LIEU DISCIPLINE

By mutual agreement between the appointing authority or designee and the employee, an employee suspended from duty without pay may forfeit accumulated holiday, compensating time off, and/or vacation credits equal to the number of hours of suspension in lieu of such suspension. If the suspension is reduced or reversed at the conclusion of the appeal process, the City shall reinstate the forfeited credits. This provision shall not be subject to the grievance procedure.

19.3 DISCIPLINE TOLLING PERIOD

In all disciplinary matters, the City shall issue a letter of intent to discipline within 365 days from the date of discovery of the misconduct by a person authorized to initiate an investigation of the misconduct. This time limitation shall be extended if any of the conditions referenced in the California Peace Officers' Bill of Rights Act, as amended, (California Government Code sections §§3300 et seq.) exist during the 365 day period.

19.4 MEDIATION

The Parties may participate in mediation in an attempt to settle the disciplinary matters before a hearing with the Administrative Law Judge. Mediation shall be required if requested by either party and the parties will request a mediator from the State Mediation and Conciliation Service. All mediation proceedings shall be private. The mediator shall make no public recommendations, nor take any public position at any time concerning the issues. All costs of the mediation shall be borne by the requesting party.

19.5 DISCIPLINE APPEAL HEARING PROCEDURE

Disciplinary appeals above a letter of reprimand shall be conducted pursuant to Rule 12 of the Rules and Regulations of the Civil Service Board.

An employee's appeal of discipline shall be heard by an Administrative Law Judge at the California Office of Administrative Hearings (OAH).

- a. The hearing shall be transcribed by a certified shorthand reporter. The appearance fees of the reporter will be borne equally by the City and the Union. If only one party orders a transcript, that party shall pay for the cost of the transcription. If both parties elect to order a transcript, the parties will equally bear the cost of the original transcript and any necessary copies.
- b. The hearing shall be conducted pursuant to the procedures of Rule 12 of the Rules and Regulations of the Civil Service Board. On issues of procedure where the Rules and Regulations of the Civil Service Board are silent, the California Administrative Procedures Act shall govern the proceedings.
- c. The City agrees that employees shall not suffer loss of compensation for time spent as a witness at a discipline hearing held pursuant to this procedure. The Union agrees that the number of witnesses requested to attend and their scheduling shall be reasonable.
- d. The parties agree that any dispute of the jointly recommended proposed decision to the Civil Service Board shall be limited to the grounds specified in Section 1286.2 of the California Code of Civil Procedure.

19.6 DECISION

The Administrative Law Judge shall issue a written decision. The parties agree to jointly recommend the Administrative Law Judge's decision to the Civil Service Board, any dispute with the decision by a party shall be limited to the grounds specified in Section 1286.2 of the California Code of Civil Procedure.

19.7 WITHDRAWAL OF APPEAL

The employee may withdraw an appeal of discipline at any time prior to a decision by an Administrative Law Judge or the Civil Service Board. An appeal shall be deemed withdrawn if the employee fails to respond within thirty (30) calendar days to a written request by the City schedule a hearing or otherwise participate in the appeal process. The written request shall be certified and sent to the employee's mailing address as shown in the City's payroll system.

19.8 DISCIPLINE AND DOCUMENTED COUNSELING RETENTION

- a. Suspensions and pay reductions issued after June 30, 2014, will not be permanently placed in an employee's official personnel file. Suspensions and pay reductions will be withdrawn from the employee's official personnel file five (5) years from the date of issue provided there has not been additional formal discipline imposed during the five-year period. All suspensions and pay reductions removed from the employee's official personnel file will be retained in Labor Relations. Should an employee have subsequent discipline, the earlier disciplines may be used for purposes of progressive discipline.

- b. A letter of reprimand issued after October 20, 1990, will be withdrawn from an employee's official personnel file two (2) years from the date of issue provided there has not been additional formal discipline imposed during the two-year period.
- c. A letter of reprimand issued prior to October 20, 1990, may be pulled at the request of the employee provided there was no additional formal discipline imposed within five (5) years from the date of issue.
- d. Documented counselings will be withdrawn from an employee's department file eighteen (18) months from the date of issue provided there has not been formal discipline imposed during the eighteen (18) month period. Once removed, the documented counseling may not be used to enhance the subsequent discipline but may be used to demonstrate that the employee is aware of the issue and/or for impeachment purposes.

ARTICLE 20 – MISCELLANEOUS

20.1 CIVIL SERVICE RULES

In the event that any Civil Service Board Rules or Regulations are in conflict with this Agreement, the Agreement shall apply.

20.2 SELECTION OF VACANCIES

- a. Whenever a vacancy occurs in a particular job assignment, and the manager elects to permanently fill said vacancy, the vacancy shall be posted for a period of ten (10) calendar days which shall include the duties of the position. Employees holding career status in the classification allocated to that position, and who are assigned to the particular operation in which the vacancy arises, may request to be reassigned to fill said vacancy. The manager shall give first consideration to those employees making such requests before considering any other persons for the vacancy. The term "first consideration" does not mean that employees requesting transfer to the vacant position have first priority to the job or require the appointing authority to appoint an employee from such list to the vacancy, but only assures that such employees shall in fact be given consideration for the position prior to reviewing other candidates.
- b. In the event more than one qualified employee requests to fill said vacancy, the assignment shall be based on classification seniority (or in the case of a tie, highest position on the eligible list) provided relative experience and capability in performing the required job functions and relative disruptive effect on the established work schedule are equal.
- c. The City shall reassign or prevent the assignment of employees where there is or would be an immediate supervisory/subordinate relationship and the

employees have a potential employment conflict of interest due to a parental, spousal or sibling relationship.

- d. A vacancy or vacancies resulting from an assignment made hereunder may not be subject to this procedure.
- e. It shall be within the discretion of the Department Heads, or their respective designee, to make departmental transfers as in their judgment will best meet the organizational, operational and personnel needs of the departments.
- f. This Section does not apply to non-career employees.

20.3 PROMOTION FROM WITHIN

In accord with Article VII, Section 84 of the Charter of the City of Sacramento, the City does hereby reaffirm its policy to promote from within whenever possible.

20.4 CONSOLIDATION

Prior to entering into an Agreement to consolidate any City function which includes employees represented by Local 39 as the recognized employee organization, the City shall meet with the Union in an attempt to resolve employee problems.

20.5 DAMAGE TO PRESCRIPTION GLASSES

- a. The City agrees to repair or replace prescription glasses damaged or destroyed while the employee is actively at work provided that the employee furnishes satisfactory proof to the City of such loss.
- b. The prescription shall not be more than twenty-four (24) months old to qualify for reimbursement under the Section. All costs to update the prescription shall be borne by the employee.

20.6 REMOTE WORK

Employee eligibility and participation in the City's Remote Work Program will be pursuant to the City's Remote Work Policy.

This policy shall not be subject to the grievance procedure but shall follow the review procedures outlined in the Remote Work Policy.

20.7 SAVINGS CLAUSE

If any provision of this Agreement, or the application of such provision should be rendered or declared invalid by any decree of a court of competent jurisdiction or by the reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect.

20.8 NON-FAULT VEHICULAR ACCIDENTS

At the request of an employee who was involved in a non-fault vehicular accident while performing City work, the City will provide a letter to the employee stating the accident was non-fault.

20.9 ZONAR OR OTHER GLOBAL POSITIONING SYSTEMS (GPS) AND VEHICLE STICKERS

Zonar and other GPS devices will be used for purposes of improving departmental efficiencies to include, but not limited to, preserving City resources and preventing idle time. Zonar or GPS data shall not be used by the City as the only factor in gathering data for purposes of discipline. However, the data may be used to substantiate public complaints, support findings or confirm work performance issues for purposes of discipline. A list of vehicles which contain Zonar or other GPS devices will be maintained in the department and provided to employees. The City may place one (1) "safety sticker" on City vehicles which reads "How's My Driving? Dial 311." Safety stickers shall not exceed 200 square inches and will not be placed in an area which obscures the driver's safe operation of the vehicle.

20.10 CONTRACTING-OUT

- a. The City shall not contract out for goods and services performed by bargaining unit employees which will result in any career employee being laid off without prior consultation with the Union concerning the impact on the terms and conditions of employment of employees covered by this Agreement.
- b. Any layoffs resulting from the City's action shall be made pursuant to the layoff provisions of this Agreement.

20.11 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 City agrees that it shall not cause or engage in any lockout.

20.12 BLOOD BANK TIME

- a. The City shall establish a blood bank account with the Sacramento Medical Foundation Blood Center.
- b. An employee shall be permitted time off without loss of compensation to donate blood during duty hours when a mobile blood unit vehicle is located at the employee's work site. Time off shall only be granted if work activities are not unduly disrupted. Such paid time off shall not exceed thirty (30) minutes per blood donation, unless extended by City management on a case-by-case basis.

- c. Time off without compensation shall be permitted during duty hours in the event an employee wishes to donate blood at the office of the Blood Center. In such case, the employee may be permitted to use accrued vacation, CTO or holiday time.
- d. This provision is not intended to authorize any overtime compensation.

20.13 TIME OFF FOR EXAMINATIONS

If a request is made by an employee, such employee shall be released from duty without loss of compensation while competing in City examinations and interviews. The employee must give the immediate supervisor at least three (3) working days' advance notice. Employees shall not be compensated for examination and interview time which occurs during non-duty hours.

20.14 SUPERVISING DISPATCHERS USE OF FITNESS CENTER

- a. Supervising Dispatchers shall be permitted to use the fitness center at the Communication Center as follows:

- (1) Employees Working a 4/10 Schedule – During Meal Period

- Supervising Dispatchers who currently have a forty (40) minute paid meal period and wish to exercise in the fitness center shall be permitted to have a sixty (60) minute meal period in order to exercise. The minimum workout time shall be twenty (20) minutes.

- (2) Employees Working a 5/8 Schedule – During Normal Shift

- Supervising Dispatchers shall be permitted to work out during their normal shift for a maximum of twenty (20) minutes. Employees who chose to work out for more than twenty (20) minutes will do so before or after their normal shift or during their meal period. For example, if an employee who starts work at 8:00 a.m. wishes to work out for thirty (30) minutes at the beginning of their shift, they will start ten (10) minutes before 8:00 a.m. and will work out until 8:20 a.m. The first ten (10) minutes are unpaid, and the remaining twenty (20) minutes are paid at the regular rate of pay.

- b. Supervising Dispatchers who use the fitness center as stated in (a), above, will be required to meet with the Police Department's fitness coordinator for assessment and approval prior to using the fitness center.
- c. Although Supervising Dispatchers will be using the fitness center on paid time, the parties agree that participation is not a job requirement in the classification of Supervising Dispatcher, that use of the fitness center is completely voluntary, and that such use is not work related.

- d. Supervising Dispatchers will be required to sign a waiver of liability, as shown in Exhibit B, which acknowledges their understanding and acceptance of the conditions for use of the fitness center.
- e. Supervising Dispatchers on a 4/10 work schedule, who do not use the fitness center during their regular shift, will continue to have a forty (40) minute paid meal period.

20.15 TRIAL PERIOD

- a. An employee or a former employee appointed to a career classification as a non-career employee on and after November 22, 1986, shall serve a trial period. A former employee is a person who was previously employed with the City but terminated such employment for any reason including the expiration of a limited-term appointment.
- b. The trial period shall be a thirty (30) calendar day period beginning with the first day the employee reports to work or until the employee has worked one hundred sixty-eight (168) straight-time hours, whichever occurs last.
- c. A non-career employee may be released from their position at the discretion of the appointing authority at any time during the trial period without right of appeal to the Civil Service Board. Such release shall be confirmed in writing.
- d. This provision shall not be used to circumvent the civil service system in respect to the City's testing practices.

20.16 PAYROLL ERRORS

- a. In the event an error has been made in the payment of an employee's compensation, including, but not limited to, wages, overtime payment, health care contributions, incentives, or leave accruals, balances and/or usages, the City shall, for purposes of future compensation, adjust such compensation to the correct amount, giving written notice to the employee.
- b. In the event an employee received an overpayment, reimbursement to the City shall be accomplished by:
 - (1) Lump sum payment by the employee;
 - (2) A one-time deduction from all available paid leave balances, except sick leave, equivalent to the overpayment at the employee's current hourly rate;
 - (3) A repayment schedule through payroll deduction; and/or
 - (4) Other means, as may be mutually agreed between the parties.

No repayment schedule shall exceed fifty-two (52) pay periods in duration, except that if the employee does not agree to a voluntary repayment schedule, the overpayment collection shall not exceed twenty-six (26) pay periods. The time period may be extended by a signed agreement between the City and the employee.

- c. No action shall be taken to enforce repayment of an overpayment, or to correct an underpayment, unless action is taken within two (2) years from the ending date of the pay period in which the error is discovered. "Action is taken" as used in this Section shall mean written notice to the employee in the case of an overpayment, or written or oral notice to the City in the case of an underpayment error.
- d. The City shall make a reasonable effort to verify employee underpayments within ten (10) calendar days of discovery or by written notice by the employee or the employee's representative. Once verified, repayment shall be made within thirty (30) calendar days.

20.17 PERS RETIREMENT PLAN AND CONTRIBUTION

- a. Miscellaneous employees are covered by the following Public Employees Retirement System (PERS) plan – Classic Members
 - Modified 2% at age 55
 - One-year highest compensation
 - 2% COLA
 - 25% survivor continuation
 - 50% industrial disability
 - Military service credit
 - Sick leave conversion credit
- b. Effective June 30, 2012, "classic members" as defined by PERS shall pay the seven percent (7%) member contribution to the PERS retirement plan. Classic members shall qualify for the 2% at 55 benefit formula and retirement shall be based upon the highest twelve (12) consecutive months of compensation.
- c. Effective the November 15, 2014, "classic members" shall pay eight percent (8%) of salary to the PERS retirement plan. If necessary, the contract with PERS shall be amended to reflect the eight percent (8%) employee contribution rate for classic members.
- d. Member Contribution to PERS Retirement Plan – New Members
 "New members" as defined by Public Employees' Pension Reform Act (PEPRA) shall be members in the PERS on terms consistent with the PEPRA. New members shall qualify for the 2% at 62 benefit formula, shall contribute

fifty percent (50%) of the total normal cost as required by PEPRRA, and retirement shall be based upon the highest thirty-six (36) consecutive months of compensation.

20.18 EMPLOYEE PERFORMANCE EVALUATIONS

- a. Each City department shall have the right to conduct employee performance evaluations on a department-wide basis at the discretion of the appointing authority. Probationary employees will normally be evaluated every three (3) months. Non-probationary employees will normally be evaluated annually.
- b. An employee who disagrees with a performance evaluation may within ten (10) workdays from the date of the performance evaluation: (1) Write a rebuttal statement for the attachment to the performance evaluation form; and (2) Informally appeal to the supervisor of the reviewer, but in no case higher than the department head.
- c. Appeals of employee performance evaluations are not subject to the grievance procedure.
- d. In accordance with Rule 12 of the Sacramento Civil Service Board Rules, withholding an employee's salary step advancement is formal discipline. Salary step advancements shall not be delayed solely because the employee's performance evaluation is not completed on time. Step advancements delayed solely due to untimely performance evaluations shall be subject to the grievance procedures.

20.19 DEFERRED COMPENSATION PLAN

Career employees may participate in the City's Deferred Compensations 457 Plan, to the extent provided by law.

Each participant in the Plan shall contribute an administrative fee of one dollar and fifty cents (\$1.50) per month from their plan balance to the Plan's administrative allowance account. Funds accumulated by the administrative fee will be utilized as prescribed in the Defined Contribution Plans Committee's Fee and Expense Policy.

20.20 URBAN FORESTRY

Within sixty (60) days of the adoption of this Agreement, at the request of the Union, the parties shall meet and discuss options to reduce the reliance on service contracts in Urban Forestry. Absent mutual agreement, the status quo shall remain.

20.21 TERM

- a. This Agreement shall remain in full force and effect from September 20, 2025, to and including September 15, 2028.

- b. The provisions of this Agreement shall be effective on the effective date stated above except as otherwise specifically provided.

DATED: March 24, 2026

INTERNATIONAL UNION OF
OPERATING ENGINEERS,
STATIONARY ENGINEERS LOCAL
39, AFL-CIO

CITY OF SACRAMENTO

Tim Eggen
Business Manager

Leyne Milstein
Assistant City Manager

Jeff Gladiuex
President

Aaron Donato
Labor Relations Manager

Brandy Johnson
Director of Public Employees

Chee Khang
Negotiating Team Member

Laura LeSieur
District Representative

Approve as to form:

Amanda Skibby
Business Representative

Brett M. Witter
Assistant City Attorney

Lesley Currie
Negotiating Committee Member

Matt Hermann
Negotiating Committee Member

Philip Lozano
Negotiating Committee Member

Philip Meyer
Negotiating Committee Member

Paolo Ferro
Negotiating Committee Member

Angelia Manuel
Negotiating Committee Member

EXHIBIT A – REGRESSION LADDERS

(Includes Flexibly Staffed Classifications)

GENERAL SUPERVISORY UNIT

1. Traffic Control and Lighting Supervisor
Traffic Control and Lighting Technician II/I/Trainee
2. Supervising Water Quality Chemist
Water Quality Chemist
Water Quality Laboratory Technician
3. Senior Maintenance Worker
Maintenance Worker
Security Guard
4. Supervising Building Inspector
Building Inspector 4
Building Inspector 3/2/1
Development Services Technician III
Development Services Technician II/I
5. Supervising Construction Inspector
Construction Inspector III/II/I
6. Supervising Forensic Investigator
Lead Forensic Investigator
Forensic Investigator II/I
7. Assistant Box Office Supervisor
Ticket Seller
Cashier
8. Supervising Community Center Attendant
Custodial Supervisor
Community Center Attendant II
Community Center Attendant I
Senior Custodian
Custodian II
Custodian I
Security Guard
9. Senior Accounting Technician
Accounting Technician
Account Clerk II/I

- 10. Supervising Dispatcher
 - *****Dispatcher III
 - *****Dispatcher II/I
- 11. Supervising Property Assistant
 - Senior Evidence and Property Technician
 - Evidence and Property Technician
- 12. Senior Animal Control Officer
 - Animal Control Officer II/I
 - Senior Animal Care Technician
 - Animal Care Technician
- 13. Integrated Waste Supervisor
 - Senior Integrated Waste Equipment Operator
 - Integrated Waste Equipment Operator
- 14. Program Supervisor
 - Program Coordinator
 - Program Developer
 - Program Leader
- 15. Program Supervisor (Older Adults)
 - Program Coordinator (Older Adults)
 - Program Developer (Older Adults)
- 16. Parks Supervisor
 - Park Maintenance Worker III
 - Park Equipment Operator
 - Park Maintenance Worker II
 - Park Maintenance Worker I
 - Park Maintenance Worker
 - (employee may downgrade to Park Equipment Operator only if they previously held such classification)
- 17. Tree Maintenance Supervisor
 - Senior Tree Maintenance Worker
 - Tree Maintenance Worker/Trainee
- 18. Tree Pruner Supervisor
 - Senior Tree Pruner
 - Tree Pruner II/I/Trainee
- 19. Supervising Police Clerk
 - Police Clerk III
 - Police Clerk II/I
- 20. Senior Parking Lot Supervisor
 - Parking Lot Supervisor
 - Senior Parking Lot Attendant
 - Parking Lot Attendant

- 21. Parking Meter Collection Supervisor
 Parking Enforcement Supervisor
 Parking Meter Coin Collector
 Parking Enforcement Officer
- 22. Instrumentation Supervisor
 Instrument Technician II/I/Trainee
- 23. Supervising Code Enforcement Officer
 Senior Code Enforcement Officer
 Code Enforcement Officer
 Assistant Code Enforcement Officer
- 24. Supervising Plant Operator
 *Senior Plant Operator
 *Plant Operator
 *Junior Plant Operator
- 25. Equipment Maintenance Supervisor (Mechanical Shops)
 **Equipment Mechanic III
 **Equipment Mechanic II/I
- 26. Equipment Maintenance Supervisor
 **Equipment Mechanic III
 **Equipment Mechanic II/I
- 27. Senior Police Records Supervisor
 Police Records Supervisor
 Police Records Specialist III
 Police Records Specialist II/I
- 28. Meter Reading Supervisor
 Utility Services Inspector
 Meter Reader
- 29. Water Conservation Supervisor
 Water Conservation Specialist
 Water Conservation Representative
- 30. Streets Maintenance Supervisor
 Street Construction Equipment Operator
 Street Construction Laborer/Trainee
- 31. Utilities Operations and Maintenance Supervisor
 *****Utilities Operations and Maintenance Leadworker
 *****Utilities Operations and Maintenance Specialist
 *****Utilities Locator
 *****Utilities Operations and Maintenance Serviceworker
 *****Utilities Operations and Maintenance Serviceworker (Apprentice)
- 32. Customer Service Supervisor

Customer Service Specialist
 Customer Service Representative/Assistant/Trainee
 (Or the employee may downgrade to the classification from which promoted/transferred/ reallocated)

- 33. Supervising Surveyor
 Survey Party Chief
 Survey Technician II/I
 Engineering Aide II/I

- 34. 311 Customer Service Supervisor
 311 Customer Service Specialist
 311 Customer Service Agent
 (Or the employee may downgrade to the Customer Service Series from which promoted/transferred/ reallocated)

- 35. Bump to previously held classification's regression ladder

Curator of Education
 Enforcement and Collections Supervisor
 Financial Services Supervisor
 Museum Security Supervisor
 Parking Facilities Maintenance Supervisor

- 36. Classifications designated as Confidential/Administrative (***) or Exempt Management Support (*****) may downgrade to vacant positions in classifications where previously held permanent status

- *** /***** Administrative Analyst
 - *** Administrative Assistant
 - *** Administrative Assistant (Confidential/Exempt)
 - *** Administrative Technician
 - *** Administrative Technician (Confidential/Exempt)
 - *** Applications Developer
 - *** Data System Technician
 - *** Deputy City Clerk
 - *** Desktop Support Specialist
 - *** Executive Assistant
 - *** LAN Administrator
 - *** Legal Secretary
 - *** Legal Staff Assistant
 - *** Legal Staff Assistant (Exempt)
 - *** Paralegal
 - *** Payroll Technician
 - *** Personnel Technician
 - *** Personnel Technician (Confidential)
- *** /***** Program Analyst
 - *** Programmer
 - ***** Senior Deputy City Clerk
 - *** Senior Legal Staff Assistant
 - *** Senior Staff Assistant
 - *** Staff Assistant
 - *** Staff Assistant (Exempt)

***Supervising Legal Secretary
***Systems Engineer
***Treasury Assistant
*****Workers' Compensation Claims Representative

* Plant Operator Unit
** Automotive/Equipment Mechanics Unit
*** Confidential/Administrative
**** Engineering Unit
***** Police Department Unit
***** Plumbers and Pipefitters Unit
***** Exempt Management Support

EXHIBIT B – USE OF FITNESS CENTER WAIVER OF LIABILITY

SUPERVISING DISPATCHERS

I understand and agree that I may use the fitness center at the Communications Center during my paid meal period, or if I am on a 5/8 schedule, during my regular shift. I understand that use of the center is voluntary, not a requirement of my job classification or employment with the City, and is not work related.

The City does not anticipate injury to occur during the use of the fitness center; however, it is still a possibility. Knowing the risk, and in consideration of being permitted to use the center during my meal period, I agree to assume all risks connected to such use.

Except as otherwise prohibited by law, I agree to release and discharge the City of Sacramento, its officers, employees, agents, and volunteers from any and all liability for personal injury, death or property damage connected with the use of the fitness center, even though that liability may arise out of their negligence or carelessness.

This release will be a continuing release and will remain in effect until revoked in writing.

Signature: _____

Date: _____

Name (printed): _____

Sal Plan	Grade	Effective Date	Hourly Min/Max		Annual Min/Max		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
311 Customer Service Agent 016872 L39A														
A OFFT	140	9/20/2025	23.073464	32.466681	47992.80	67530.70	23.073464	24.227137	25.438494	26.710419	28.045940	29.448237	30.920649	32.466681
311 Customer Svc Specialist 016873 L39A														
A OFFT	141	9/20/2025	26.085308	36.704648	54257.44	76345.67	26.085308	27.389573	28.759052	30.197005	31.706855	33.292198	34.956808	36.704648
311 Customer Svc Supervisor 015108 L39C														
A SUPV	068	9/20/2025	29.730376	41.833625	61839.18	87013.94	29.730376	31.216895	32.777740	34.416627	36.137458	37.944331	39.841548	41.833625
311 Manager 001914 MGMT														
A MGTE	181	07/27/2024	46.725533	65.747517	97189.11	136754.84	46.725533	49.061810	51.514900	54.090645	56.795177	59.634936	62.616683	65.747517
Account Clerk I 016001 L39A														
A OFFT	001	9/20/2025	21.096969	26.925672	43881.70	56005.40			21.096969	22.151817	23.259408	24.422378	25.643497	26.925672
Account Clerk II 016002 L39A														
A OFFT	002	9/20/2025	22.069324	31.053755	45904.19	64591.81	22.069324	23.172790	24.331430	25.548001	26.825401	28.166671	29.575005	31.053755
Accountant Auditor 010821 CONF														
A CONF	040	07/27/2024	35.471475	49.911926	73780.67	103816.81	35.471475	37.245049	39.107301	41.062666	43.115799	45.271589	47.535168	49.911926
Accountant Auditor 014010 MSUP														
A MSUP	010	07/27/2024	35.471475	49.911926	73780.67	103816.81	35.471475	37.245049	39.107301	41.062666	43.115799	45.271589	47.535168	49.911926
Accounting Technician 016003 L39A														
A OFFT	003	9/20/2025	23.437165	32.978444	48749.30	68595.16	23.437165	24.609023	25.839474	27.131448	28.488020	29.912421	31.408042	32.978444
Admin. of Government Relations 021026 MCSU														
U MCSA	136	07/01/2023	41.761052	65.773658	86862.99	136809.21								
Administrative Analyst 010700 CONF														
A CONF	041	07/27/2024	36.071000	50.755521	75027.68	105571.48	36.071000	37.874550	39.768278	41.756692	43.844527	46.036753	48.338591	50.755521
Administrative Analyst 014000 MSUP														
A MSUP	001	07/27/2024	36.071000	50.755521	75027.68	105571.48	36.071000	37.874550	39.768278	41.756692	43.844527	46.036753	48.338591	50.755521
Administrative Assistant 010701 CONF														
A CONF	003	07/27/2024	27.731002	39.020305	57680.48	81162.23	27.731002	29.117552	30.573430	32.102102	33.707207	35.392567	37.162195	39.020305
Administrative Asst (Conf/Ex) 010800 CONF														
A CONF	018	07/27/2024	27.731002	39.020305	57680.48	81162.23	27.731002	29.117552	30.573430	32.102102	33.707207	35.392567	37.162195	39.020305
Administrative Officer 001702 MGMT														
A MGTE	006	07/27/2024	43.260471	60.871829	89981.78	126613.40	43.260471	45.423495	47.694670	50.079404	52.583374	55.212543	57.973170	60.871829

Salary Schedule/Classification Listing

Schedule Effective Date: March 24, 2026

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Administrative Tech (Conf/Ex) 010807 CONF												
A CONF	024	07/27/2024	27.641467 38.894321	57494.25 80900.19	27.641467	29.023540	30.474717	31.998453	33.598376	35.278295	37.042210	38.894321
Administrative Technician 010702 CONF												
A CONF	004	07/27/2024	27.641467 38.894321	57494.25 80900.19	27.641467	29.023540	30.474717	31.998453	33.598376	35.278295	37.042210	38.894321
Animal Care Services Manager 001845 MGMT												
A MGTE	122	07/27/2024	62.760187 88.309885	130541.19 183684.56	62.760187	65.898196	69.193106	72.652761	76.285399	80.099669	84.104652	88.309885
Animal Care Technician 003647 L39A												
A OPMT	029	9/20/2025	21.856410 30.754163	45461.33 63968.66	21.856410	22.949230	24.096691	25.301526	26.566602	27.894932	29.289679	30.754163
Animal Control Officer I 003600 L39A												
A OPMT	073	9/20/2025	25.334863 35.648695	52696.52 74149.29	25.334863	26.601606	27.931686	29.328270	30.794683	32.334417	33.951138	35.648695
Animal Control Officer II 003601 L39A												
A OPMT	001	9/20/2025	26.601606 37.431130	55331.34 77856.75	26.601606	27.931686	29.328270	30.794683	32.334417	33.951138	35.648695	37.431130
Animal Services Coordinator 010820 CONF												
A CONF	039	07/27/2024	27.641467 38.894321	57494.25 80900.19	27.641467	29.023540	30.474717	31.998453	33.598376	35.278295	37.042210	38.894321
Applications Developer 010703 CONF												
A CONF	005	07/27/2024	41.393690 58.245079	86098.88 121149.76	41.393690	43.463375	45.636544	47.918371	50.314290	52.830004	55.471504	58.245079
Aquatic Specialist 016031 L39A												
A TEMP	073	9/20/2025	19.629356 26.016389	40829.06 54114.09								
Aquatics Recreation Coord 016980 L39A												
A OFFT	143	9/20/2025	25.979362 36.555571	54037.07 76035.59	25.979362	27.278330	28.642247	30.074359	31.578077	33.156981	34.814830	36.555571
Aquatics Recreation Supervisor 015110 L39C												
A SUPV	070	9/20/2025	33.836062 47.610737	70379.01 99030.33	33.836062	35.527865	37.304258	39.169471	41.127945	43.184342	45.343559	47.610737
Arborist/Urban Forester 017001 L39A												
A PROF	001	9/20/2025	33.932880 47.746968	70580.39 99313.69	33.932880	35.629524	37.411000	39.281550	41.245627	43.307908	45.473303	47.746968
Architectural Technician I 016214 L39A												
A OFFT	081	9/20/2025	27.137598 38.185326	56446.20 79425.48	27.137598	28.494478	29.919202	31.415162	32.985920	34.635216	36.366977	38.185326
Architectural Technician II 016215 L39A												
A OFFT	082	9/20/2025	28.494459 40.094566	59268.48 83396.70	28.494459	29.919182	31.415141	32.985898	34.635193	36.366953	38.185301	40.094566
Architectural Technician III 016216 L39A												
A OFFT	083	9/20/2025	31.343986 44.104136	65195.49 91736.60	31.343986	32.911185	34.556744	36.284581	38.098810	40.003751	42.003939	44.104136

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Archivist 017018 L39A												
A PROF	010	9/20/2025	29.833487 41.978712	62053.65 87315.72	29.833487	31.325161	32.891419	34.535990	36.262790	38.075930	39.979726	41.978712
Art Museum Registrar 017010 L39A												
A PROF	006	9/20/2025	27.192103 38.262020	56559.57 79585.00	27.192103	28.551708	29.979293	31.478258	33.052171	34.704780	36.440019	38.262020
Arts Administrator 001703 MGMT												
A MGTE	007	07/27/2024	39.678102 55.831073	82530.45 116128.63	39.678102	41.662007	43.745107	45.932362	48.228980	50.640429	53.172450	55.831073
Arts Program Assistant 016108 L39A												
A OFFT	059	9/20/2025	23.853651 33.564484	49615.59 69814.13	23.853651	25.046334	26.298651	27.613584	28.994263	30.443976	31.966175	33.564484
Arts Program Coordinator 016109 L39A												
A OFFT	060	9/20/2025	32.585189 45.850632	67777.19 95369.32	32.585189	34.214448	35.925170	37.721429	39.607500	41.587875	43.667269	45.850632
Arts Program Specialist 001859 MGMT												
A MGTE	130	07/27/2024	36.071000 50.755521	75027.68 105571.48	36.071000	37.874550	39.768278	41.756692	43.844527	46.036753	48.338591	50.755521
Assistant Architect 011014 WCOE												
A WCOE	005	06/29/2024	38.380897 54.005777	79832.27 112332.02	38.380897	40.299942	42.314939	44.430686	46.652220	48.984831	51.434073	54.005777
Assistant Box Office Supv 015010 L39C												
A SUPV	001	9/20/2025	25.878263 36.413313	53826.79 75739.69	25.878263	27.172176	28.530785	29.957324	31.455190	33.027949	34.679346	36.413313
Assistant Camp Caretaker 009018 TEMP												
D DALY	001	10/04/2014	52.240000 63.200000	19067.60 23068.00	52.240000	57.460000	63.200000					
Assistant Camp Chef 009019 TEMP												
D DALY	002	08/17/2019	52.240000 63.200000	19067.60 23068.00	52.240000	57.460000	63.200000					
Assistant Camp Sacramento Supv 001922 MGMT												
A MGTE	188	07/27/2024	34.973993 49.211920	72745.90 102360.79	34.973993	36.722693	38.558828	40.486769	42.511107	44.636662	46.868495	49.211920
Assistant City Attorney 020001 EXMG												
U EXMG	110	07/01/2023	71.766846 145.812288	149275.04 303289.56								
Assistant City Auditor 020044 EXMG												
U EXMG	217	07/01/2023	48.054519 75.685865	99953.40 157426.60								
Assistant City Clerk 020002 EXMG												
U EXMG	010	07/01/2023	43.572081 92.599500	90629.93 192606.96								
Assistant City Manager 020003 EXMG												
U EXMG	210	08/29/2023	75.386341 163.852212	156803.59 340812.60								

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Assistant Civil Engineer 011011 WCOE												
A WCOE	002	06/29/2024	38.380897 54.005777	79832.27 112332.02	38.380897	40.299942	42.314939	44.430686	46.652220	48.984831	51.434073	54.005777
Assistant Code Enforcmnt Ofcr 003912 L39A												
A OPMT	062	9/20/2025	22.554822 31.736899	46914.03 66012.75	22.554822	23.682563	24.866691	26.110026	27.415527	28.786303	30.225618	31.736899
Assistant Director 001896 MGMT												
A MGTE	158	07/27/2024	63.157335 88.868713	131367.26 184846.92	63.157335	66.315202	69.630962	73.112510	76.768136	80.606543	84.636870	88.868713
Assistant Electrical Engineer 011019 WCOE												
A WCOE	010	06/29/2024	38.380897 54.005777	79832.27 112332.02	38.380897	40.299942	42.314939	44.430686	46.652220	48.984831	51.434073	54.005777
Assistant Mechanical Engineer 011021 WCOE												
A WCOE	012	06/29/2024	38.380897 54.005777	79832.27 112332.02	38.380897	40.299942	42.314939	44.430686	46.652220	48.984831	51.434073	54.005777
Assistant Planner 017002 L39A												
A PROF	002	9/20/2025	31.871395 44.846254	66292.50 93280.21	31.871395	33.464965	35.138213	36.895124	38.739880	40.676874	42.710718	44.846254
Assistant Pool Manager 009119 TEMP												
A TEMP	053	04/20/2024	22.000000 22.000000	45760.00 45760.00	22.000000							
Assistant WtrCrsConCtrlSpclst 007903 L447												
A WATR	005	07/01/2023	34.463445 48.493528	71683.97 100866.54	34.463445	36.186617	37.995948	39.895745	41.890532	43.985059	46.184312	48.493528
Assistant to the City Manager 020040 EXMG												
U EXMG	081	07/01/2023	63.640769 100.234211	132372.80 208487.16								
Associate Architect 011015 WCOE												
A WCOE	006	06/29/2024	46.583920 65.548254	96894.55 136340.37	46.583920	48.913116	51.358772	53.926711	56.623047	59.454199	62.426909	65.548254
Associate Civil Engineer 011012 WCOE												
A WCOE	003	06/29/2024	46.583920 65.548254	96894.55 136340.37	46.583920	48.913116	51.358772	53.926711	56.623047	59.454199	62.426909	65.548254
Associate Curator of Art 017023 L39A												
A PROF	012	9/20/2025	29.833487 41.978712	62053.65 87315.72	29.833487	31.325161	32.891419	34.535990	36.262790	38.075930	39.979726	41.978712
Associate Electrical Engineer 011020 WCOE												
A WCOE	011	06/29/2024	46.583920 65.548254	96894.55 136340.37	46.583920	48.913116	51.358772	53.926711	56.623047	59.454199	62.426909	65.548254
Associate Landscape Architect 011016 WCOE												
A WCOE	007	06/29/2024	45.177376 63.569105	93968.94 132223.74	45.177376	47.436245	49.808057	52.298460	54.913383	57.659052	60.542005	63.569105
Associate Mechanical Engineer 011022 WCOE												
A WCOE	013	06/29/2024	46.583920 65.548254	96894.55 136340.37	46.583920	48.913116	51.358772	53.926711	56.623047	59.454199	62.426909	65.548254

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Associate Planner 017003 L39A												
A PROF	003	9/20/2025	39.180486 55.130878	81495.41 114672.23	39.180486	41.139510	43.196486	45.356310	47.624125	50.005331	52.505598	55.130878
Auditor 001934 MGMT												
A MGTE	207	07/27/2024	30.896280 43.474169	64264.26 90426.27	30.896280	32.441094	34.063149	35.766306	37.554621	39.432352	41.403970	43.474169
Banking Operations Manager 001837 MGMT												
A MGTE	012	07/27/2024	43.142916 60.706415	89737.26 126269.34	43.142916	45.300062	47.565065	49.943318	52.440484	55.062508	57.815633	60.706415
Blacksmith Welder 006001 BULT												
A BLDG	001	07/01/2023	29.784028 49.413166	61950.78 102779.38	29.784028	32.017830	34.419167	37.000605	39.775650	42.758824	45.965736	49.413166
Booking Coordinator 016903 L39A												
A OFFT	103	9/20/2025	26.047317 36.651190	54178.42 76234.48	26.047317	27.349683	28.717167	30.153025	31.660676	33.243710	34.905895	36.651190
Budget Analyst 010822 CONF												
A CONF	042	07/27/2024	36.071000 50.755521	75027.68 105571.48	36.071000	37.874550	39.768278	41.756692	43.844527	46.036753	48.338591	50.755521
Budget Analyst 014011 MSUP												
A MSUP	011	07/27/2024	36.071000 50.755521	75027.68 105571.48	36.071000	37.874550	39.768278	41.756692	43.844527	46.036753	48.338591	50.755521
Budget Manager 020005 EXMG												
U EXMG	040	07/01/2023	59.101129 93.084274	122930.35 193615.29								
Building Inspector I 016011 L39A												
A OFFT	010	9/20/2025	34.251140 48.194794	71242.37 100245.17	34.251140	35.963697	37.761882	39.649976	41.632475	43.714099	45.899804	48.194794
Building Inspector II 016012 L39A												
A OFFT	011	9/20/2025	35.963737 50.604589	74804.57 105257.54	35.963737	37.761924	39.650020	41.632521	43.714147	45.899854	48.194847	50.604589
Building Inspector III 016229 L39A												
A OFFT	095	9/20/2025	37.762170 53.135167	78545.31 110521.15	37.762170	39.650279	41.632793	43.714433	45.900155	48.195163	50.604921	53.135167
Building Inspector IV 016230 L39A												
A OFFT	096	9/20/2025	39.650169 55.791769	82472.35 116046.88	39.650169	41.632677	43.714311	45.900027	48.195028	50.604779	53.135018	55.791769
Building Maintenance Worker 003603 L39A												
A OPMT	002	9/20/2025	24.868877 34.993009	51727.26 72785.46	24.868877	26.112321	27.417937	28.788834	30.228276	31.739690	33.326675	34.993009
Building Monitor 016032 L39A												
A TEMP	069	9/20/2025	16.900000 19.976865	35152.00 41551.88								
Building Services Manager 001886 MGMT												
A MGTE	149	07/27/2024	43.260471 60.871829	89981.78 126613.40	43.260471	45.423495	47.694670	50.079404	52.583374	55.212543	57.973170	60.871829

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Business Services Manager 001709 MGMT												
A MGTE	013	07/27/2024	54.724500 77.002866	113826.96 160165.96	54.724500	57.460725	60.333761	63.350449	66.517971	69.843870	73.336063	77.002866
Cache Logistics Coordinator 016237 L39A												
A OFFT	155	9/20/2025	23.142218 32.563423	48135.81 67731.92	23.142218	24.299329	25.514295	26.790010	28.129510	29.535985	31.012784	32.563423
Camp Aide 009045 TEMP												
D DALY	007	10/04/2014	38.150000 46.160000	13924.75 16848.40	38.150000	41.960000	46.160000					
Camp Caretaker 009046 TEMP												
D DALY	008	10/04/2014	84.680000 124.032000	30908.20 45271.68	84.680000	93.140000	102.460000	112.000000	124.032000			
Camp Chef 009024 TEMP												
D DALY	004	08/17/2019	84.680000 124.032000	30908.20 45271.68	84.680000	93.140000	102.460000	112.000000	124.032000			
Camp Host 009025 TEMP												
D DALY	005	10/04/2014	52.240000 63.200000	19067.60 23068.00	52.240000	57.460000	63.200000					
Camp Program Director 009048 TEMP												
D DALY	009	10/04/2014	84.680000 124.032000	30908.20 45271.68	84.680000	93.140000	102.460000	112.000000	124.032000			
Camp Recreation Leader 009022 TEMP												
D DALY	003	10/04/2014	43.870000 53.080000	16012.55 19374.20	43.870000	48.250000	53.080000					
Camp Sacramento Supervisor 001912 MGMT												
A MGTE	178	07/27/2024	38.471393 54.133113	80020.50 112596.88	38.471393	40.394963	42.414711	44.535447	46.762219	49.100330	51.555346	54.133113
Cannabis Manager 001924 MGMT												
A MGTE	192	07/27/2024	56.974697 80.169121	118507.37 166751.77	56.974697	59.823432	62.814604	65.955334	69.253101	72.715756	76.351544	80.169121
Carpenter 006002 BULT												
A BLDG	002	07/01/2023	27.663161 45.894542	57539.38 95460.65	27.663161	29.737898	31.968240	34.365858	36.943297	39.714044	42.692597	45.894542
Cashier 016018 L39A												
A OFFT	017	9/20/2025	20.482843 26.141875	42604.31 54375.10			20.482843	21.506985	22.582334	23.711451	24.897024	26.141875
Cashier - Aquatics 009012 TEMP												
A TEMP	012	12/13/2025	16.900000 16.900000	35152.00 35152.00								
Chief Animal Control Officer 001827 MGMT												
A MGTE	108	07/27/2024	46.615324 65.592442	96959.87 136432.28	46.615324	48.946090	51.393394	53.963064	56.661217	59.494278	62.468992	65.592442
Chief Assistant City Attorney 020046 EXMG												
U EXMG	219	07/01/2023	75.355187 153.102899	156738.79 318454.03								

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Chief Building Official 001712 MGMT												
A MGTE	015	07/27/2024	63.170413 88.887116	131394.46 184885.20	63.170413	66.328934	69.645381	73.127650	76.784032	80.623234	84.654396	88.887116
Chief Information Officer 020030 EXMG												
U EXMG	085	07/01/2023	73.838908 116.296274	153584.93 241896.25								
Chief Investment Officer 001714 MGMT												
A MGTE	017	07/27/2024	72.480097 101.986776	150758.60 212132.49	72.480097	76.104102	79.909307	83.904772	88.100011	92.505012	97.130263	101.986776
Chief Park Ranger 001949 MGMT												
A MGTE	206	03/10/2026	43.564766 61.300000	90614.71 127504.00	43.564766	45.743004	48.030154	50.431662	52.953245	55.600907	58.380952	61.300000
Chief of Staff to the Mayor 021006 MCSU												
U MCSA	070	02/22/2025	56.593428 89.134615	117714.33 185400.00								
City Attorney 024002 APPO												
U COFF	006	02/07/2026	85.721240 170.673077	178300.18 355000.00								
City Auditor 024004 APPO												
U COFF	010	02/07/2026	58.948716 112.128861	122613.33 233228.03								
City Clerk 024003 APPO												
U COFF	007	02/07/2026	77.176880 115.764803	160527.91 240790.79								
City Council 023001 MCNL												
U MCNL	002	06/14/2025	53.521154 53.521154	111324.00 111324.00								
City Historian 001905 MGMT												
A MGTE	172	07/27/2024	56.918750 80.090395	118391.00 166588.02	56.918750	59.764687	62.752921	65.890567	69.185095	72.644350	76.276567	80.090395
City Housing Manager 001933 MGMT												
A MGTE	205	07/27/2024	55.230683 77.715117	114879.82 161647.44	55.230683	57.992217	60.891828	63.936419	67.133240	70.489902	74.014397	77.715117
City Manager 024000 APPO												
U COFF	008	02/07/2026	131.351442 202.251923	273211.00 420684.00								
City Treasurer 024001 APPO												
U COFF	009	02/07/2026	77.176880 137.860000	160527.91 286748.80								
Claims Collector 016104 L39A												
A OFFT	058	9/20/2025	24.190211 34.038057	50315.64 70799.16	24.190211	25.399722	26.669708	28.003193	29.403353	30.873521	32.417197	34.038057
Code Enforcement Manager 001861 MGMT												
A MGTE	131	07/27/2024	51.795179 72.881019	107733.97 151592.52	51.795179	54.384938	57.104185	59.959394	62.957364	66.105232	69.410494	72.881019

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Code Enforcement Officer 016114 L39A												
A OFFT	065	9/20/2025	29.412366 41.386152	61177.72 86083.20	29.412366	30.882984	32.427133	34.048490	35.750914	37.538460	39.415383	41.386152
Code&Housing Enforcement Chief 001917 MGMT												
A MGTE	183	07/27/2024	56.974697 80.169121	118507.37 166751.77	56.974697	59.823432	62.814604	65.955334	69.253101	72.715756	76.351544	80.169121
Community Center Attendant I 003656 L39A												
A OPMT	038	9/20/2025	20.634890 29.035362	42920.57 60393.55	20.634890	21.666635	22.749967	23.887465	25.081838	26.335930	27.652726	29.035362
Community Center Attendant II 003657 L39A												
A OPMT	039	9/20/2025	23.217334 32.669121	48292.06 67951.77	23.217334	24.378201	25.597111	26.876967	28.220815	29.631856	31.113449	32.669121
Community Engagement Manager 020049 EXMG												
U EXMG	220	06/15/2024	60.945966 79.966389	126767.61 166330.09								
Community Service Officer I 002037 SPOA												
A POAM	010	01/25/2025	30.532950 30.532950	63508.54 63508.54	30.532950							
Community Service Officer II 002038 SPOA												
A POAM	053	01/25/2025	30.532950 37.112992	63508.54 77195.02	30.532950	32.059598	33.662578	35.345707	37.112992			
Community Service Officer III 002036 SPOA												
A POAM	015	01/25/2025	30.532950 37.112992	63508.54 77195.02	30.532950	32.059598	33.662578	35.345707	37.112992			
Community Service Rep I 016023 L39A												
A OFFT	021	9/20/2025	22.896613 32.217835	47624.96 67013.10	22.896613	24.041444	25.243516	26.505692	27.830977	29.222526	30.683652	32.217835
Community Service Rep II 016125 L39A												
A OFFT	067	9/20/2025	25.370730 35.699164	52771.12 74254.26	25.370730	26.639266	27.971229	29.369790	30.838280	32.380194	33.999204	35.699164
Concrete Construction Leadwrkr 015104 L39C												
A SUPV	060	9/20/2025	33.954540 47.777448	70625.44 99377.09	33.954540	35.652267	37.434880	39.306624	41.271955	43.335553	45.502331	47.777448
Construction Inspector I 016025 L39A												
A OFFT	023	9/20/2025	30.174314 42.458290	62762.57 88313.24	30.174314	31.683030	33.267182	34.930541	36.677068	38.510921	40.436467	42.458290
Construction Inspector II 016026 L39A												
A OFFT	024	9/20/2025	33.918675 47.726981	70550.84 99272.12	33.918675	35.614609	37.395339	39.265106	41.228361	43.289779	45.454268	47.726981
Construction Inspector III 016027 L39A												
A OFFT	025	9/20/2025	35.614547 50.113245	74078.26 104235.55	35.614547	37.395274	39.265038	41.228290	43.289705	45.454190	47.726900	50.113245
Contract and Compliance Spclst 001280 MGMT												
A MGTE	173	07/27/2024	37.874551 53.293298	78779.07 110850.06	37.874551	39.768279	41.756693	43.844528	46.036754	48.338592	50.755522	53.293298

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Convention Center General Mgr 001723 MGMT												
A MGTE	020	07/27/2024	63.243055 88.989328	131545.55 185097.80	63.243055	66.405208	69.725468	73.211741	76.872328	80.715944	84.751741	88.989328
Council Representative 021015 MCSU												
U MCSA	048	12/14/2024	28.200000 35.415274	58656.00 73663.77								
Council/Clerk Operations Mngr 021007 MCSU												
U MCSA	080	07/01/2023	43.040000 67.798500	89523.20 141020.88								
Crew Leader (Landscp&Learning) 016033 L39A												
A TEMP	070	9/20/2025	16.900000 23.571034	35152.00 49027.75								
Cultural&Creative Economy Mgr 001921 MGMT												
A MGTE	187	07/27/2024	63.243055 88.989328	131545.55 185097.80	63.243055	66.405208	69.725468	73.211741	76.872328	80.715944	84.751741	88.989328
Curator of Art 001727 MGMT												
A MGTE	023	07/27/2024	47.586522 66.959014	98979.97 139274.75	47.586522	49.965848	52.464140	55.087347	57.841714	60.733800	63.770490	66.959014
Curator of Education 001728 MGMT												
A MGTE	024	07/27/2024	47.586522 66.959014	98979.97 139274.75	47.586522	49.965848	52.464140	55.087347	57.841714	60.733800	63.770490	66.959014
Curator of History 001899 MGMT												
A MGTE	161	07/27/2024	47.586522 66.959014	98979.97 139274.75	47.586522	49.965848	52.464140	55.087347	57.841714	60.733800	63.770490	66.959014
Custodial Supervisor 015018 L39C												
A SUPV	006	9/20/2025	23.302970 32.789618	48470.18 68202.40	23.302970	24.468118	25.691524	26.976100	28.324905	29.741150	31.228208	32.789618
Custodian I 003606 L39A												
A OPMT	003	9/20/2025	20.482843 26.141875	42604.31 54375.10			20.482843	21.506985	22.582334	23.711451	24.897024	26.141875
Custodian II 003922 L39A												
A OPMT	067	9/20/2025	20.482589 27.448629	42603.78 57093.15		20.482589	21.506718	22.582054	23.711157	24.896715	26.141551	27.448629
Customer Service Assistant 016971 L39A												
A OFFT	131	9/20/2025	21.422227 30.143224	44558.23 62697.91	21.422227	22.493338	23.618005	24.798905	26.038850	27.340792	28.707832	30.143224
Customer Service Rep 016972 L39A												
A OFFT	132	9/20/2025	22.510697 31.674811	46822.25 65883.61	22.510697	23.636232	24.818044	26.058946	27.361893	28.729988	30.166487	31.674811
Customer Service Specialist 016973 L39A												
A OFFT	133	9/20/2025	25.449079 35.809412	52934.08 74483.58	25.449079	26.721533	28.057610	29.460491	30.933516	32.480192	34.104202	35.809412
Customer Service Supervisor 015098 L39C												
A SUPV	055	9/20/2025	29.005247 40.813294	60330.91 84891.65	29.005247	30.455509	31.978284	33.577198	35.256058	37.018861	38.869804	40.813294

Salary Schedule/Classification Listing

Schedule Effective Date: March 24, 2026

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Customer Service Trainee 016914 L39A												
A OFFT	106	9/20/2025	20.343484 27.262215	42314.45 56705.41		20.343484	21.360658	22.428691	23.550126	24.727632	25.964014	27.262215
Debt Analyst 001729 MGMT												
A MGTE	025	07/27/2024	39.412750 55.457696	81978.52 115352.01	39.412750	41.383387	43.452556	45.625184	47.906443	50.301765	52.816853	55.457696
Department Systems Spclst I 016217 L39A												
A OFFT	084	9/20/2025	35.812737 50.392118	74490.49 104815.60	35.812737	37.603374	39.483543	41.457720	43.530606	45.707136	47.992493	50.392118
Department Systems Spclst II 016218 L39A												
A OFFT	085	9/20/2025	39.398226 55.437262	81948.31 115309.50	39.398226	41.368137	43.436544	45.608371	47.888790	50.283230	52.797392	55.437262
Deputy Chief Building Official 001900 MGMT												
A MGTE	162	07/27/2024	52.800157 74.295123	109824.33 154533.86	52.800157	55.440165	58.212173	61.122782	64.178921	67.387867	70.757260	74.295123
Deputy City Attorney I 001730 MGMT												
A MGTE	026	07/27/2024	47.784982 67.238269	99392.76 139855.60	47.784982	50.174231	52.682943	55.317090	58.082945	60.987092	64.036447	67.238269
Deputy City Attorney II 001731 MGMT												
A MGTE	027	07/27/2024	55.575847 78.200796	115597.76 162657.66	55.575847	58.354639	61.272371	64.335990	67.552789	70.930428	74.476949	78.200796
Deputy City Clerk 010705 CONF												
A CONF	007	07/27/2024	27.677110 38.944473	57568.39 81004.50	27.677110	29.060965	30.514013	32.039714	33.641700	35.323785	37.089974	38.944473
Deputy Convntn Ctr General Mgr 001889 MGMT												
A MGTE	152	07/27/2024	53.756595 75.640928	111813.72 157333.13	53.756595	56.444425	59.266646	62.229978	65.341477	68.608551	72.038979	75.640928
Deputy Fire Chief 020025 EXMG												
A FM40	002	06/15/2024	68.508236 116.192788	142497.13 241681.00								
Deputy Police Chief 020011 EXMG												
U PEXM	010	06/15/2024	74.769885 126.817111	155521.36 263779.59								
Development Project Manager 001744 MGMT												
A MGTE	038	07/27/2024	43.475426 61.174290	90428.89 127242.52	43.475426	45.649197	47.931657	50.328240	52.844652	55.486885	58.261229	61.174290
Development Services Tech I 016004 L39A												
A OFFT	004	9/20/2025	28.434112 40.009652	59142.95 83220.08	28.434112	29.855818	31.348609	32.916039	34.561841	36.289933	38.104430	40.009652
Development Services Tech II 016005 L39A												
A OFFT	005	9/20/2025	29.855753 42.010042	62099.97 87380.89	29.855753	31.348541	32.915968	34.561766	36.289854	38.104347	40.009564	42.010042
Development Services Tech III 016006 L39A												
A OFFT	006	9/20/2025	31.348520 44.110516	65204.92 91749.87	31.348520	32.915946	34.561743	36.289830	38.104322	40.009538	42.010015	44.110516

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Director of Community Developmt 020012 EXMG												
U EXMG	180	07/01/2023	73.838908 116.296538	153584.93 241896.80								
Director of Community Response 020045 EXMG												
U EXMG	218	09/10/2024	73.838909 116.296538	153584.93 241896.80								
Director of Convntion&Culture 020013 EXMG												
U EXMG	120	07/01/2023	73.838908 116.296538	153584.93 241896.80								
Director of Economic Developmnt 020014 EXMG												
U EXMG	070	07/01/2023	67.691509 106.614129	140798.34 221757.39								
Director of Finance 020015 EXMG												
U EXMG	100	07/01/2023	73.838908 116.296274	153584.93 241896.25								
Director of Govtal Affairs 020017 EXMG												
U EXMG	080	07/01/2023	57.040548 89.838860	118644.34 186864.83								
Director of Human Resources 020018 EXMG												
U EXMG	160	07/01/2023	73.838908 116.296538	153584.93 241896.80								
Director of PubSafety Acctblty 024005 APPO												
U COFF	011	02/07/2026	60.127692 114.345000	125065.60 237837.60								
Director of Public Works 020021 EXMG												
U EXMG	150	07/01/2023	73.838908 116.296538	153584.93 241896.80								
Director of Utilities 020022 EXMG												
U EXMG	190	07/01/2023	73.838908 116.296538	153584.93 241896.80								
Director of Yth Parks&Comm Enr 020019 EXMG												
U EXMG	130	07/01/2023	73.838908 116.296538	153584.93 241896.80								
Dispatcher I 002049 SPOA												
A POAM	020	01/25/2025	30.542208 37.124244	63527.79 77218.43	30.542208	32.069318	33.672784	35.356423	37.124244			
Dispatcher II 002050 SPOA												
A POAM	021	01/25/2025	37.346285 45.394643	77680.27 94420.86	37.346285	39.213599	41.174279	43.232993	45.394643			
Dispatcher III 002051 SPOA												
A POAM	022	08/09/2025	45.189005 54.927518	93993.13 114249.24	45.189005	47.448455	49.820878	52.311922	54.927518			
Dispatcher Recruit 009113 TEMP												
A TEMP	048	01/25/2025	29.087817 29.087817	60502.66 60502.66	29.087817							

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Diversity and Equity Manager 001923 MGMT												
A MGTE	197	07/27/2024	55.230683 77.715117	114879.82 161647.44	55.230683	57.992217	60.891828	63.936419	67.133240	70.489902	74.014397	77.715117
EMS Coordinator 001913 MGMT												
A MGTE	180	07/27/2024	47.586522 66.959014	98979.97 139274.75	47.586522	49.965848	52.464140	55.087347	57.841714	60.733800	63.770490	66.959014
Economic Development Manager 001745 MGMT												
A MGTE	039	07/27/2024	56.830622 79.966392	118207.69 166330.10	56.830622	59.672153	62.655761	65.788549	69.077976	72.531875	76.158469	79.966392
Electrical Constructn Insp I 016039 L39A												
A OFFT	026	9/20/2025	28.712979 40.402044	59723.00 84036.25	28.712979	30.148628	31.656059	33.238862	34.900805	36.645845	38.478137	40.402044
Electrical Constructn Insp II 016040 L39A												
A OFFT	027	9/20/2025	31.591320 44.452158	65709.95 92460.49	31.591320	33.170886	34.829430	36.570901	38.399446	40.319418	42.335389	44.452158
Electrical Constructn Insp III 016041 L39A												
A OFFT	028	9/20/2025	33.594571 47.270937	69876.71 98323.55	33.594571	35.274300	37.038015	38.889916	40.834412	42.876133	45.019940	47.270937
Electrical Design Technician 006268 BULT												
A BLDG	026	07/01/2023	34.695533 57.561593	72166.71 119728.11	34.695533	37.297698	40.095025	43.102152	46.334813	49.809924	53.545668	57.561593
Electrician 006004 BULT												
A BLDG	003	07/01/2023	31.939676 52.989492	66434.53 110218.14	31.939676	34.335152	36.910288	39.678560	42.654452	45.853536	49.292551	52.989492
Electrician Supervisor 006006 BULT												
A BLDG	004	07/01/2023	37.059478 61.483495	77083.71 127885.67	37.059478	39.838939	42.826859	46.038873	49.491789	53.203673	57.193949	61.483495
Electronic Maint Tech I 003615 L39A												
A OPMT	007	9/20/2025	32.962890 46.382095	68562.81 96474.76	32.962890	34.611034	36.341586	38.158665	40.066598	42.069928	44.173424	46.382095
Electronic Maint Tech II 003616 L39A												
A OPMT	008	9/20/2025	34.611109 48.701305	71991.11 101298.71	34.611109	36.341664	38.158747	40.066684	42.070018	44.173519	46.382195	48.701305
Electronic Maint Tech Trnee 003614 L39A												
A OPMT	006	9/20/2025	29.966271 42.165554	62329.84 87704.35	29.966271	31.464585	33.037814	34.689705	36.424190	38.245400	40.157670	42.165554
Emergency Communications Mgr 001746 MGMT												
A MGTE	164	07/27/2024	49.317362 69.394481	102580.11 144340.52	49.317362	51.783230	54.372391	57.091011	59.945562	62.942840	66.089982	69.394481
Emergency Medical Service Trnee 009146 TEMP												
A TEMP	078	02/11/2023	18.254436 20.125516	37969.23 41861.07	18.254436	19.167158	20.125516					
Enforcement & Collections Supv 015044 L39C												
A SUPV	021	9/20/2025	31.596110 44.458900	65719.91 92474.51	31.596110	33.175916	34.834712	36.576448	38.405270	40.325533	42.341810	44.458900

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Engineering Manager 001884 MGMT												
A MGTE	147	07/27/2024	67.123194 94.449075	139616.24 196454.08	67.123194	70.479354	74.003322	77.703488	81.588662	85.668095	89.951500	94.449075
Engineering Technician I 016930 L39A												
A OFFT	110	9/20/2025	27.137499 38.185187	56446.00 79425.19	27.137499	28.494374	29.919093	31.415048	32.985800	34.635090	36.366845	38.185187
Engineering Technician II 016931 L39A												
A OFFT	111	9/20/2025	28.494358 40.094423	59268.26 83396.40	28.494358	29.919076	31.415030	32.985781	34.635070	36.366824	38.185165	40.094423
Engineering Technician III 016939 L39A												
A OFFT	116	9/20/2025	31.343986 44.104136	65195.49 91736.60	31.343986	32.911185	34.556744	36.284581	38.098810	40.003751	42.003939	44.104136
Environmental Hlth & Sfty Mngr 001928 MGMT												
A MGTE	200	07/27/2024	55.230683 77.715117	114879.82 161647.44	55.230683	57.992217	60.891828	63.936419	67.133240	70.489902	74.014397	77.715117
Environmental Hlth & Sfty Offr 001809 MGMT												
A MGTE	091	07/27/2024	47.586522 66.959014	98979.97 139274.75	47.586522	49.965848	52.464140	55.087347	57.841714	60.733800	63.770490	66.959014
Environmental Hlth & Sfty Spec 001810 MGMT												
A MGTE	092	07/27/2024	43.260471 60.871829	89981.78 126613.40	43.260471	45.423495	47.694670	50.079404	52.583374	55.212543	57.973170	60.871829
Equal Employment Manager 001139 MGMT												
A MGTE	189	07/27/2024	50.209710 70.650105	104436.20 146952.22	50.209710	52.720196	55.356206	58.124016	61.030217	64.081728	67.285814	70.650105
Equal Employment Specialist 001748 MGMT												
A MGTE	040	07/27/2024	39.028590 54.917146	81179.47 114227.66	39.028590	40.980019	43.029020	45.180471	47.439495	49.811470	52.302044	54.917146
Equipment Maint Supv 015053 L39C												
A SUPV	026	9/20/2025	36.078487 50.766054	75043.25 105593.39	36.078487	37.882411	39.776532	41.765359	43.853627	46.046308	48.348623	50.766054
Equipment Mechanic I 012009 IAMA												
A IAMA	006	07/01/2023	28.102298 39.542755	58452.78 82248.93	28.102298	29.507413	30.982784	32.531923	34.158519	35.866445	37.659767	39.542755
Equipment Mechanic II 012003 IAMA												
A IAMA	002	07/01/2023	30.754596 43.274804	63969.56 90011.59	30.754596	32.292326	33.906942	35.602289	37.382403	39.251523	41.214099	43.274804
Equipment Mechanic III 012004 IAMA												
A IAMA	003	07/01/2023	32.486287 45.711468	67571.48 95079.85	32.486287	34.110601	35.816131	37.606938	39.487285	41.461649	43.534731	45.711468
Equipment Serviceworker 012006 IAMA												
A IAMA	005	07/01/2023	21.387674 30.094607	44486.36 62596.78	21.387674	22.457058	23.579911	24.758907	25.996852	27.296695	28.661530	30.094607
Ethics Program Compliance Ofc 001930 MGMT												
A MGTE	201	07/27/2024	49.144867 69.151762	102221.32 143835.66	49.144867	51.602110	54.182215	56.891326	59.735892	62.722687	65.858821	69.151762

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Events Associate 009093 TEMP												
A TEMP	042	12/13/2025	16.900000 16.900000	35152.00 35152.00								
Events Coordinator 016043 L39A												
A OFFT	029	9/20/2025	25.878263 36.413313	53826.79 75739.69	25.878263	27.172176	28.530785	29.957324	31.455190	33.027949	34.679346	36.413313
Events Duty Person 009067 TEMP												
A TEMP	036	03/22/2022	22.028399 22.028400	45819.07 45819.07								
Events Services Manager 001749 MGMT												
A MGTE	041	07/27/2024	43.765495 61.582447	91032.23 128091.49	43.765495	45.953770	48.251458	50.664031	53.197233	55.857095	58.649950	61.582447
Events Services Supervisor 001750 MGMT												
A MGTE	042	07/27/2024	37.200671 52.345079	77377.40 108877.76	37.200671	39.060705	41.013740	43.064427	45.217648	47.478530	49.852456	52.345079
Evidence & Property Technician 016071 L39A												
A OFFT	041	9/20/2025	26.527557 37.326938	55177.32 77640.03	26.527557	27.853935	29.246632	30.708964	32.244412	33.856633	35.549465	37.326938
Executive Assistant (CMO) 022000 EMSU												
U EXMB	010	06/15/2024	26.010000 40.976462	54100.80 85231.04								
Executive Assistant (MC) 022001 EMSU												
U MCSB	030	06/15/2024	26.010000 40.976462	54100.80 85231.04								
Executive Director SAC CCOMWP 020023 EXMG												
U EXMG	050	07/01/2023	59.666264 93.974360	124105.83 195466.67								
Facilities & Real Prop Supt 001751 MGMT												
A MGTE	043	07/27/2024	48.421959 68.134561	100717.68 141719.89	48.421959	50.843057	53.385210	56.054471	58.857195	61.800055	64.890058	68.134561
Facilities Manager 001880 MGMT												
A MGTE	143	07/27/2024	62.760187 88.309885	130541.19 183684.56	62.760187	65.898196	69.193106	72.652761	76.285399	80.099669	84.104652	88.309885
Finance Manager 001925 MGMT												
A MGTE	193	07/27/2024	55.230683 77.715117	114879.82 161647.44	55.230683	57.992217	60.891828	63.936419	67.133240	70.489902	74.014397	77.715117
Financial Services Supervisor 015092 L39C												
A SUPV	049	9/20/2025	27.608290 38.847634	57425.24 80803.08	27.608290	28.988704	30.438139	31.960046	33.558048	35.235950	36.997747	38.847634
Fingerprint Clerk 016974 L39A												
A OFFT	134	9/20/2025	24.138966 33.965950	50209.05 70649.18	24.138966	25.345914	26.613210	27.943871	29.341065	30.808118	32.348524	33.965950
Fire Assistant Chief 020053 EXMG												
U EXMG	223	09/09/2025	77.004692 108.353332	160169.76 225374.93								

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Fire Assistant Chief (56 Hrs) 020055 EXMG												
U	EX56 001	09/09/2025	55.003352 77.395237	160169.76 225374.93								
Fire Battalion Chief 005170 L522												
A	FR56 007	11/02/2024	47.577237 63.758048	138544.91 185663.44	47.577237	49.956099	52.453904	55.076599	57.830429	60.721950	63.758048	
Fire Battalion Chief (Admin) FA7 L522												
A	FR40 FA7	11/02/2024	66.608131 89.261267	138544.91 185663.44	66.608131	69.938538	73.435465	77.107238	80.962600	85.010730	89.261267	
Fire Captain 005020 L522												
A	FR56 002	11/02/2024	37.978110 50.894298	110592.26 148204.20	37.978110	39.877015	41.870866	43.964409	46.162629	48.470760	50.894298	
Fire Captain (Admin) FA5 L522												
A	FR40 FA5	11/02/2024	53.923698 72.262913	112161.29 150306.86	53.923698	56.619883	59.450877	62.423421	65.544592	68.821822	72.262913	
Fire Chief 020024 EXMG												
A	FM40 001	07/01/2023	77.196447 137.812500	160568.61 286650.00								
Fire Engineer 005050 L522												
A	FR56 003	11/02/2024	33.592714 45.017450	97821.98 131090.81	33.592714	35.272350	37.035968	38.887766	40.832154	42.873762	45.017450	
Fire Engineer (Admin) FA3 L522												
A	FR40 FA3	11/02/2024	47.731095 63.964233	99280.68 133045.60	47.731095	50.117650	52.623533	55.254710	58.017445	60.918317	63.964233	
Fire Investigator I 005067 L522												
A	FR40 004	04/12/2025	47.974087 64.289865	99786.10 133722.92	47.974087	50.372791	52.891431	55.536003	58.312803	61.228443	64.289865	
Fire Investigator I (Admin) FA8 L522												
A	FR40 004	04/12/2025	47.974087 64.289865	99786.10 133722.92	47.974087	50.372791	52.891431	55.536003	58.312803	61.228443	64.289865	
Fire Investigator II 005068 L522												
A	FR40 005	11/02/2024	54.207575 72.643335	112751.76 151098.14	54.207575	56.917954	59.763852	62.752045	65.889647	69.184129	72.643335	
Fire Marshal 020054 EXMG												
U	EXMG 224	09/09/2025	77.004692 108.353332	160169.76 225374.93								
Fire Prevention Officer I 005065 L522												
A	FR40 002	11/02/2024	38.823583 52.027314	80753.05 108216.81	38.823583	40.764762	42.803000	44.943150	47.190308	49.549823	52.027314	
Fire Prevention Officer II 005066 L522												
A	FR40 003	11/02/2024	41.902126 56.152857	87156.42 116797.94	41.902126	43.997232	46.197094	48.506949	50.932296	53.478911	56.152857	
Fire Prevention Officer Trnee 005064 L522												
A	FR40 001	11/02/2024	30.435811 31.957602	63306.49 66471.81	30.435811	31.957602						

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Fire Recruit 009017 TEMP												
A TEMP	076	07/01/2021	25.134000 25.134000	52278.72 52278.72								
Fire Service Worker 012014 IAMA												
A IAMA	009	07/01/2023	24.222627 34.083669	50383.06 70894.03	24.222627	25.433758	26.705446	28.040718	29.442754	30.914892	32.460637	34.083669
Firefighter 005010 L522												
A FR56	001	11/02/2024	30.390654 40.726384	88497.58 118595.23	30.390654	31.910187	33.505696	35.180981	36.940030	38.787032	40.726384	
Firefighter (Admin) FA1 L522												
A FR40	FA1	11/02/2024	43.140467 57.812351	89732.17 120249.69	43.140467	45.297490	47.562365	49.940483	52.437507	55.059382	57.812351	
Fiscal Policy Analyst 001936 MGMT												
A MGTE	208	07/27/2024	37.131911 52.248328	77234.38 108676.52	37.131911	38.988507	40.937932	42.984829	45.134070	47.390773	49.760312	52.248328
Fleet Management Technician 016045 L39A												
A OFFT	031	9/20/2025	32.983944 46.411722	68606.60 96536.38	32.983944	34.633141	36.364798	38.183038	40.092190	42.096800	44.201640	46.411722
Fleet Manager 001881 MGMT												
A MGTE	144	07/27/2024	54.240906 76.322401	112821.08 158750.59	54.240906	56.952951	59.800599	62.790629	65.930160	69.226668	72.688001	76.322401
Fleet Service Coordinator 016976 L39A												
A OFFT	136	9/20/2025	23.665961 33.300382	49225.20 69264.80	23.665961	24.849259	26.091722	27.396308	28.766123	30.204429	31.714650	33.300382
Forensic Investigator I 016047 L39A												
A OFFT	032	9/20/2025	29.592398 41.639476	61552.19 86610.11	29.592398	31.072018	32.625619	34.256900	35.969745	37.768232	39.656644	41.639476
Forensic Investigator II 016048 L39A												
A OFFT	033	9/20/2025	32.551639 45.803426	67707.41 95271.13	32.551639	34.179221	35.888182	37.682591	39.566721	41.545057	43.622310	45.803426
GIS Specialist I 017026 L39A												
A PROF	014	9/20/2025	39.127269 55.055997	81384.72 114516.47	39.127269	41.083632	43.137814	45.294705	47.559440	49.937412	52.434283	55.055997
GIS Specialist II 017027 L39A												
A PROF	015	9/20/2025	43.041718 60.564020	89526.77 125973.16	43.041718	45.193804	47.453494	49.826169	52.317477	54.933351	57.680019	60.564020
GIS Specialist III 017028 L39A												
A PROF	016	9/20/2025	49.012925 68.966108	101946.88 143449.50	49.012925	51.463571	54.036750	56.738588	59.575517	62.554293	65.682008	68.966108
General Intern 009147 TEMP												
A TEMP	079	12/13/2025	16.900000 20.000000	35152.00 41600.00								
General Repair Worker 012010 IAMA												
A IAMA	007	07/01/2023	24.022051 33.801439	49965.87 70306.99	24.022051	25.223154	26.484312	27.808528	29.198954	30.658902	32.191847	33.801439

Sal Plan	Grade	Effective Date	Hourly Min/Max		Annual Min/Max		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Generator Technician 006061 BULT														
A BLDG	023	07/01/2023	34.404714	48.410888	71561.80	100694.65	34.404714	36.124950	37.931198	39.827758	41.819146	43.910103	46.105608	48.410888
Gov't Affairs Mgr Public Sffy 020052 EXMG														
U EXMG	002	02/22/2025	57.040548	89.838861	118644.34	186864.83								
Government Affairs Manager 020050 EXMG														
U EXMG	221	01/16/2025	51.855043	81.671692	107858.49	169877.12								
Graduate Student Trainee 009144 TEMP														
A TEMP	075	12/13/2025	16.900000	16.900000	35152.00	35152.00								
Graphic Designer 001929 MGMT														
A MGTE	199	12/14/2024	28.969962	38.822520	60257.52	80750.84		28.969962	30.418460	31.939383	33.536352	35.213170	36.973829	38.822520
Graphics Assistant 016957 L39A														
A OFFT	127	9/20/2025	20.634890	29.035362	42920.57	60393.55	20.634890	21.666635	22.749967	23.887465	25.081838	26.335930	27.652726	29.035362
HVAC Supervisor 006269 BULT														
A BLDG	027	07/01/2023	37.266903	61.827623	77515.16	128601.46	37.266903	40.061921	43.066565	46.296557	49.768799	53.501459	57.514068	61.827623
HVAC Systems Mechanic 004010 L39B														
A PLNT	006	12/27/2025	36.482080	51.333950	75882.73	106774.62	36.482080	38.306184	40.221493	42.232568	44.344196	46.561406	48.889476	51.333950
Homeless Services Manager 001939 MGMT														
A MGTE	212	07/27/2024	55.230683	77.715117	114879.82	161647.44	55.230683	57.992217	60.891828	63.936419	67.133240	70.489902	74.014397	77.715117
Human Resources Manager 001851 MGMT														
A MGTE	124	07/27/2024	55.230683	77.715117	114879.82	161647.44	55.230683	57.992217	60.891828	63.936419	67.133240	70.489902	74.014397	77.715117
Human Resources Manager-Rep20 020038 EXMG														
U EXMG	042	06/15/2024	54.277298	85.486745	112896.78	177812.43								
IT Manager 001761 MGMT														
A MGTE	052	07/27/2024	61.054172	85.909351	126992.68	178691.45	61.054172	64.106881	67.312225	70.677836	74.211728	77.922314	81.818430	85.909351
IT Supervisor 001762 MGMT														
A MGTE	053	07/27/2024	53.552160	75.353267	111388.49	156734.80	53.552160	56.229768	59.041256	61.993319	65.092985	68.347634	71.765016	75.353267
IT Support Specialist I 016219 L39A														
A OFFT	086	9/20/2025	36.369400	51.175398	75648.35	106444.83	36.369400	38.187870	40.097263	42.102126	44.207232	46.417594	48.738474	51.175398
IT Support Specialist II 016220 L39A														
A OFFT	087	9/20/2025	40.007942	56.295192	83216.52	117094.00	40.007942	42.008339	44.108756	46.314194	48.629904	51.061399	53.614469	56.295192

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
IT Trainee 016221 L39A												
A	OFFT 088	9/20/2025	28.617365 40.267506	59524.12 83756.41	28.617365	30.048233	31.550645	33.128177	34.784586	36.523815	38.350006	40.267506
Instrument Technician I 003648 L39A												
A	OPMT 030	9/20/2025	31.662312 44.552052	65857.61 92668.27	31.662312	33.245428	34.907699	36.653084	38.485738	40.410025	42.430526	44.552052
Instrument Technician II 003649 L39A												
A	OPMT 031	9/20/2025	35.649443 50.162346	74150.84 104337.68	35.649443	37.431915	39.303511	41.268687	43.332121	45.498727	47.773663	50.162346
Instrument Technician Trainee 003646 L39A												
A	OPMT 028	9/20/2025	28.774412 40.488488	59850.78 84216.06	28.774412	30.213133	31.723790	33.309979	34.975478	36.724252	38.560465	40.488488
Instrumentation Supervisor 015087 L39C												
A	SUPV 046	9/20/2025	40.964570 57.641262	85206.31 119893.82	40.964570	43.012798	45.163438	47.421610	49.792690	52.282324	54.896440	57.641262
Integrated Waste Collctns Supt 001763 MGMT												
A	MGTE 054	07/27/2024	50.371744 70.878102	104773.23 147426.45	50.371744	52.890331	55.534848	58.311590	61.227170	64.288528	67.502954	70.878102
Integrated Waste Equip Operatr 003663 L39A												
A	OPMT 044	04/04/2026	28.008010 39.410080	58256.66 81972.97	28.008010	29.408410	30.878830	32.422771	34.043910	35.746105	37.533410	39.410080
Integrated Waste General Mgr 001764 MGMT												
A	MGTE 055	07/27/2024	59.999470 84.425278	124798.90 175604.58	59.999470	62.999443	66.149415	69.456886	72.929730	76.576216	80.405027	84.425278
Integrated Waste General Supv 001765 MGMT												
A	MGTE 056	07/27/2024	45.334568 63.790290	94295.90 132683.80	45.334568	47.601296	49.981361	52.480429	55.104450	57.859673	60.752657	63.790290
Integrated Waste Planning Supt 001766 MGMT												
A	MGTE 057	07/27/2024	50.371744 70.878102	104773.23 147426.45	50.371744	52.890331	55.534848	58.311590	61.227170	64.288528	67.502954	70.878102
Integrated Waste Supervisor 015032 L39C												
A	SUPV 014	04/04/2026	38.499590 54.172789	80079.15 112679.40	38.499590	40.424569	42.445797	44.568087	46.796491	49.136316	51.593132	54.172789
Investigator 001944 MGMT												
A	MGTE 216	07/27/2024	32.730223 46.054712	68078.86 95793.80	32.730223	34.366734	36.085071	37.889325	39.783791	41.772981	43.861630	46.054712
Investment Officer 001767 MGMT												
A	MGTE 058	07/27/2024	51.340069 72.240632	106787.34 150260.52	51.340069	53.907072	56.602426	59.432547	62.404174	65.524383	68.800602	72.240632
Investment Operations Analyst 001890 MGMT												
A	MGTE 153	07/27/2024	43.142916 60.706415	89737.26 126269.34	43.142916	45.300062	47.565065	49.943318	52.440484	55.062508	57.815633	60.706415
Irrigation Technician 003921 L39A												
A	OPMT 066	9/20/2025	24.868877 34.993009	51727.26 72785.46	24.868877	26.112321	27.417937	28.788834	30.228276	31.739690	33.326675	34.993009

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Junior Engineer 011010 WCOE												
A WCOE	001	06/29/2024	31.466198 44.276100	65449.69 92094.29	31.466198	33.039508	34.691483	36.426057	38.247360	40.159728	42.167714	44.276100
Junior Landscape Assistant 011024 WCOE												
A WCOE	015	06/29/2024	31.466198 44.276100	65449.69 92094.29	31.466198	33.039508	34.691483	36.426057	38.247360	40.159728	42.167714	44.276100
Junior Planner 017004 L39A												
A PROF	004	9/20/2025	28.847980 40.592005	60003.80 84431.37	28.847980	30.290379	31.804898	33.395143	35.064900	36.818145	38.659052	40.592005
Junior Plant Operator 004001 L39B												
A PLNT	001	12/27/2025	26.900744 37.852048	55953.55 78732.26	26.900744	28.245781	29.658070	31.140974	32.698023	34.332924	36.049570	37.852048
Labor Relations Adm/EEO Invstg 020048 EXMG												
U EXMG	006	06/15/2024	43.758000 63.703082	91016.64 132502.41								
Labor Relations Analyst 020034 EXMG												
U EXMG	005	06/15/2024	33.113798 52.150000	68876.70 108472.00								
Labor Relations Officer 020036 EXMG												
U EXMG	015	06/15/2024	44.168865 69.565957	91871.24 144697.19								
Landscape Assistant 011017 WCOE												
A WCOE	008	06/29/2024	36.792010 51.770051	76527.38 107681.71	36.792010	38.631610	40.563190	42.591349	44.720916	46.956962	49.304810	51.770051
Landscape Technician I 016209 L39A												
A OFFT	077	9/20/2025	27.137499 38.185187	56446.00 79425.19	27.137499	28.494374	29.919093	31.415048	32.985800	34.635090	36.366845	38.185187
Landscape Technician II 016054 L39A												
A OFFT	035	9/20/2025	28.494358 40.094423	59268.26 83396.40	28.494358	29.919076	31.415030	32.985781	34.635070	36.366824	38.185165	40.094423
Law Office Administrator 001853 MGMT												
A MGTE	126	07/27/2024	46.586798 65.552303	96900.54 136348.79	46.586798	48.916138	51.361945	53.930042	56.626544	59.457871	62.430765	65.552303
Lead Events Associate 009094 TEMP												
A TEMP	043	12/13/2025	16.900000 16.900000	35152.00 35152.00								
Lead Forensic Investigator 016926 L39A												
A OFFT	109	9/20/2025	35.806871 50.383866	74478.29 104798.44	35.806871	37.597215	39.477076	41.450930	43.523477	45.699651	47.984634	50.383866
Legal Secretary (Ex) 010803 CONF												
A CONF	021	07/27/2024	29.863255 42.020600	62115.57 87402.85	29.863255	31.356418	32.924239	34.570451	36.298974	38.113923	40.019619	42.020600
Legal Staff Assistant (Ex) 010809 CONF												
A CONF	025	07/27/2024	21.214216 29.850533	44125.57 62089.11	21.214216	22.274927	23.388673	24.558107	25.786012	27.075313	28.429079	29.850533

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Licensed Land Surveyor 001770 MGMT												
A MGTE	165	07/27/2024	49.303344 69.374756	102550.96 144299.49	49.303344	51.768511	54.356937	57.074784	59.928523	62.924949	66.071196	69.374756
Lifeguard 009013 TEMP												
A TEMP	013	04/20/2024	18.500000 18.500000	38480.00 38480.00	18.500000							
Locksmith 003928 L39A												
A OPMT	074	9/20/2025	28.806200 40.533217	59916.90 84309.09	28.806200	30.246510	31.758836	33.346778	35.014117	36.764823	38.603064	40.533217
Machinist 006009 BULT												
A BLDG	006	07/01/2023	30.980388 51.397986	64439.21 106907.81	30.980388	33.303917	35.801711	38.486839	41.373352	44.476353	47.812080	51.397986
Machinist Helper 006011 BULT												
A BLDG	008	07/01/2023	24.827973 41.190826	51642.18 85676.92	24.827973	26.690071	28.691826	30.843713	33.156991	35.643765	38.317047	41.190826
Machinist Supervisor 006010 BULT												
A BLDG	007	07/01/2023	35.978334 59.689824	74834.94 124154.83	35.978334	38.676709	41.577462	44.695772	48.047955	51.651552	55.525418	59.689824
Mail Processor I 016028 L39A												
A OFFT	154	9/20/2025	20.836484 29.319025	43339.89 60983.57	20.836484	21.878308	22.972223	24.120834	25.326876	26.593220	27.922881	29.319025
Mail Processor II 016022 L39A												
A OFFT	152	9/20/2025	22.408614 31.531171	46609.92 65584.84	22.408614	23.529045	24.705497	25.940772	27.237811	28.599702	30.029687	31.531171
Mail Processor II (Legacy) 016010 L39A												
A OFFT	151	9/20/2025	23.529045 33.107730	48940.41 68864.08	23.529045	24.705497	25.940772	27.237811	28.599702	30.029687	31.531171	33.107730
Maintenance Worker 003651 L39A												
A OPMT	033	9/20/2025	20.634585 29.034933	42919.94 60392.66	20.634585	21.666314	22.749630	23.887111	25.081467	26.335540	27.652317	29.034933
Marina Aide 009061 TEMP												
A TEMP	032	12/13/2025	16.900000 16.900000	35152.00 35152.00								
Marina Manager 001773 MGMT												
A MGTE	062	07/27/2024	43.260471 60.871829	89981.78 126613.40	43.260471	45.423495	47.694670	50.079404	52.583374	55.212543	57.973170	60.871829
Marina&Boating Facilities Attd 003650 L39A												
A OPMT	032	9/20/2025	21.878307 30.784975	45506.88 64032.75	21.878307	22.972222	24.120833	25.326875	26.593219	27.922880	29.319024	30.784975
Mayor 023000 MCNL												
U MCNL	001	06/14/2025	88.684615 88.684615	184464.00 184464.00								
Mayor Council Intern 009130 TEMP												
A TEMP	064	12/13/2025	16.900000 24.040000	35152.00 50003.20								

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Mayor Aide 022003 EMSU												
U MCSB	010	12/13/2025	16.900000 22.891986	35152.00 47615.33								
Mechanical Maintenance Supv 006054 BULT												
A BLDG	016	07/01/2023	34.506393 57.247802	71773.30 119075.43	34.506393	37.094372	39.876450	42.867184	46.082223	49.538390	53.253769	57.247802
Media & Communications Officer 020027 EXMG												
U EXMG	020	06/15/2024	47.369260 74.612120	98528.06 155193.21								
Media & Communications Spclst 001775 MGMT												
A MGTE	064	07/27/2024	37.874551 53.293298	78779.07 110850.06	37.874551	39.768279	41.756693	43.844528	46.036754	48.338592	50.755522	53.293298
Media Production Specialist I 017013 L39A												
A PROF	007	9/20/2025	29.231381 41.131488	60801.27 85553.50	29.231381	30.692950	32.227597	33.838977	35.530926	37.307472	39.172846	41.131488
Media Production Specialist II 017025 L39A												
A PROF	013	9/20/2025	32.715949 46.034625	68049.17 95752.02	32.715949	34.351746	36.069333	37.872800	39.766440	41.754762	43.842500	46.034625
Meter Reader 003621 L39A												
A OPMT	011	9/20/2025	21.101523 26.931484	43891.17 56017.49			21.101523	22.156599	23.264429	24.427650	25.649032	26.931484
Meter Reading Supervisor 015094 L39C												
A SUPV	051	9/20/2025	28.131065 39.583233	58512.62 82333.12	28.131065	29.537618	31.014499	32.565224	34.193485	35.903159	37.698317	39.583233
Museum Security Supervisor 015086 L39C												
A SUPV	045	9/20/2025	24.950083 35.107272	51896.17 73023.13	24.950083	26.197587	27.507466	28.882839	30.326981	31.843330	33.435497	35.107272
Neighborhood Rsrcs Coord I 016968 L39A												
A OFFT	129	9/20/2025	26.495137 37.281319	55109.88 77545.14	26.495137	27.819894	29.210889	30.671433	32.205005	33.815255	35.506018	37.281319
Neighborhood Rsrcs Coord II 016969 L39A												
A OFFT	130	9/20/2025	29.858372 42.013730	62105.41 87388.56	29.858372	31.351291	32.918856	34.564799	36.293039	38.107691	40.013076	42.013730
Neighborhood Services Area Mgr 001778 MGMT												
A MGTE	067	07/27/2024	50.561339 71.144880	105167.58 147981.35	50.561339	53.089406	55.743876	58.531070	61.457623	64.530504	67.757029	71.144880
Neighborhood Services Manager 001901 MGMT												
A MGTE	167	07/27/2024	67.414976 94.859642	140223.15 197308.06	67.414976	70.785725	74.325011	78.041262	81.943325	86.040491	90.342516	94.859642
Nurse 009027 TEMP												
D DALY	006	10/04/2014	52.240000 63.200000	19067.60 23068.00	52.240000	57.460000	63.200000					
OPS Accountability Analyst 021022 MCSU												
U MCSA	132	06/15/2024	32.225726 50.755519	67029.51 105571.48								

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OPS Accountability Insp. Gen. 021024 MCSU												
U MCSA	134	06/15/2024	44.452005 70.011913	92460.17 145624.78								
OPSA Assistant Director 020051 EXMG												
U EXMG	222	06/15/2024	49.015611 77.199582	101952.47 160575.13								
OPSA Community Engmt Coord 021028 MCSU												
U MCSA	138	06/15/2024	32.225726 50.755519	67029.51 105571.48								
OPSA Deputy Inspector General 021027 MCSU												
U MCSA	137	06/15/2024	40.410913 63.647192	84054.70 132386.16								
OPSA Investigator 021021 MCSU												
U MCSA	131	06/15/2024	38.648779 60.871832	80389.46 126613.41								
OPSA Senior Investigator 021029 MCSU												
U MCSA	139	06/15/2024	40.581221 63.915423	84408.94 132944.08								
Office Specialist 016095 L39A												
A OFFT	054	9/20/2025	21.096969 26.925672	43881.70 56005.40			21.096969	22.151817	23.259408	24.422378	25.643497	26.925672
Operations General Supervisor 001802 MGMT												
A MGTE	086	07/27/2024	43.260471 60.871829	89981.78 126613.40	43.260471	45.423495	47.694670	50.079404	52.583374	55.212543	57.973170	60.871829
Painter 006012 BULT												
A BLDG	009	07/01/2023	27.781540 46.090939	57785.60 95869.15	27.781540	29.865155	32.105042	34.512920	37.101389	39.883993	42.875292	46.090939
Paralegal (Ex) 010804 CONF												
A CONF	022	07/27/2024	32.664796 45.962649	67942.78 95602.31	32.664796	34.298036	36.012938	37.813585	39.704264	41.689477	43.773951	45.962649
Paralegal Tech Support (Ex) 010805 CONF												
A CONF	36	07/27/2024	39.066249 54.970134	81257.80 114337.88	39.066249	41.019561	43.070539	45.224066	47.485269	49.859532	52.352509	54.970134
Park Equipment Operator 003666 L39A												
A OPMT	046	9/20/2025	25.182908 35.434880	52380.45 73704.55	25.182908	26.442053	27.764156	29.152364	30.609982	32.140481	33.747505	35.434880
Park Maintenance Manager 001781 MGMT												
A MGTE	069	07/27/2024	49.158592 69.171076	102249.87 143875.84	49.158592	51.616522	54.197348	56.907215	59.752576	62.740205	65.877215	69.171076
Park Maintenance Superintendent 001782 MGMT												
A MGTE	070	07/27/2024	44.242732 62.253968	92024.88 129488.25	44.242732	46.454869	48.777612	51.216493	53.777318	56.466184	59.289493	62.253968
Park Maintenance Worker 003927 L39A												
A OPMT	072	9/20/2025	20.741265 21.778328	43141.83 45298.92							20.741265	21.778328

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Park Maintenance Worker I 003653 L39A												
A OPMT	035	9/20/2025	20.634890 29.035362	42920.57 60393.55	20.634890	21.666635	22.749967	23.887465	25.081838	26.335930	27.652726	29.035362
Park Maintenance Worker II 003654 L39A												
A OPMT	036	9/20/2025	23.308210 32.796991	48481.08 68217.74	23.308210	24.473620	25.697301	26.982166	28.331274	29.747838	31.235230	32.796991
Park Maintenance Worker III 003655 L39A												
A OPMT	037	9/20/2025	27.216887 38.296894	56611.12 79657.54	27.216887	28.577731	30.006618	31.506949	33.082296	34.736411	36.473232	38.296894
Park Plan Design & Devlpmt Mgr 001869 MGMT												
A MGTE	135	07/27/2024	55.653786 78.310466	115759.88 162885.77	55.653786	58.436475	61.358299	64.426214	67.647525	71.029901	74.581396	78.310466
Park Safety Ranger 002061 SPOA												
A POAM	051	01/25/2025	31.711000 44.620562	65958.88 92810.77	31.711000	33.296550	34.961378	36.709447	38.544919	40.472165	42.495773	44.620562
Park Safety Ranger Assistant 002060 SPOA												
A POAM	050	01/25/2025	28.828181 40.564147	59962.62 84373.43	28.828181	30.269590	31.783070	33.372224	35.040835	36.792877	38.632521	40.564147
Park Safety Ranger Supervisor 002062 SPOA												
A POAM	052	01/25/2025	36.467650 51.313646	75852.71 106732.38	36.467650	38.291033	40.205585	42.215864	44.326657	46.542990	48.870139	51.313646
Parking Enforcement Officer 003630 L39A												
A OPMT	016	9/20/2025	22.542314 31.719300	46888.01 65976.14	22.542314	23.669430	24.852902	26.095547	27.400324	28.770340	30.208857	31.719300
Parking Enforcement Supervisor 015025 L39C												
A SUPV	010	9/20/2025	25.899682 36.443453	53871.34 75802.38	25.899682	27.194666	28.554399	29.982119	31.481225	33.055286	34.708050	36.443453
Parking Facilities Maint Supv 015055 L39C												
A SUPV	027	9/20/2025	29.350002 41.298400	61048.00 85900.67	29.350002	30.817502	32.358377	33.976296	35.675111	37.458867	39.331810	41.298400
Parking Lot Attendant 003627 L39A												
A OPMT	013	9/20/2025	20.293342 27.195018	42210.15 56565.64		20.293342	21.308009	22.373409	23.492079	24.666683	25.900017	27.195018
Parking Lot Supervisor 015026 L39C												
A SUPV	011	9/20/2025	23.146208 32.569039	48144.11 67743.60	23.146208	24.303518	25.518694	26.794629	28.134360	29.541078	31.018132	32.569039
Parking Manager 001882 MGMT												
A MGTE	145	07/27/2024	55.162698 77.619457	114738.41 161448.47	55.162698	57.920833	60.816875	63.857719	67.050605	70.403135	73.923292	77.619457
Parking Meter Coin Collector 003628 L39A												
A OPMT	014	9/20/2025	20.634890 29.035362	42920.57 60393.55	20.634890	21.666635	22.749967	23.887465	25.081838	26.335930	27.652726	29.035362
Parking Meter Collection Supv 015085 L39C												
A SUPV	044	9/20/2025	25.426412 35.777516	52886.94 74417.23	25.426412	26.697733	28.032620	29.434251	30.905964	32.451262	34.073825	35.777516

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Parking Meter Repair Worker 003629 L39A												
A OPMT	015	9/20/2025	22.754505 32.017873	47329.37 66597.18	22.754505	23.892230	25.086841	26.341183	27.658242	29.041154	30.493212	32.017873
Parks Supervisor 015028 L39C												
A SUPV	013	9/20/2025	32.254108 45.384769	67088.54 94400.32	32.254108	33.866813	35.560154	37.338162	39.205070	41.165324	43.223590	45.384769
Payroll Technician 010707 CONF												
A CONF	008	07/27/2024	27.641467 38.894321	57494.25 80900.19	27.641467	29.023540	30.474717	31.998453	33.598376	35.278295	37.042210	38.894321
Permit Services Manager 001784 MGMT												
A MGTE	071	07/27/2024	46.024120 64.760559	95730.17 134701.96	46.024120	48.325326	50.741592	53.278672	55.942606	58.739736	61.676723	64.760559
Permit Services Supervisor 015114 L39C												
A SUPV	075	9/20/2025	34.483371 48.521568	71725.41 100924.86	34.483371	36.207540	38.017917	39.918813	41.914754	44.010492	46.211017	48.521568
Personnel Analyst 010823 CONF												
A CONF	043	07/27/2024	35.300040 49.670701	73424.08 103315.06	35.300040	37.065042	38.918294	40.864209	42.907419	45.052790	47.305430	49.670701
Personnel Analyst 014012 MSUP												
A MSUP	012	07/27/2024	35.300040 49.670701	73424.08 103315.06	35.300040	37.065042	38.918294	40.864209	42.907419	45.052790	47.305430	49.670701
Personnel Technician 010708 CONF												
A CONF	009	07/27/2024	27.641467 38.894321	57494.25 80900.19	27.641467	29.023540	30.474717	31.998453	33.598376	35.278295	37.042210	38.894321
Personnel Transactions Coord 016065 L39A												
A OFFT	037	9/20/2025	21.426556 30.149317	44567.24 62710.58	21.426556	22.497884	23.622778	24.803917	26.044113	27.346319	28.713635	30.149317
Pick Up Driver 016988 L39A												
A OFFT	150	9/20/2025	20.558278 23.798777	42761.22 49501.46					20.558278	21.586192	22.665502	23.798777
Pilot 009126 TEMP												
A TEMP	059	06/21/2008	35.433200 41.338800	73701.06 85984.70	35.433200	38.386000	41.338800					
Planning Director 001786 MGMT												
A MGTE	073	07/27/2024	61.301841 86.257848	127507.83 179416.32	61.301841	64.366933	67.585280	70.964544	74.512771	78.238410	82.150331	86.257848
Plans Examiner I 016007 L39A												
A OFFT	007	9/20/2025	30.064801 42.304194	62534.79 87992.72	30.064801	31.568041	33.146443	34.803765	36.543953	38.371151	40.289709	42.304194
Plans Examiner II 016008 L39A												
A OFFT	008	9/20/2025	31.652170 44.537782	65836.51 92638.59	31.652170	33.234778	34.896517	36.641343	38.473410	40.397081	42.416935	44.537782
Plans Examiner III 016009 L39A												
A OFFT	009	9/20/2025	37.021781 52.093364	77005.30 108354.20	37.021781	38.872870	40.816514	42.857340	45.000207	47.250217	49.612728	52.093364

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Plant Operator 004002 L39B												
A PLNT	002	12/27/2025	32.222875 45.340821	67023.58 94308.91	32.222875	33.834019	35.525720	37.302006	39.167106	41.125461	43.181734	45.340821
Plumber 006014 BULT												
A BLDG	010	07/01/2023	29.789657 49.422505	61962.49 102798.81	29.789657	32.023881	34.425672	37.007597	39.783167	42.766905	45.974423	49.422505
Plumber Apprentice 006264 BULT												
A BLDG	021	07/01/2023	17.796781 29.525733	37017.30 61413.52	17.796781	19.131540	20.566405	22.108885	23.767051	25.549580	27.465798	29.525733
Plumbing Supervisor 006270 BULT												
A BLDG	028	07/01/2023	33.501352 55.580389	69682.81 115607.21	33.501352	36.013953	38.714999	41.618624	44.740021	48.095523	51.702687	55.580389
Police Background Investigator 009104 TEMP												
A TEMP	044	09/16/2019	31.025600 31.025600	64533.25 64533.25	31.025600							
Police Captain 001789 MGMT												
A MGTP	076	07/27/2024	82.395016 115.938062	171381.63 241151.17	82.395016	86.514767	90.840505	95.382530	100.151657	105.159240	110.417202	115.938062
Police Chief 020028 EXMG												
U PEXM	020	07/01/2023	86.581153 149.927884	180088.80 311850.00								
Police Clerk I 016066 L39A												
A OFFT	038	9/20/2025	21.052576 23.210465	43789.36 48277.77						21.052576	22.105205	23.210465
Police Clerk II 016067 L39A												
A OFFT	039	9/20/2025	21.096969 26.925672	43881.70 56005.40			21.096969	22.151817	23.259408	24.422378	25.643497	26.925672
Police Clerk III 016068 L39A												
A OFFT	040	9/20/2025	21.254079 29.906623	44208.48 62205.78	21.254079	22.316783	23.432622	24.604253	25.834466	27.126189	28.482498	29.906623
Police Lieutenant 001870 MGMT												
A MGTP	136	07/27/2024	71.647839 100.815705	149027.50 209696.67	71.647839	75.230231	78.991743	82.941330	87.088396	91.442816	96.014957	100.815705
Police Officer 002027 SPOA												
A SPOA	002	01/25/2025	42.972486 57.587240	89382.77 119781.46	42.972486	45.121110	47.377165	49.746023	52.233324	54.844990	57.587240	
Police Officer Recruit 009123 TEMP												
A TEMP	056	01/25/2025	40.926177 40.926177	85126.45 85126.45	40.926177							
Police Records Specialist I 016933 L39A												
A OFFT	113	9/20/2025	21.615257 30.414838	44959.74 63262.86	21.615257	22.696020	23.830821	25.022362	26.273480	27.587154	28.966512	30.414838
Police Records Specialist II 016934 L39A												
A OFFT	114	9/20/2025	24.857595 34.977134	51703.80 72752.44	24.857595	26.100475	27.405499	28.775774	30.214563	31.725291	33.311556	34.977134

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Police Records Specialist III 016935 L39A												
A OFFT	115	9/20/2025	27.343325 38.474805	56874.12 80027.59	27.343325	28.710491	30.146016	31.653317	33.235983	34.897782	36.642671	38.474805
Police Records Supervisor 015101 L39C												
A SUPV	057	9/20/2025	30.077698 42.322342	62561.61 88030.47	30.077698	31.581583	33.160662	34.818695	36.559630	38.387611	40.306992	42.322342
Police Sergeant 002015 SPOA												
A SPOA	001	01/25/2025	57.326370 69.680560	119238.85 144935.56	57.326370	60.192688	63.202322	66.362438	69.680560			
Police Social Services Admstr 001932 MGMT												
A MGTE	204	07/27/2024	47.585353 66.957372	98977.53 139271.33	47.585353	49.964621	52.462852	55.085995	57.840295	60.732310	63.768926	66.957372
Pool Manager 009015 TEMP												
A TEMP	015	04/20/2024	24.500000 24.500000	50960.00 50960.00	24.500000							
Principal Accountant 001791 MGMT												
A MGTE	078	07/27/2024	41.273741 58.076299	85849.38 120798.70	41.273741	43.337428	45.504299	47.779514	50.168490	52.676915	55.310761	58.076299
Principal Applications Develpr 001828 MGMT												
A MGTE	109	07/27/2024	52.698739 74.152417	109613.38 154237.03	52.698739	55.333676	58.100360	61.005378	64.055647	67.258429	70.621350	74.152417
Principal Budget Analyst 020041 EXMG												
U EXMG	036	06/15/2024	45.450966 71.585269	94538.01 148897.36								
Principal Building Inspector 001793 MGMT												
A MGTE	079	07/27/2024	47.520140 66.865609	98841.89 139080.47	47.520140	49.896147	52.390954	55.010502	57.761027	60.649078	63.681532	66.865609
Principal Engineer 001918 MGMT												
A MGTE	184	07/27/2024	59.907800 84.296290	124608.22 175336.28	59.907800	62.903190	66.048350	69.350767	72.818305	76.459220	80.282181	84.296290
Principal Fiscal Policy Anlyst 001937 MGMT												
A MGTE	209	07/27/2024	49.876780 70.181639	103743.70 145977.81	49.876780	52.370619	54.989150	57.738608	60.625538	63.656815	66.839656	70.181639
Principal Planner 001795 MGMT												
A MGTE	080	07/27/2024	52.106566 73.319170	108381.66 152503.87	52.106566	54.711894	57.447489	60.319863	63.335856	66.502649	69.827781	73.319170
Principal Systems Engineer 001796 MGMT												
A MGTE	081	07/27/2024	52.698739 74.152417	109613.38 154237.03	52.698739	55.333676	58.100360	61.005378	64.055647	67.258429	70.621350	74.152417
Process Control Supervisor 001947 MGMT												
A MGTE	219	07/27/2024	45.710288 64.318966	95077.40 133783.45	45.710288	47.995802	50.395592	52.915372	55.561141	58.339198	61.256158	64.318966
Process Control Systems Splst 017037 L39A												
A PROF	023	9/20/2025	43.173088 60.748869	89800.02 126357.65	43.173088	45.331742	47.598329	49.978245	52.477157	55.101015	57.856066	60.748869

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Procurement Services Manager 001797 MGMT												
A MGTE	082	07/27/2024	55.230683 77.715117	114879.82 161647.44	55.230683	57.992217	60.891828	63.936419	67.133240	70.489902	74.014397	77.715117
Program Coord. (Adaptive Rec.) 016985 L39A												
A OFFT	146	9/20/2025	24.089952 33.896983	50107.10 70505.72	24.089952	25.294450	26.559173	27.887132	29.281489	30.745563	32.282841	33.896983
Program Coord. (Older Adults) 016984 L39A												
A OFFT	145	9/20/2025	24.089952 33.896983	50107.10 70505.72	24.089952	25.294450	26.559173	27.887132	29.281489	30.745563	32.282841	33.896983
Program Coordinator 016210 L39A												
A OFFT	078	9/20/2025	23.617603 33.232337	49124.61 69123.26	23.617603	24.798483	26.038407	27.340327	28.707343	30.142710	31.649845	33.232337
Program Developer 016211 L39A												
A OFFT	079	9/20/2025	21.113064 28.293526	43915.17 58850.53		21.113064	22.168717	23.277153	24.441011	25.663062	26.946215	28.293526
Program Develpr (Older Adults) 016986 L39A												
A OFFT	147	9/20/2025	20.509834 28.859397	42660.46 60027.55	20.509834	21.535326	22.612092	23.742697	24.929832	26.176324	27.485140	28.859397
Program Leader 016949 L39A												
A OFFT	121	9/20/2025	20.361550 23.571038	42352.02 49027.76					20.361550	21.379627	22.448608	23.571038
Program Leader (Older Adults) 016987 L39A												
A OFFT	148	9/20/2025	21.069777 23.229429	43825.14 48317.21						21.069777	22.123266	23.229429
Program Manager 001798 MGMT												
A MGTE	083	07/27/2024	47.586522 66.959014	98979.97 139274.75	47.586522	49.965848	52.464140	55.087347	57.841714	60.733800	63.770490	66.959014
Program Specialist 001799 MGMT												
A MGTE	084	07/27/2024	43.260471 60.871829	89981.78 126613.40	43.260471	45.423495	47.694670	50.079404	52.583374	55.212543	57.973170	60.871829
Program Supervisor 015091 L39C												
A SUPV	048	9/20/2025	30.760057 43.282490	63980.92 90027.58	30.760057	32.298060	33.912963	35.608611	37.389042	39.258494	41.221419	43.282490
Program Suprvsr (Older Adults) 015112 L39C												
A SUPV	073	9/20/2025	31.375259 44.148139	65260.54 91828.13	31.375259	32.944022	34.591223	36.320784	38.136823	40.043664	42.045847	44.148139
Public Information Coordinator 017022 L39A												
A PROF	011	9/20/2025	28.105171 39.546800	58458.76 82257.34	28.105171	29.510430	30.985952	32.535250	34.162012	35.870113	37.663619	39.546800
Public Safety Admin. Manager 001788 MGMT												
A MGTE	075	07/27/2024	49.317362 69.394481	102580.11 144340.52	49.317362	51.783230	54.372391	57.091011	59.945562	62.942840	66.089982	69.394481
Public Safety Communicatns Mgr 001931 MGMT												
A MGTE	203	07/27/2024	59.180834 83.273377	123096.14 173208.62	59.180834	62.139876	65.246870	68.509213	71.934674	75.531408	79.307978	83.273377

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Public Service Aide 009037 TEMP												
A TEMP	025	12/13/2025	16.900000 16.900000	35152.00 35152.00								
Real Property Agent I 017032 L39A												
A PROF	019	9/20/2025	31.673730 44.568119	65881.36 92701.69	31.673730	33.257417	34.920288	36.666302	38.499617	40.424598	42.445828	44.568119
Real Property Agent II 017033 L39A												
A PROF	020	9/20/2025	36.542830 51.419432	76009.09 106952.42	36.542830	38.369971	40.288470	42.302894	44.418039	46.638941	48.970888	51.419432
Real Property Agent III 017034 L39A												
A PROF	021	9/20/2025	40.499869 56.987382	84239.73 118533.76	40.499869	42.524862	44.651105	46.883660	49.227843	51.689235	54.273697	56.987382
Recreation Aide 016034 L39A												
A TEMP	027	9/20/2025	16.900000 17.291476	35152.00 35966.27								
Recreation Aide (Older Adults) 016035 L39A												
A TEMP	071	9/20/2025	16.900000 17.291476	35152.00 35966.27								
Recreation General Supervisor 001805 MGMT												
A MGTE	089	07/27/2024	38.471393 54.133113	80020.50 112596.88	38.471393	40.394963	42.414711	44.535447	46.762219	49.100330	51.555346	54.133113
Recreation Leader (Adpt Rec) 016036 L39A												
A TEMP	026	9/20/2025	16.900000 17.291476	35152.00 35966.27								
Recreation Manager 001803 MGMT												
A MGTE	087	07/27/2024	50.289403 70.762239	104601.96 147185.46	50.289403	52.803873	55.444067	58.216270	61.127083	64.183437	67.392609	70.762239
Recreation Superintendent 001804 MGMT												
A MGTE	088	07/27/2024	42.745992 60.147904	88911.66 125107.64	42.745992	44.883292	47.127457	49.483830	51.958021	54.555922	57.283718	60.147904
Registered Veterinary Tech 003926 L39A												
A OPMT	071	9/20/2025	28.084924 39.518307	58416.64 82198.08	28.084924	29.489170	30.963629	32.511810	34.137400	35.844270	37.636483	39.518307
Registrar 017014 L39A												
A PROF	008	9/20/2025	27.192103 38.262020	56559.57 79585.00	27.192103	28.551708	29.979293	31.478258	33.052171	34.704780	36.440019	38.262020
Reserve Community Service Off 002000 SPOA												
A TEMP	062	01/25/2025	30.532950 30.532950	63508.54 63508.54	30.532950							
Reserve Dispatcher 002001 SPOA												
A TEMP	049	01/25/2025	45.394643 45.394643	94420.86 94420.86	45.394643							
Reserve Evidence & Prop Tech 009021 TEMP												
A TEMP	060	06/21/2008	19.310800 19.310800	40166.46 40166.46	19.310800							

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Reserve Police Officer I 002002 SPOA												
A TEMP	006	01/25/2025	52.735567 57.587240	109689.98 119781.46	57.587240	52.735567	52.735567					
Reserve Police Officer II 002003 SPOA												
A TEMP	004	01/25/2025	42.972486 42.972486	89382.77 89382.77	42.972486							
Reserve Police Officer III 002004 SPOA												
A TEMP	002	01/25/2025	33.662578 33.662578	70018.16 70018.16	33.662578							
Reserve Police Records Spec 009121 TEMP												
A TEMP	055	06/21/2008	19.460300 19.460300	40477.42 40477.42	19.460300							
Reserve Police Sergeant 002005 SPOA												
A TEMP	019	01/25/2025	69.680560 69.680560	144935.56 144935.56	69.680560							
Risk Manager 001864 MGMT												
A MGTE	166	07/27/2024	60.753834 85.486745	126367.98 177812.43	60.753834	63.791526	66.981102	70.330157	73.846665	77.538998	81.415948	85.486745
Sacramento Fire EMT 005180 L522												
A FR42	001	11/02/2024	25.443340 30.926538	55568.26 67543.56	25.443340	26.715507	28.051282	29.453846	30.926538			
Sacramento Fire Paramedic 005181 L522												
A FR42	002	11/02/2024	29.259839 35.565518	63903.49 77675.09	29.259839	30.722831	32.258973	33.871922	35.565518			
Security Guard 003641 L39A												
A OPMT	025	9/20/2025	20.482843 26.141875	42604.31 54375.10			20.482843	21.506985	22.582334	23.711451	24.897024	26.141875
Security Officer 002006 SPOA												
A TEMP	051	01/25/2025	29.693731 29.693731	61762.96 61762.96	29.693731							
Senior Accountant Auditor 010824 CONF												
A CONF	045	07/27/2024	39.412750 55.457696	81978.52 115352.01	39.412750	41.383387	43.452556	45.625184	47.906443	50.301765	52.816853	55.457696
Senior Accountant Auditor 014013 MSUP												
A MSUP	013	07/27/2024	39.412750 55.457696	81978.52 115352.01	39.412750	41.383387	43.452556	45.625184	47.906443	50.301765	52.816853	55.457696
Senior Accounting Technician 015064 L39C												
A SUPV	032	9/20/2025	25.786986 36.284879	53636.93 75472.55	25.786986	27.076335	28.430152	29.851660	31.344243	32.911455	34.557028	36.284879
Senior Advisor to the Mayor 021017 MCSU												
U MCSA	100	07/01/2023	41.415923 66.860826	86145.12 139070.52								
Senior Animal Care Technician 015097 L39C												
A SUPV	054	9/20/2025	24.574539 34.578843	51115.04 71923.99	24.574539	25.803266	27.093429	28.448100	29.870505	31.364030	32.932231	34.578843

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Senior Animal Control Officer 015033 L39C												
A SUPV	015	9/20/2025	30.724856 43.232958	63907.70 89924.55	30.724856	32.261099	33.874154	35.567862	37.346255	39.213568	41.174246	43.232958
Senior Applications Developer 001812 MGMT												
A MGTE	094	07/27/2024	47.101907 66.277113	97971.97 137856.40	47.101907	49.457002	51.929852	54.526345	57.252662	60.115295	63.121060	66.277113
Senior Architect 001813 MGMT												
A MGTE	095	07/27/2024	50.747384 71.406666	105554.56 148525.86	50.747384	53.284753	55.948991	58.746441	61.683763	64.767951	68.006349	71.406666
Senior Auditor 001935 MGMT												
A MGTE	210	07/27/2024	36.347764 51.144954	75603.35 106381.50	36.347764	38.165152	40.073410	42.077080	44.180934	46.389981	48.709480	51.144954
Senior Budget Analyst 010825 CONF												
A CONF	046	07/27/2024	43.260471 60.871829	89981.78 126613.40	43.260471	45.423495	47.694670	50.079404	52.583374	55.212543	57.973170	60.871829
Senior Budget Analyst 014014 MSUP												
A MSUP	014	07/27/2024	43.260471 60.871829	89981.78 126613.40	43.260471	45.423495	47.694670	50.079404	52.583374	55.212543	57.973170	60.871829
Senior Building Maint Worker 003632 L39A												
A OPMT	017	9/20/2025	26.187456 36.848380	54469.91 76644.63	26.187456	27.496829	28.871670	30.315253	31.831016	33.422567	35.093695	36.848380
Senior Camp Aquatics Leader 009133 TEMP												
D DALY	010	03/28/2017	66.120000 80.000000	24133.80 29200.00	66.120000	72.722000	80.000000					
Senior Carpenter 006256 BULT												
A BLDG	017	07/01/2023	29.044788 48.186730	60413.16 100228.40	29.044788	31.223147	33.564883	36.082249	38.788418	41.697549	44.824865	48.186730
Senior Claims Collector 016103 L39A												
A OFFT	057	9/20/2025	27.817521 39.142047	57860.44 81415.46	27.817521	29.208397	30.668817	32.202258	33.812371	35.502990	37.278140	39.142047
Senior Code Enforcement Ofcr 015066 L39C												
A SUPV	034	9/20/2025	33.101416 46.577016	68850.94 96880.19	33.101416	34.756487	36.494311	38.319027	40.234978	42.246727	44.359063	46.577016
Senior Council Representative 021016 MCSU												
U MCSA	050	07/01/2023	30.370000 63.426177	63169.60 131926.45								
Senior Custodian 003678 L39A												
A OPMT	050	9/20/2025	20.634890 29.035362	42920.57 60393.55	20.634890	21.666635	22.749967	23.887465	25.081838	26.335930	27.652726	29.035362
Senior Debt Analyst 001814 MGMT												
A MGTE	096	07/27/2024	45.324662 63.776351	94275.30 132654.81	45.324662	47.590895	49.970440	52.468962	55.092410	57.847030	60.739382	63.776351
Senior Department Sys Spclst 016222 L39A												
A OFFT	089	9/20/2025	43.337838 60.980689	90142.70 126839.83	43.337838	45.504730	47.779966	50.168964	52.677412	55.311283	58.076847	60.980689

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Senior Deputy City Attorney 001815 MGMT												
A MGTE	097	07/27/2024	72.516685 102.038257	150834.70 212239.58	72.516685	76.142519	79.949645	83.947127	88.144483	92.551707	97.179292	102.038257
Senior Deputy City Clerk 010828 CONF												
A CONF	049	07/27/2024	29.864923 42.022945	62119.04 87407.73	29.864923	31.358169	32.926077	34.572381	36.301000	38.116050	40.021852	42.022945
Senior Deputy City Clerk 014004 MSUP												
A MSUP	005	07/27/2024	29.864923 42.022945	62119.04 87407.73	29.864923	31.358169	32.926077	34.572381	36.301000	38.116050	40.021852	42.022945
Senior Development Project Mgr 001816 MGMT												
A MGTE	098	07/27/2024	48.306029 67.971434	100476.54 141380.58	48.306029	50.721330	53.257397	55.920267	58.716280	61.652094	64.734699	67.971434
Senior Electrician 006266 BULT												
A BLDG	022	07/01/2023	33.536660 55.638966	69756.25 115729.05	33.536660	36.051909	38.755802	41.662487	44.787174	48.146212	51.757178	55.638966
Senior Electronic Maint Tech 003633 L39A												
A OPMT	018	9/20/2025	37.466525 52.719163	77930.37 109655.86	37.466525	39.339851	41.306844	43.372186	45.540795	47.817835	50.208727	52.719163
Senior Engineer 001817 MGMT												
A MGTE	099	07/27/2024	51.349245 72.253543	106806.43 150287.37	51.349245	53.916707	56.612542	59.443169	62.415327	65.536093	68.812898	72.253543
Senior Engineering Technician 015111 L39C												
A SUPV	071	9/20/2025	33.835457 47.609887	70377.75 99028.56	33.835457	35.527230	37.303591	39.168771	41.127210	43.183571	45.342750	47.609887
Senior Equipment Service Wrkr 012007 IAMA												
A IAMA	013	07/01/2023	22.015408 30.977889	45792.05 64434.01	22.015408	23.116178	24.271987	25.485586	26.759865	28.097858	29.502751	30.977889
Senior Evidence/Property Tech 016072 L39A												
A OFFT	042	9/20/2025	28.732388 40.429355	59763.37 84093.06	28.732388	30.169007	31.677457	33.261330	34.924397	36.670617	38.504148	40.429355
Senior Fire Prevention Officer 005159 L522												
A FR40	007	11/02/2024	46.118505 61.803208	95926.49 128550.67	46.118505	48.424430	50.845651	53.387934	56.057331	58.860198	61.803208	
Senior Fiscal Policy Analyst 001938 MGMT												
A MGTE	211	07/27/2024	44.532650 62.661910	92627.91 130336.77	44.532650	46.759283	49.097247	51.552109	54.129714	56.836200	59.678010	62.661910
Senior Generator Technician 006062 BULT												
A BLDG	024	07/01/2023	36.600713 51.500879	76129.48 107121.83	36.600713	38.430749	40.352286	42.369900	44.488395	46.712815	49.048456	51.500879
Senior HVAC Systems Mechanic 004011 L39B												
A PLNT	007	12/27/2025	39.732899 55.908178	82644.43 116289.01	39.732899	41.719544	43.805521	45.995797	48.295587	50.710366	53.245884	55.908178
Senior IT Support Spclst 016223 L39A												
A OFFT	090	9/20/2025	44.007350 61.922760	91535.29 128799.34	44.007350	46.207718	48.518104	50.944009	53.491209	56.165769	58.974057	61.922760

Salary Schedule/Classification Listing

Schedule Effective Date: March 24, 2026

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Senior Intg Was Equip Operator 003664 L39A												
A OPMT	045	04/04/2026	29.861150 42.017637	62111.19 87396.68	29.861150	31.354207	32.921917	34.568013	36.296414	38.111235	40.016797	42.017637
Senior Investment Officer 001818 MGMT												
A MGTE	100	07/27/2024	60.400082 84.988979	125632.17 176777.08	60.400082	63.420086	66.591090	69.920644	73.416676	77.087510	80.941885	84.988979
Senior Landfill Engn Tech 016208 L39A												
A OFFT	076	9/20/2025	33.835457 47.609887	70377.75 99028.56	33.835457	35.527230	37.303591	39.168771	41.127210	43.183571	45.342750	47.609887
Senior Landscape Architect 001819 MGMT												
A MGTE	101	07/27/2024	45.425821 63.918691	94485.71 132950.88	45.425821	47.697112	50.081968	52.586066	55.215369	57.976137	60.874944	63.918691
Senior Legal Staff Asst (Ex) 010811 CONF												
A CONF	032	07/27/2024	26.272200 36.967623	54646.18 76892.66	26.272200	27.585810	28.965100	30.413355	31.934023	33.530724	35.207260	36.967623
Senior Lifeguard 009016 TEMP												
A TEMP	016	04/20/2024	19.500000 19.500000	40560.00 40560.00	19.500000							
Senior Maintenance Worker 003652 L39A												
A OPMT	034	9/20/2025	22.849004 32.150843	47525.93 66873.75	22.849004	23.991454	25.191027	26.450578	27.773107	29.161762	30.619850	32.150843
Senior Office Specialist 016096 L39A												
A OFFT	055	9/20/2025	21.254079 29.906623	44208.48 62205.78	21.254079	22.316783	23.432622	24.604253	25.834466	27.126189	28.482498	29.906623
Senior Painter 006051 BULT												
A BLDG	013	07/01/2023	29.529226 48.990437	61420.79 101900.11	29.529226	31.743918	34.124712	36.684065	39.435370	42.393023	45.572500	48.990437
Senior Parking Lot Attendant 003668 L39A												
A OPMT	047	9/20/2025	21.316341 29.994232	44337.99 62388.00	21.316341	22.382158	23.501266	24.676329	25.910145	27.205652	28.565935	29.994232
Senior Parking Lot Supervisor 015067 L39C												
A SUPV	035	9/20/2025	29.350002 41.298400	61048.00 85900.67	29.350002	30.817502	32.358377	33.976296	35.675111	37.458867	39.331810	41.298400
Senior Personnel Analyst 001821 MGMT												
A MGTE	103	07/27/2024	40.980019 57.663002	85238.44 119939.04	40.980019	43.029020	45.180471	47.439495	49.811470	52.302043	54.917145	57.663002
Senior Personnel Trans Coord 016131 L39A												
A OFFT	070	9/20/2025	23.574985 33.172372	49035.97 68998.53	23.574985	24.753734	25.991421	27.290992	28.655542	30.088319	31.592735	33.172372
Senior Planner 001822 MGMT												
A MGTE	104	07/27/2024	44.290581 62.321296	92124.41 129628.30	44.290581	46.505110	48.830366	51.271884	53.835478	56.527252	59.353615	62.321296
Senior Plant Operator 004003 L39B												
A PLNT	003	12/27/2025	38.704750 54.461469	80505.88 113279.86	38.704750	40.639988	42.671987	44.805586	47.045865	49.398158	51.868066	54.461469

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Senior Plumber 006258 BULT												
A BLDG	018	07/01/2023	32.863175 54.521623	68355.40 113404.98	32.863175	35.327913	37.977507	40.825820	43.887757	47.179339	50.717789	54.521623
Senior Police Records Supv 015082 L39C												
A SUPV	042	9/20/2025	33.085394 46.554472	68817.62 96833.30	33.085394	34.739664	36.476647	38.300479	40.215503	42.226278	44.337592	46.554472
Senior Policy Advisor 021025 MCSU												
U MCSA	135	07/01/2023	41.415923 65.230076	86145.12 135678.56								
Senior Rec Aide (Older Adults) 016037 L39A												
A TEMP	072	9/20/2025	16.900000 19.972918	35152.00 41543.67								
Senior Recreation Aide 016038 L39A												
A TEMP	052	9/20/2025	16.900000 19.972918	35152.00 41543.67								
Senior Staff Assistant 010712 CONF												
A CONF	012	07/27/2024	23.921445 33.659875	49756.61 70012.54	23.921445	25.117517	26.373393	27.692063	29.076666	30.530499	32.057024	33.659875
Senior Stationary Engineer 004004 L39B												
A PLNT	004	12/27/2025	37.359989 52.569255	77708.78 109344.05	37.359989	39.227988	41.189387	43.248856	45.411299	47.681864	50.065957	52.569255
Senior Store Keeper 015105 L39C												
A SUPV	061	9/20/2025	24.239618 34.107576	50418.40 70943.76	24.239618	25.451599	26.724179	28.060388	29.463407	30.936577	32.483406	34.107576
Senior Systems Engineer 001823 MGMT												
A MGTE	105	07/27/2024	47.272960 66.517801	98327.76 138357.03	47.272960	49.636608	52.118438	54.724360	57.460578	60.333607	63.350287	66.517801
Senior Telecommunications Tech 003923 L39A												
A OPMT	068	9/20/2025	38.097378 53.606837	79242.55 111502.22	38.097378	40.002247	42.002359	44.102477	46.307601	48.622981	51.054130	53.606837
Senior Tree Maintenance Worker 003661 L39A												
A OPMT	042	9/20/2025	26.034824 36.633612	54152.43 76197.91	26.034824	27.336565	28.703393	30.138563	31.645491	33.227766	34.889154	36.633612
Senior Tree Pruner 003680 L39A												
A OPMT	051	9/20/2025	27.483565 38.672135	57165.82 80438.04	27.483565	28.857743	30.300630	31.815662	33.406445	35.076767	36.830605	38.672135
Special Assistant to the Mayor 021005 MCSU												
U MCSA	060	07/01/2023	41.761052 65.773658	86862.99 136809.21								
Special Asst to City Attny(Ex) 010826 CONF												
A CONF	047	07/27/2024	32.223877 45.342231	67025.66 94311.84	32.223877	33.835071	35.526825	37.303166	39.168324	41.126740	43.183077	45.342231
Special Asst. to City Attorney 014015 MSUP												
A MSUP	015	07/27/2024	32.223877 45.342231	67025.66 94311.84	32.223877	33.835071	35.526825	37.303166	39.168324	41.126740	43.183077	45.342231

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Special Districts Manager 001915 MGMT												
A MGTE	202	07/27/2024	55.230683 77.715117	114879.82 161647.44	55.230683	57.992217	60.891828	63.936419	67.133240	70.489902	74.014397	77.715117
Special Projects Manager 001855 MGMT												
A MGTE	127	07/27/2024	48.451730 68.176451	100779.60 141807.02	48.451730	50.874316	53.418032	56.088934	58.893381	61.838050	64.929953	68.176451
Sr Parking Enforcement Officer 003667 L39A												
A OPMT	075	9/20/2025	24.225350 34.087500	50388.73 70902.00	24.225350	25.436618	26.708449	28.043871	29.446065	30.918368	32.464286	34.087500
Staff Assistant 010713 CONF												
A CONF	013	07/27/2024	21.214216 29.850533	44125.57 62089.11	21.214216	22.274927	23.388673	24.558107	25.786012	27.075313	28.429079	29.850533
Staff Assistant-Mayor Council 022002 EMSU												
U MCSB	020	06/15/2024	18.952716 29.850529	39421.65 62089.10								
Stagehand I 006016 BULT												
A BLDG	011	07/01/2023	26.154118 36.801471	54400.56 76547.06	26.154118	27.461824	28.834915	30.276661	31.790494	33.380019	35.049020	36.801471
Stagehand II 006017 BULT												
A BLDG	012	07/01/2023	24.405039 40.489159	50762.48 84217.45	24.405039	26.235417	28.203073	30.318304	32.592177	35.036590	37.664334	40.489159
Stationary Engineer 004005 L39B												
A PLNT	005	12/27/2025	33.959881 47.784961	70636.55 99392.72	33.959881	35.657875	37.440769	39.312807	41.278447	43.342369	45.509487	47.784961
Storekeeper 016087 L39A												
A OFFT	049	9/20/2025	22.539004 31.714643	46881.13 65966.46	22.539004	23.665954	24.849252	26.091715	27.396301	28.766116	30.204422	31.714643
Stores Administrator 001945 MGMT												
A MGTE	217	07/27/2024	36.071000 50.755521	75027.68 105571.48	36.071000	37.874550	39.768278	41.756692	43.844527	46.036753	48.338591	50.755521
Stores Clerk I 016088 L39A												
A OFFT	050	9/20/2025	20.482843 26.141875	42604.31 54375.10			20.482843	21.506985	22.582334	23.711451	24.897024	26.141875
Stores Clerk II 016089 L39A												
A OFFT	051	9/20/2025	20.634890 29.035362	42920.57 60393.55	20.634890	21.666635	22.749967	23.887465	25.081838	26.335930	27.652726	29.035362
Street Construction Equip Optr 003687 L39A												
A OPMT	056	9/20/2025	33.954540 47.777448	70625.44 99377.09	33.954540	35.652267	37.434880	39.306624	41.271955	43.335553	45.502331	47.777448
Street Construction Laborer 003688 L39A												
A OPMT	057	9/20/2025	30.801566 43.340895	64067.26 90149.06	30.801566	32.341644	33.958726	35.656662	37.439495	39.311470	41.277043	43.340895
Street Construction Lbr Trnee 003690 L39A												
A OPMT	058	07/13/2024	23.518440 23.518440	48918.36 48918.36	23.518440							

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Street Maintenance Supv 015099 L39C												
A SUPV	056	9/20/2025	35.657266 50.173352	74167.11 104360.57	35.657266	37.440129	39.312135	41.277742	43.341629	45.508710	47.784145	50.173352
Streets Manager 001883 MGMT												
A MGTE	146	07/27/2024	49.418704 69.537078	102790.90 144637.12	49.418704	51.889639	54.484121	57.208327	60.068743	63.072180	66.225789	69.537078
Structural Maintenance Supv 006053 BULT												
A BLDG	015	07/01/2023	34.479574 57.203306	71717.51 118982.88	34.479574	37.065542	39.845458	42.833867	46.046407	49.499887	53.212378	57.203306
Student Trainee 009009 TEMP												
A TEMP	009	12/13/2025	16.900000 16.900000	35152.00 35152.00								
Supervising Architect 001829 MGMT												
A MGTE	110	07/27/2024	56.385983 79.340739	117282.84 165028.74	56.385983	59.205282	62.165546	65.273823	68.537514	71.964390	75.562609	79.340739
Supervising Building Inspector 015096 L39C												
A SUPV	053	9/20/2025	41.632465 58.581058	86595.53 121848.60	41.632465	43.714088	45.899792	48.194782	50.604521	53.134747	55.791484	58.581058
Supervising Code Enforce Ofcr 015006 L39C												
A SUPV	076	9/20/2025	38.066411 53.563265	79178.14 111411.59	38.066411	39.969732	41.968219	44.066630	46.269962	48.583460	51.012633	53.563265
Supervising Community Ctr Attd 015058 L39C												
A SUPV	029	9/20/2025	26.477103 37.255943	55072.37 77492.36	26.477103	27.800958	29.191006	30.650556	32.183084	33.792238	35.481850	37.255943
Supervising Construction Insp 015074 L39C												
A SUPV	037	9/20/2025	39.320322 55.327642	81786.27 115081.50	39.320322	41.286338	43.350655	45.518188	47.794097	50.183802	52.692992	55.327642
Supervising Deputy City Atty 020037 EXMG												
U EXMG	092	07/01/2023	67.356778 128.869091	140102.10 268047.71								
Supervising Dispatcher 015039 L39C												
A SUPV	018	04/04/2026	46.059961 64.810990	95804.72 134806.86	46.059961	48.362959	50.781107	53.320162	55.986170	58.785478	61.724752	64.810990
Supervising Engineer 001831 MGMT												
A MGTE	112	07/27/2024	57.054715 80.281714	118673.81 166985.96	57.054715	59.907451	62.902824	66.047965	69.350363	72.817881	76.458775	80.281714
Supervising Financial Analyst 001832 MGMT												
A MGTE	113	07/27/2024	47.586522 66.959014	98979.97 139274.75	47.586522	49.965848	52.464140	55.087347	57.841714	60.733800	63.770490	66.959014
Supervising Fire Svc Worker 012059 IAMA												
A IAMA	012	07/01/2023	27.856044 39.196251	57940.57 81528.20	27.856044	29.248846	30.711288	32.246852	33.859195	35.552155	37.329763	39.196251
Supervising Forensic Invstg 015060 L39C												
A SUPV	030	9/20/2025	39.387523 55.422199	81926.05 115278.17	39.387523	41.356899	43.424744	45.595981	47.875780	50.269569	52.783047	55.422199

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Supervising Generator Tech 006063 BULT												
A BLDG	025	07/01/2023	33.741821 55.979339	70182.99 116437.02	33.741821	36.272458	38.992892	41.917359	45.061161	48.440748	52.073804	55.979339
Supervising Landscape Architct 001898 MGMT												
A MGTE	160	07/27/2024	49.968486 70.310678	103934.45 146246.21	49.968486	52.466910	55.090256	57.844769	60.737007	63.773857	66.962550	70.310678
Supervising Legal Secretary 010816 CONF												
A CONF	028	07/27/2024	34.342745 48.323691	71432.91 100513.28	34.342745	36.059882	37.862876	39.756020	41.743821	43.831012	46.022563	48.323691
Supervising Plant Operator 015040 L39C												
A SUPV	019	9/20/2025	50.401415 70.919853	104834.94 147513.29	50.401415	52.921486	55.567560	58.345938	61.263235	64.326397	67.542717	70.919853
Supervising Police Clerk 015041 L39C												
A SUPV	020	9/20/2025	25.698632 36.160555	53453.16 75213.95	25.698632	26.983564	28.332742	29.749379	31.236848	32.798690	34.438624	36.160555
Supervising Property Assistant 015062 L39C												
A SUPV	031	9/20/2025	31.153463 43.836051	64799.20 91178.99	31.153463	32.711136	34.346693	36.064028	37.867229	39.760590	41.748620	43.836051
Supervising Surveyor 015065 L39C												
A SUPV	033	9/20/2025	43.343800 60.989079	90155.10 126857.28	43.343800	45.510990	47.786539	50.175866	52.684659	55.318892	58.084837	60.989079
Supervising Water Quality Chem 015035 L39C												
A SUPV	016	9/20/2025	42.870442 60.323018	89170.52 125471.88	42.870442	45.013964	47.264662	49.627895	52.109290	54.714755	57.450493	60.323018
Support Services Manager 001834 MGMT												
A MGTE	115	07/27/2024	47.586522 66.959014	98979.97 139274.75	47.586522	49.965848	52.464140	55.087347	57.841714	60.733800	63.770490	66.959014
Survey Party Chief 015102 L39C												
A SUPV	058	9/20/2025	35.614547 50.113245	74078.26 104235.55	35.614547	37.395274	39.265038	41.228290	43.289705	45.454190	47.726900	50.113245
Survey Technician I 003924 L39A												
A OPMT	069	9/20/2025	23.312743 32.803370	48490.50 68231.01	23.312743	24.478380	25.702299	26.987414	28.336785	29.753624	31.241305	32.803370
Survey Technician II 003925 L39A												
A OPMT	070	9/20/2025	26.364668 37.097735	54838.51 77163.29	26.364668	27.682901	29.067046	30.520398	32.046418	33.648739	35.331176	37.097735
Systems Engineer 010714 CONF												
A CONF	014	07/27/2024	43.027896 60.544572	89498.02 125932.71	43.027896	45.179291	47.438256	49.810169	52.300677	54.915711	57.661497	60.544572
Telecommunications Engineer I 011023 WCOE												
A WCOE	014	06/29/2024	44.754736 62.974408	93089.85 130986.77	44.754736	46.992473	49.342097	51.809202	54.399662	57.119645	59.975627	62.974408
Telecommunications Engn II 011025 WCOE												
A WCOE	016	06/29/2024	48.913117 68.825668	101739.28 143157.39	48.913117	51.358773	53.926712	56.623048	59.454200	62.426910	65.548255	68.825668

Salary Schedule/Classification Listing

Schedule Effective Date: March 24, 2026

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Telecommunications Engn III 011026 WCOE												
A WCOE	017	06/29/2024	52.826048 74.331555	109878.18 154609.63	52.826048	55.467350	58.240717	61.152753	64.210391	67.420911	70.791957	74.331555
Telecommunications SysAnls I 017029 L39A												
A PROF	017	9/20/2025	35.679933 50.205249	74214.26 104426.92	35.679933	37.463930	39.337127	41.303983	43.369182	45.537641	47.814523	50.205249
Telecommunications SysAnls II 017030 L39A												
A PROF	018	9/20/2025	39.249497 55.227984	81638.95 114874.21	39.249497	41.211972	43.272571	45.436200	47.708010	50.093410	52.598080	55.227984
Telecommunications SysAnls III 017035 L39A												
A PROF	022	9/20/2025	43.173088 60.748869	89800.02 126357.65	43.173088	45.331742	47.598329	49.978245	52.477157	55.101015	57.856066	60.748869
Telecommunications Tech I 003683 L39A												
A OPMT	054	9/20/2025	35.192263 49.519049	73199.91 102999.62	35.192263	36.951876	38.799470	40.739444	42.776416	44.915237	47.160999	49.519049
Telecommunications Tech II 003684 L39A												
A OPMT	055	9/20/2025	36.951955 51.995113	76860.07 108149.84	36.951955	38.799553	40.739531	42.776508	44.915333	47.161100	49.519155	51.995113
Telecommunications Tech Trnee 003682 L39A												
A OPMT	053	9/20/2025	29.966271 42.165554	62329.84 87704.35	29.966271	31.464585	33.037814	34.689705	36.424190	38.245400	40.157670	42.165554
Ticket Seller (Exempt) 009010 TEMP												
A TEMP	010	12/13/2025	16.900000 16.900000	35152.00 35152.00								
Traffic Ctrl&Light Supv 015045 L39C												
A SUPV	022	9/20/2025	41.018010 57.716459	85317.46 120050.24	41.018010	43.068910	45.222356	47.483474	49.857648	52.350530	54.968056	57.716459
Traffic Ctrl&Light Tech I 003637 L39A												
A OPMT	021	9/20/2025	30.711094 43.213592	63879.08 89884.27	30.711094	32.246649	33.858981	35.551930	37.329526	39.196002	41.155802	43.213592
Traffic Ctrl&Light Tech II 003636 L39A												
A OPMT	020	9/20/2025	33.786091 47.540423	70275.07 98884.08	33.786091	35.475396	37.249166	39.111624	41.067205	43.120565	45.276593	47.540423
Traffic Ctrl&Light Tech Trnee 003635 L39A												
A OPMT	019	9/20/2025	27.282271 38.388896	56747.12 79848.90	27.282271	28.646385	30.078704	31.582639	33.161771	34.819860	36.560853	38.388896
Traffic Investigator I 016202 L39A												
A OFFT	072	9/20/2025	25.014357 35.197712	52029.86 73211.24	25.014357	26.265075	27.578329	28.957245	30.405107	31.925362	33.521630	35.197712
Traffic Investigator II 016203 L39A												
A OFFT	073	9/20/2025	28.173781 39.643339	58601.46 82458.14	28.173781	29.582470	31.061593	32.614673	34.245407	35.957677	37.755561	39.643339
Traffic Investigator III 016204 L39A												
A OFFT	074	9/20/2025	31.041947 43.679136	64567.25 90852.60	31.041947	32.594044	34.223746	35.934933	37.731680	39.618264	41.599177	43.679136

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Traffic Supervisor 015109 L39C												
A SUPV	069	9/20/2025	33.018706 46.460634	68678.91 96638.12	33.018706	34.669641	36.403123	38.223279	40.134443	42.141165	44.248223	46.460634
Traffic Worker I 008001 TRAF												
A TRAF	001	07/13/2024	25.063012 35.266176	52131.06 73353.65	25.063012	26.316163	27.631971	29.013570	30.464249	31.987461	33.586834	35.266176
Traffic Worker II 008002 TRAF												
A TRAF	002	07/13/2024	27.560200 38.779970	57325.22 80662.34	27.560200	28.938210	30.385121	31.904377	33.499596	35.174576	36.933305	38.779970
Traffic Worker III 008003 TRAF												
A TRAF	003	07/13/2024	29.286719 41.209354	60916.38 85715.46	29.286719	30.751055	32.288608	33.903038	35.598190	37.378099	39.247004	41.209354
Traffic Worker Trainee 008005 TRAF												
A TRAF	005	07/13/2024	21.986369 30.937029	45731.65 64349.02	21.986369	23.085687	24.239971	25.451970	26.724569	28.060797	29.463837	30.937029
Training Specialist 001857 MGMT												
A MGTE	129	07/27/2024	39.028590 54.917146	81179.47 114227.66	39.028590	40.980019	43.029020	45.180471	47.439495	49.811470	52.302044	54.917146
Treasury Analyst 010827 CONF												
A CONF	048	07/27/2024	39.412750 55.457696	81978.52 115352.01	39.412750	41.383387	43.452556	45.625184	47.906443	50.301765	52.816853	55.457696
Treasury Analyst 014016 MSUP												
A MSUP	016	07/27/2024	39.412750 55.457696	81978.52 115352.01	39.412750	41.383387	43.452556	45.625184	47.906443	50.301765	52.816853	55.457696
Treasury Assistant 010715 CONF												
A CONF	033	07/27/2024	28.227322 39.718675	58712.83 82614.84	28.227322	29.638688	31.120622	32.676653	34.310486	36.026010	37.827310	39.718675
Treasury Manager 001801 MGMT												
A MGTE	085	07/27/2024	70.535791 99.250941	146714.44 206441.96	70.535791	74.062581	77.765710	81.653995	85.736695	90.023530	94.524706	99.250941
Tree Maintenance Supervisor 015046 L39C												
A SUPV	023	9/20/2025	32.000454 45.027852	66560.94 93657.93	32.000454	33.600477	35.280501	37.044526	38.896752	40.841590	42.883669	45.027852
Tree Maintenance Worker 003660 L39A												
A OPMT	041	9/20/2025	24.586688 34.595939	51140.31 71959.55	24.586688	25.816022	27.106823	28.462164	29.885272	31.379536	32.948513	34.595939
Tree Maintenance Worker Trnee 003917 L39A												
A OPMT	065	9/20/2025	21.062559 29.637136	43810.12 61645.24	21.062559	22.115687	23.221471	24.382545	25.601672	26.881756	28.225844	29.637136
Tree Pruner I 003639 L39A												
A OPMT	023	9/20/2025	23.203835 32.650125	48263.98 67912.26	23.203835	24.364027	25.582228	26.861339	28.204406	29.614626	31.095357	32.650125
Tree Pruner II 003640 L39A												
A OPMT	024	9/20/2025	25.524237 35.915166	53090.41 74703.54	25.524237	26.800449	28.140471	29.547495	31.024870	32.576114	34.204920	35.915166

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Tree Pruner Supervisor 015047 L39C												
A SUPV	024	9/20/2025	31.372901 44.144822	65255.63 91821.23	31.372901	32.941546	34.588623	36.318054	38.133957	40.040655	42.042688	44.144822
Tree Pruner Trainee 003638 L39A												
A OPMT	022	9/20/2025	20.275323 28.529415	42172.67 59341.18	20.275323	21.289089	22.353543	23.471220	24.644781	25.877020	27.170871	28.529415
Urban Design Manager 001894 MGMT												
A MGTE	156	07/27/2024	56.385983 79.340739	117282.84 165028.74	56.385983	59.205282	62.165546	65.273823	68.537514	71.964390	75.562609	79.340739
Util Operations & Maint Supt 001841 MGMT												
A MGTE	120	09/20/2025	54.892631 77.239444	114176.67 160658.04	54.892631	57.637526	60.519125	63.545081	66.722335	70.058452	73.561375	77.239444
Utilities Locator 007010 L447												
A WATR	006	07/01/2023	32.094120 45.159650	66755.77 93932.07	32.094120	33.698826	35.383767	37.152955	39.010603	40.961133	43.009190	45.159650
Utilities O&M Leadworker 007002 L447												
A WATR	002	07/01/2023	34.463445 48.493528	71683.97 100866.54	34.463445	36.186617	37.995948	39.895745	41.890532	43.985059	46.184312	48.493528
Utilities O&M Serviceworker 007001 L447												
A WATR	001	07/01/2023	31.311337 44.058194	65127.58 91641.04	31.311337	32.876904	34.520749	36.246786	38.059125	39.962081	41.960185	44.058194
Utilities O&M Supervisor 015103 L39C												
A SUPV	059	9/20/2025	40.111603 56.441053	83432.13 117397.39	40.111603	42.117183	44.223042	46.434194	48.755904	51.193699	53.753384	56.441053
Utilities O&M SvcWrk App 007901 L447												
A WATR	003	07/01/2023	22.450854 27.227273	46697.78 56632.73	22.450854	23.573396	24.752066	27.227273				
Utilities Ops and Maint Mgr 001842 MGMT												
A MGTE	198	07/27/2024	59.999470 84.425278	124798.90 175604.58	59.999470	62.999443	66.149415	69.456886	72.929730	76.576216	80.405027	84.425278
Utility Construction Coord 001839 MGMT												
A MGTE	118	07/27/2024	46.351537 65.221268	96411.20 135660.24	46.351537	48.669114	51.102570	53.657698	56.340583	59.157612	62.115493	65.221268
Utility Services Inspector 016099 L39A												
A OFFT	056	9/20/2025	22.247343 31.304246	46274.47 65112.83	22.247343	23.359710	24.527696	25.754081	27.041785	28.393874	29.813568	31.304246
Utility Worker 003602 L39A												
A TEMP	011	9/20/2025	16.900000 17.636635	35152.00 36684.20								
Vehicle Service Attendant 012005 IAMA												
A IAMA	004	07/01/2023	18.664168 26.262358	38821.47 54625.70	18.664168	19.597376	20.577245	21.606107	22.686412	23.820733	25.011770	26.262358
Veterinarian 001875 MGMT												
A MGTE	140	07/27/2024	45.598946 64.162296	94845.81 133457.58	45.598946	47.878893	50.272838	52.786480	55.425804	58.197094	61.106949	64.162296

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Water Conservation Rep 016978 L39A												
A OFFT	139	9/20/2025	22.247343 31.304246	46274.47 65112.83	22.247343	23.359710	24.527696	25.754081	27.041785	28.393874	29.813568	31.304246
Water Conservation Specialist 016975 L39A												
A OFFT	135	9/20/2025	24.994869 35.170291	51989.33 73154.20	24.994869	26.244612	27.556843	28.934685	30.381419	31.900490	33.495515	35.170291
Water Conservation Supervisor 015107 L39C												
A SUPV	072	9/20/2025	28.131065 39.583233	58512.62 82333.12	28.131065	29.537618	31.014499	32.565224	34.193485	35.903159	37.698317	39.583233
Water Cross Conn Ctrl Spclst 007902 L447												
A WATR	004	07/01/2023	39.627997 55.760571	82426.23 115981.99	39.627997	41.609397	43.689867	45.874360	48.168078	50.576482	53.105306	55.760571
Water Quality Chemist 017008 L39A												
A PROF	005	9/20/2025	37.721469 53.077895	78460.66 110402.02	37.721469	39.607542	41.587919	43.667315	45.850681	48.143215	50.550376	53.077895
Water Quality Lab Tech 016080 L39A												
A OFFT	043	9/20/2025	25.291713 35.587981	52606.76 74023.00	25.291713	26.556299	27.884114	29.278320	30.742236	32.279348	33.893315	35.587981
Website Administrator 001904 MGMT												
A MGTE	170	07/27/2024	50.561339 71.144880	105167.58 147981.35	50.561339	53.089406	55.743876	58.531070	61.457623	64.530504	67.757029	71.144880
Workers Comp Claims Asst I 010818 CONF												
A CONF	037	07/27/2024	27.641467 38.894321	57494.25 80900.19	27.641467	29.023540	30.474717	31.998453	33.598376	35.278295	37.042210	38.894321
Workers Comp Claims Asst II 010819 CONF												
A CONF	038	07/27/2024	30.405614 42.783753	63243.68 88990.21	30.405614	31.925895	33.522190	35.198299	36.958214	38.806125	40.746431	42.783753
Workers Comp Claims Mgr 001927 MGMT												
A MGTE	195	07/27/2024	55.230683 77.715117	114879.82 161647.44	55.230683	57.992217	60.891828	63.936419	67.133240	70.489902	74.014397	77.715117
Workers' Comp Claims Rep 001943 MGMT												
A MGTE	215	07/27/2024	43.260471 60.871829	89981.78 126613.40	43.260471	45.423495	47.694670	50.079404	52.583374	55.212543	57.973170	60.871829
Workers' Comp Claims Supervr 001942 MGMT												
A MGTE	214	07/27/2024	47.586522 66.959014	98979.97 139274.75	47.586522	49.965848	52.464140	55.087347	57.841714	60.733800	63.770490	66.959014
Youth Aide 009068 TEMP												
A TEMP	037	12/13/2025	16.900000 16.900000	35152.00 35152.00								
Zoning Investigator 016213 L39A												
A OFFT	080	9/20/2025	35.855735 50.452621	74579.93 104941.45	35.855735	37.648522	39.530948	41.507495	43.582870	45.762014	48.050115	50.452621
Zoo Attendant I 003642 L39A												
A OPMT	026	9/20/2025	21.541308 30.310785	44805.92 63046.43	21.541308	22.618373	23.749292	24.936757	26.183595	27.492775	28.867414	30.310785

Salary Schedule/Classification Listing

Schedule Effective Date: March 24, 2026

Sal Plan	Grade	Effective Date	Hourly Min/Max	Annual Min/Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Zoo Attendant II 003643 L39A												
A OPMT	027	9/20/2025	23.290173 32.771613	48443.56 68164.96	23.290173	24.454682	25.677416	26.961287	28.309351	29.724819	31.211060	32.771613