

## RESOLUTION 2026-0085

Adopted by the Sacramento City Council

April 14, 2026

**Approving the Memorandums of Understanding Between the City of Sacramento and the following Recognized Employee Organizations: Sacramento-Sierra's Building and Construction Trades Council; Sacramento City Exempt Employees Association; Auto Marine and Specialty Painters, Local 1176; Plumbers and Pipefitters, Local 447; and Approving the Citywide Salary Schedule**

### BACKGROUND

- A. The 2023-2025 Memorandum of Understanding (MOU) between City of Sacramento and the Sacramento-Sierra's Building and Construction Trades (BLT) expired on July 11, 2025. The City entered successor negotiations with BLT, which represents employees in the Building Trades and Craft Unit (Representation Unit 06). The negotiations resulted in an MOU expiring on July 7, 2028. The City has been informed by Mark Martin, Business Representative of BLT, that ratification meetings were held, and that BLT Unit members successfully ratified the terms of the MOU.
- B. The 2023-2025 MOU between the City of Sacramento and the Sacramento City Exempt Employees Association (SCXEA) expired on September 19, 2025. The City entered into successor negotiations with SCXEA, which represents employees in the Exempt Management, Confidential/Administrative, and Exempt Management Support Unit (Representation Units 01 10, 14). The negotiations resulted in an MOU expiring on September 15, 2028. The City has been informed by Heather Hoekstra, Chief Negotiator, that ratification meetings were held and that SCXEA Unit members successfully ratified the terms of the MOU.
- C. The 2023-2025 MOU between the City of Sacramento and the Auto Marine and Specialty Painters, Local 1176 (L1176) expired on January 9, 2026. The City entered into successor negotiations with L1176, which represents employees in the Traffic Engineering Unit (Representation Unit 08). The negotiations resulted in an MOU expiring on January 5, 2029. The City has been informed by Richard Morales, Business Representative of L1176, that ratification meetings were held and that L1176 Unit members successfully ratified the terms of the MOU.
- D. The 2023-2025 MOU between the City of Sacramento and the Plumbers and Pipefitters, Local 447 (L447) expired on July 11, 2025. The City entered into successor negotiations with L1176, which represents employees in the Water and Sewer Unit (Representation Unit 07). The negotiations resulted in an MOU expiring on July 7, 2028. The City has been

informed by Tom Aten, Business Representative of L447, that ratification meetings were held and that L447 Unit members successfully ratified the terms of the MOU.

- E. 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.
- F. These publicly adopted rates are used by the California Public Employees' Retirement System (CalPERS) to determine the appropriate compensation earnable for each City employee when calculating their pension benefit.
- G. The salary schedules attached to this Resolution as Exhibit E 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 BLT attached to this Resolution as Exhibit A is approved.

**SECTION 2.**

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

**SECTION 3.**

The MOU with L1176 attached to this Resolution as Exhibit C is approved.

**SECTION 4.**

The MOU with L447 attached to this Resolution as Exhibit D is approved.

**SECTION 5.**

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

**SECTION 6.**

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

**SECTION 7.**

Exhibits A through E are part of this Resolution.

**SECTION 8.**

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 A – BLT MOU
- Exhibit B – SCXEA MOU
- Exhibit C – L1176 MOU
- Exhibit D – L447 MOU
- Exhibit E – Salary Schedule


Adopted by the City of Sacramento City Council on April 14, 2026, by the following vote:

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

Noes: None

Abstain: None

Absent: Mayor McCarty

Attest:  04/23/2026  

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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**



**Labor Agreement**  
**Covering Employees**  
**In The Building Trades and Craft 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 SACRAMENTO-SIERRA'S BUILDING AND CONSTRUCTION TRADES COUNCIL, hereinafter referred to as the COUNCIL, has as its purpose the promotion of harmonious labor relations between the City and the Council, 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 Council as the exclusive bargaining agent for all employees in the Building Trades and Craft Unit, as defined in the City's Employer-Employee Relations Policy, and agrees to meet and confer and otherwise deal exclusively with the Council on all matters relating to the scope of representation pertaining to the said employees as authorized by law.
- b. The Council will not object to the State Mediation and Conciliation Service or the American Arbitration Association conducting any 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 Building Trades and Craft 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 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 (1) 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 (1) 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 TRAINEE CLASSIFICATIONS

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, step of the salary range of the career classification, as shown in the salary schedule. (For example, if the Step 1 hourly rate of pay is \$8.23 for the career classification for which the career development training is being conducted, the flat hourly rate for the Career Development Trainee would be \$8.23 minus \$.823 or \$7.407.) 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 Council 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 Council. 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, among others, 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; (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 – PAYROLL DEDUCTIONS**

### **4.1 PAYROLL DEDUCTIONS**

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

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 this Agreement using the Council's Member Enrollment Form (hereafter, "Member Enrollment Form") agreed to by the City and Council. The member enrollment form shall include:

- Employee full name;
- Employee date of birth;
- Employee eCAPS ID number or the last four numbers of their Social Security number;
- Amount or percentage to be deducted from employee's bi-weekly paycheck for membership dues;
- Additional deductions (e.g., life insurance); and
- Any additional necessary information.

Any future changes or modification to the member enrollment form shall be agreed upon between the City and the Council.

(2) Such deductions shall be made only upon submission of the member enrollment form, by the Council, to the Payroll Division, Department of Finance.

(3) Dues deductions shall occur over twenty-four (24) pay periods per year, which shall be the first two (2) paychecks each month. 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 Council shall assume the duty of direct collection from the employee.

- (4) The Council is responsible for submitting the member enrollment 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.
  - (5) When changes in the rates affect large groups of the Council's members, the Council may, in place of the agreed upon member enrollment form, notify the Payroll Division, Department of Finance, by email, clearly defining the group of Council members affected and the new rate.
  - (6) Unless notified in writing by the Council of any employee's request to cancel their Council dues deduction(s), the City will continue to deduct dues, and/or any additional deduction(s) noted. Notification will be made to the Payroll Division, Department of Finance, utilizing the member enrollment form notating in the "Additional Information" column that it is a membership cancellation.
  - (7) In the event that a Council member is no longer employed in a classification covered under this Agreement, but remains an active employee of the City, the City may cancel their Council dues deductions(s) without notification from or to the Council. Upon written notification by the Council, the City shall enroll new members and/or cancel existing membership as soon as practicable, not to exceed a period of thirty (30) calendar days after notification.
  - (8) The Council shall maintain signed authorization forms by their members certifying that the dues and/or fee(s) deductions(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.
- c. The Council will promptly refund to the City any amounts paid to the Council in error under this Section. The Council expressly agrees to indemnify and hold the City harmless from any and all claims, demands, costs (including any costs incurred by the City in defense of a lawsuit), expenses, damages or other monetary losses out of or in any way connected with any action or inaction of the City in the adoption or administration of this Section. This hold harmless and indemnity agreement shall include, but not be limited to, employee legal actions of any sort or nature against the City based upon or related to this Section.

## **ARTICLE 5 – TIME OFF FOR COUNCIL ACTIVITIES**

### **5.1 TIME OFF FOR COUNCIL ACTIVITIES**

The Council shall be provided a total of twenty-six (26) hours per year paid for by the City for participating in Council activities not prohibited by law. Such time off may be utilized by career employees who are members of the Council for the purposes of meeting with other employee organizations, executive boards or membership meetings, administering benefit programs on behalf of Council members; and for participating in grievance or disciplinary proceedings involving the Council or its members.

## **ARTICLE 6 – GRIEVANCE PROCEDURE**

### **6.1 GRIEVANCE PROCEDURE**

The City and the Council agree to implement the below grievance procedure.

### **6.2 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.

### **6.3 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 Council involving the interpretation, application, or enforcement of the express terms of this Agreement. No matter shall be considered as a grievance under this Article unless it is presented in writing within sixty (60) calendar days after occurrence of the events on which the grievance is based. With the consent of the City's third step representative the sixty (60) calendar day time limit for filing grievances may be extended.
- 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 Council, 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.

#### 6.4 STEP ONE

- a. 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 the 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:
  - (1) A statement of the grievance clearly indicating the question raised by the grievance and the article(s) and section(s) of this Agreement.
  - (2) The remedy or correction requested of the City.
  - (3) 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 Division Head.
- b. The grieving employee's Division Head, or designee, shall give their answer to the grievance in writing fourteen (14) calendar days from the time they received the grievance in writing. The first step answer 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.

#### 6.5 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 Council 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.

#### 6.6 STEP THREE

- a. The Council's representative and the designated representative of the City will meet to hear grievances appealed to the third step. 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.

- b. A written answer will be made within fourteen (14) calendar days after the hearing stating the City's position.

## 6.7 ARBITRATION

- a. If the third step answer is not satisfactory to the employee, the Council may appeal the grievance to arbitration. The request for arbitration must be given in writing to the Labor Relations Manager by the Council within fourteen (14) calendar days from the date of the third step answer.
- b. An arbitrator may be selected by mutual agreement between the Council's representative and the Labor Relations Manager, or designee.
- c. Should the representatives fail to mutually agree on an arbitrator, they shall make a joint request to the American Arbitration Association 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.
- d. 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 on the City, the Council and employee.
- e. The fees of the arbitrator and the court reporter, if used, will be borne equally by the Council and the City.
- f. 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.
- g. If the City does not meet time limits, the Council may process the grievance to the next step of the grievance procedure. Time limits at each step may be waived by mutual agreement of the parties.
- h. A Steward or a Council representative shall have the authority to settle grievances for the Council or employees at the respective steps of the grievance procedure.

## 6.8 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 Council agrees that the number of witnesses requested to attend and their scheduling shall be reasonable.

## **ARTICLE 7 – SALARY ADJUSTMENTS**

### **7.1 SALARY RANGES**

- a. The salary schedule shall consist of eight (8) steps.
- b. The top step for the Senior Electrician classification will be benchmarked at five percent (5%) above the top step of the Electrician classification.

### **7.2 SALARY**

- a. Effective July 12, 2025, all salary steps shall be increased by one percent (1%).

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 they payment is made shall be eligible for retroactive pay.

- b. Effective July 11, 2026, all salary steps shall be increased by two and one half percent (2.5%).
- c. Effective July 10, 2027, all salary steps shall be increased by three percent (3%).

### **7.3 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 8 – SALARY ADMINISTRATION**

### **8.1 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.

## 8.2 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. (This subsection shall not apply to non-career employees.)
- (2) An employee in a classification 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.
- (3) 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.

### 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.

### 8.3 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.

8.4 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.

8.5 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 at the time of departure.
- 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.

8.6 TEMPORARY WORK IN HIGHER CLASSIFICATION

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 in writing 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%) above the employee's base rate of pay, or the salary provided for in Step 1, of the higher classification, whichever is greater, but not to exceed the top step of the higher classification.

## 8.7 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.

## 8.8 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. This provision will apply only to employees in supervisor classifications.

## 8.9 LONGEVITY PAY (CITY CHARTER)

Employee eligibility for longevity pay shall be determined as provided in [Section 108 of the City Charter](#). The amount of payment after twenty (20) years of City service shall be one hundred dollars (\$100), and after twenty-five (25) years of City service, an additional two hundred dollars (\$200), for a total of three hundred dollars (\$300). Any changes to the City Charter regarding longevity pay shall be subject to impact bargaining.

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.

## 8.10 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 July 11, 2026, longevity pay will be one percent (1%) of their base rate of pay.
  - (2) Effective July 10, 2027, longevity pay will be increased by two percent (2%) of their base rate pay, for a total of three percent (3%).
- b. Longevity pay shall be additive and shall not compound 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 16, Layoff, Section 16.2 (b)(2).

## ARTICLE 9 – HEALTH AND WELFARE

### 9.1 CONTRIBUTION TO FULL-TIME AND PART-TIME CAREER EMPLOYEES

- a. The City shall administer a Cafeteria Plan benefits program for employees consistent with [Internal Revenue Code Section 125](#). 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 of the City contribution 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. The amount of City contribution as provided in subsections 9.3(b) (1-3) and 9.3(c) for the first two (2) paychecks in 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.
- c. Eligible employees shall receive a City contribution for each Eligible Paycheck on which if 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 the period of time permitted by the Consolidated Omnibus Budget Reconciliation Act (COBRA), by personal remittance or other arrangement for payment of the full premiums of any insurance elected to be continued.
- d. Notwithstanding subsections 9.1(b), 9.1(c), eligible employees shall continue to receive a City contribution for each Eligible Paycheck: (1) while on an approved protected leave of absence without pay, if required by state and/or 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.

### 9.2 CONTRIBUTION TO NON-CAREER EMPLOYEES

- a. Benefit eligible non-career employees (+1,040) shall receive prorated City dollars as indicated in subsection 9.1(b). Except as provided herein, the City dollars shall be applied toward the premiums for City-sponsored medical, dental, and vision insurance plans for eligible employees and qualified dependents, if any.
- b. To be eligible for City dollars 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.

### 9.3 AMOUNT OF CONTRIBUTION

#### a. 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, the City contributions shall be as specified in subsection 9.3(b), below. To the extent that the premium for the ABHP is less than the City contributions outlined in subsection 9.3(b) below, any remaining City contribution specified in below shall be credited to the employee's HSA.

#### b. City Contributions

- (1) For Plan Years Prior to the Effective Date of Subsection (2), the City Contributions Shall be as Follows:
  - (a) 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.
  - (b) 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.
  - (c) 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 April 18, 2026, with the increased contribution first appearing on the paycheck issued May 12, 2026, for Plan Year 2026, the City contribution shall be as follows:
  - (a) 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.

- (b) 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.
  - (c) 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 the 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 Council'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 subsection 9.3(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 the 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 Council'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 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 9.1(b).
- e. Employees who are eligible to receive the City contribution who do not provide proof of the 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 contributions level 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.

#### 9.4 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 9.3, above.
- 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 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.

- 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.

#### 9.5 CASH-BACK LIMITS

The cash-back for eligible employees who waive City-sponsored health insurance shall be two hundred dollars (\$200) per month. The two hundred dollars (\$200) per month shall remain in effect through the end of the contract.

- a. Cash-back shall be available to employees who waived health insurance enrollment during the 2013 open enrollment period. No employee shall receive cash back that is not receiving cash back at the end of the 2013 open enrollment period.
- b. Employees transferring to classifications in the Building Trades and Craft Unit who are receiving cash-back at the time of transfer may maintain the cash-back option as long as they continuously waive City-sponsored health insurance.
- c. Part-time employees shall be prorated as indicated in sections 9.1 and 9.2.
- d. Cash-back shall not be included in the employee's regular rate of pay when determining such rate for contract overtime.

#### 9.6 LIFE INSURANCE

- a. The City will provide basic life insurance in an amount of \$10,000 to each eligible career employee at no charge. Employees may purchase, at their expense, additional life insurance of \$40,000.
- 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.

#### 9.7 FLEXIBLE SPENDING ACCOUNTS

The City shall offer the following Flexible Spending Account (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 Council.

## 9.8 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. Retiree Health Insurance Contribution Rates and Dental and Vision Insurance Benefits

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 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 and dental and vision benefits effective with the date of retirement without regard to age.
- (3) The City's retiree insurance contribution shall be as follows:
  - 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 9.8(a) above.
  - Employees with a minimum of fifteen (15) or more full years of City service, but less than twenty (20) full years of City service shall be eligible to receive up to seventy-five percent (75%) of the City's maximum health insurance contribution identified in subsection 9.8(a) above.

- 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 health insurance contribution identified in subsection 9.8(a) above.

- (4) There shall be no City-paid retiree insurance contribution or dental and vision benefits 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. 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 23, 2017, shall be eligible for the City's health insurance contribution and dental and vision benefits 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 9.8(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 9.8(a) above.
- (3) Retirees must be at least 50 years of age.
- (4) There is no eligibility to such health insurance contribution or dental and vision benefits for retirees with less than ten (10) full years of City service or who have not attained the age minimum specified in subsection 9.8(b)(1) above.

d. Pre-Medicare Eligible Retirees

Pre-Medicare 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 an individual medical plan not sponsored by the City shall only be eligible to enroll in a City medical plan if the retiree enrolls with an effective date of coverage which is within two (2) years from the date their prior City medical coverage terminated.

e. Medicare Retirees

In order to maintain eligibility for the City retiree health insurance contribution, each eligible retiree and eligible dependent(s) shall enroll in Medicare Parts A and B immediately after becoming eligible for such benefits. Medicare retirees may elect to participate in a City-sponsored Medicare medical plan or purchase an individual Medicare medical plan.

Medicare retirees who have enrolled in Parts A and B after becoming eligible for such benefits may elect to participate in a City-sponsored Medicare medical plan without restriction to the amount of time the retiree has waived a City-sponsored medical plan. Medicare retirees may only enroll on their City-sponsored Medicare medical plan a Medicare eligible dependent(s) who has enrolled in Parts A and B.

Medicare retirees who are eligible for Medicare Parts A and B and who elect to purchase an individual medical plan shall only be reimbursed the cost of individual premiums associated with a Medicare Advantage, Medicare Supplemental, and/or Medicare Prescription Drug plan up to their eligible City contribution.

f. 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 9.8(a), above.

g. 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-paid health insurance contribution and dental and vision benefits for retirees regardless of years of service.

h. 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 (\$365) for the survivor and 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.

i. Medicare Supplement

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

j. Limitation Clause

No employee or retiree shall have any rights provided by this Section 9.8 (Retirees or Survivor Dependents) after July 7, 2028.

k. Elimination of Retirees or Survivor Dependents Benefits for Employees Hired After June 30, 2013

(1) No employee hired, rehired, or reemployed on or after June 30, 2013, shall be eligible for any benefits provided by this Section. Employees transferring to classifications in the Building Trades and Craft Unit after June 30, 2013, shall be ineligible for any benefits provided by this section, unless the transferring employee was eligible for retiree or survivor dependent benefits at the time of transfer.

(2) Employees being recalled from layoff, reinstated consistent with Rules and Regulations of the Civil Service Board, Rule 10.6, or transferring to classifications in the Building Trades and Craft Unit after June 30, 2013, shall be eligible for any 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.

l. Resuming Retiree or Survivor Dependents Benefits for Eligible Personnel Who Unretire from City Service and Subsequently Re-Retire from City Service On/After January 9, 2024

Individuals retired from classifications represented by the Council who are eligible for retiree or survivor dependents benefits under Section 9.8 shall have these benefits suspended if they elect to unretire and return to active employment with the City of Sacramento.

Notwithstanding Section 9.8(k), upon re-retirement from a classification represented by the Council, retirees who were eligible for retiree or survivor dependents benefits under Section 9.8 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 9.8.

Example: An employee retires from a classification represented by the Council 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 Council 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 10 – HOURS OF WORK**

### **10.1 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 such seven (7) day period. This paragraph shall 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 or 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 agrees to discuss with the Council 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 Council.
- c. All employees covered by this Agreement shall be allowed a lunch period of not less than thirty (30) minutes nor more than one (1) hour which may be scheduled generally in the middle of the workshift. 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 applicable overtime rate if the hours worked exceed that of their scheduled workshift. This paragraph does not apply to non-career employees.
- d. Employees shall be given at least five (5) workdays' notice prior to a permanent change in their scheduled 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 the overtime rate for all hours worked on the first day of the new shift. This paragraph applies only to those non-career (+1,040) employees who have a permanent shift schedule. This paragraph does not apply to employees in the classifications of Stagehand I and II.

## 10.2 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 workshift, and fifteen (15) minutes during the last half of an employee's workshift, unless the City and Council 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 Council prior to implementing such change.

## 10.3 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.

## **ARTICLE 11 – OVERTIME/COMPENSATING TIME OFF**

### 11.1 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 Department Head or designee. Considering the request of the employee, the determination of additional pay or time off for overtime compensation shall be made by the Department Head or designee.
- c. Both the cash payment and the CTO shall be computed at the rate of time and one-half (1.5) the number of overtime hours worked. The scheduling or CTO use must be approved in advance by the employee's Department Head or designee.

- d. Employees may accrue up to one hundred and 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. In the event an employee transfers or is promoted to another division or department, CTO will be paid to the employee in the next full paycheck following the date of transfer or promotion.

## **ARTICLE 12 – SPECIAL ALLOWANCES**

### **12.1 TOOL ALLOWANCE**

The following classifications will be paid a thirty-five dollar (\$35.00) per month tool allowance: Generator Technician, Senior Generator Technician, Supervising Generator Technician, Blacksmith Welder, Machinist, Machinist Supervisor, Electrician (Department of Utilities only), Senior Electrician (Department of Utilities only), and Electrician Supervisor (Department of Utilities only).

The tool allowance will be paid the first two paydays in a calendar month at \$17.50 per payday for a total of \$35.00 monthly.

### **12.2 TOOL INSURANCE**

- a. The City agrees to provide employees in the classifications of Generator Technician, Senior Generator Technician, Supervising Generator Technician, Blacksmith Welder, Machinist, Machinist Supervisor, Electrician (Department of Utilities only), Senior Electrician (Department of Utilities only), and Electrician Supervisor (Department of Utilities only) insurance on the employee's tools against loss by fire or burglary where there is evidence of forced entry into the shop building (but not for by mysterious disappearance). Tool reimbursement shall be administered as follows:

- (1) The supervisor will review the complement of tools and tool inventory kept by an employee in the workplace; the supervisor will notify the employee of tools which are deemed not necessary for the performance of the job; and such tools shall be removed from the workplace.
- (2) The employee shall be responsible for providing the supervisor with a current inventory of tools at all times, and no less than once a year. The most recent inventory of tools, reviewed and approved by the supervisor, shall be deemed accurate and complete for purposes of determining the value of a covered loss. The City shall not be liable for any tool(s) not contained in said inventory.

- (3) In the event of a covered loss, when the conditions of (1) and (2) above are met, the City shall be responsible for the actual value of all tools on the authorized inventory, less the deductible of fifty dollars (\$50).
  - (4) In the absence of an authorized tool inventory within the current year, or the failure to meet the conditions of (1) and (2) above, the City's insurance liability shall be limited to the actual value of the tools lost, or seven thousand five hundred dollars (\$7,500), whichever is less.
  - (5) 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. The Council specifically waives the provisions of Labor Code Section 2802, if applicable, as to such tool losses by the terms of this Agreement, and shall not endorse, support or finance a claim by any member of the Council for reimbursement in excess of the limits identified herein.
  - (6) A complete police report is made regarding the loss.
- b. Employees who are assigned temporary work in a higher classification pursuant to Section 8.6 of the Agreement are eligible for tool reimbursement under this Agreement if they meet all of the requirements the same as if they were appointed to the classification.
  - c. The City shall waive the fifty dollar (\$50.00) deductible when an employee's tools are stolen from a tool box attached to a City vehicle provided:
    - (1) The tools are identified with the employees last or first name, and
    - (2) The employee completes and signs the City's incident/loss report form.

### 12.3 PNEUMATIC AND BATTERY TOOL REPAIR

- a. The City will repair employee-owned pneumatic and battery powered tools, including battery replacement, which are used in their regular City service. Employees wishing to take advantage of this policy must include their tools on their tool inventory and must register their tools with the Shop Supervisor and receive supervisor approval to enter their tool into the program. If it is determined during the course of repair that the repair cost exceeds seventy percent (70%) of the current replacement cost, including sales tax, the employee would be required to procure a new tool. The City shall reimburse the employee for the cost of the new tool, or battery at seventy percent (70%) of the current replacement cost, including sales tax, or the cost of repair of the old tool, whichever is less.

- b. Employees wishing to remove one of these tools from the City premises will be required to obtain prior approval from their Shop Supervisor. A re-inspection will be performed when the tool is brought back and re-entered into the tool repair program.
- c. The City will not be responsible for pneumatic tools, battery powered tools, or batteries which are abused, misused, or destroyed while under the above-mentioned program.

#### 12.4 ON-CALL PAY

- a. Effective January 13, 2024, an employee who is required to remain on call for emergency work shall be paid \$315 per week, or the daily pro rata rate \$45, in addition to the employee's regular compensation. Employees who are called out while on standby shall receive two (2) hours minimum pay, or actual hours worked, whichever is greater, at one and one-half (1.5) times the employee's regular rate of pay.
- b. Effective April 18, 2026, the following subsection will replace subsection (a), above: An employee who is required to remain on call for emergency work shall be paid \$329 per week, or the daily pro rata rate of \$47, in addition to the employee's regular compensation. Employees who are called out while on standby shall receive two (2) hours minimum pay, or actual hours worked, whichever is greater, at one and one-half (1.5) times the employee's regular rate of pay.
- c. Employees who are assigned as a rain patrol standby crew list members and who accept and respond to the emergency work shall receive the daily prorated standby rate for responding to work. Employees who respond to work shall receive a minimum of two (2) hours pay, or actual hours worked, whichever is greater at the rate of one and one half (1.5) times the employee's regular rate of pay. The employee shall be required to be available and ready to work for the remainder of the regularly assigned standby period, which normally ends just prior to the regular work hours, following acceptance of work.
- 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. 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 holiday credit.
- f. 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 call-out pay, or actual time worked, whichever is greater.

#### 12.5 CALL-BACK PAY

An employee not on standby assignment 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 the overtime rate of time and one-half.

#### 12.6 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 workshift 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.

#### 12.7 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.

#### 12.8 REQUIRED LICENSES AND CERTIFICATIONS

Where the City requires that employees maintain licenses and/or certifications, the Department Head or designee shall 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.

## 12.9 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 for employees.

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.

## 12.10 CERTIFICATE INCENTIVES

Incentive certificate pay shall be paid to eligible employees in the Unit.

- a. An eligible employee is an employee who is required to possess and maintain a current state required license or certificate above the minimum requirements required by the City for performing duties and responsibilities. Incentive pay shall not apply to driver's license.
- b. Where the City requires that employees maintain licenses and/or certificates, the Department Head or designee shall consider, on a classification-by-classification basis, reimbursing employees for costs associated with the renewal of such licenses and/or certifications.
- c. The incentive pay shall be paid at the flat dollar amount of thirty dollars (\$30.00) per month for each required current license or certificate.
- d. Crane Certification

Employees in the classifications of Machinist Helper, Machinist, Generator Technician, Senior Generator Technician, and Supervising Generator Technician will receive a five percent (5%) incentive for hours actually worked operating a crane which requires a State of California certification. The employee must maintain and provide a valid copy of their Crane certificate to the department within thirty (30) calendar days of obtaining their certificate in order to begin receiving the incentive.

The Department Head or designee will develop a rotation to assist employees with a crane certification in achieving their one thousand (1,000) hours of crane operation in accordance with State regulations.

The City will determine based on the Department's operational need the number of employees desired to receive a State of California Crane certification, the vendor and/or provider who will provide the training and the cost associated with an employee obtaining this certification.

e. Electrician Certification

Employees in the classification of Electrician, Electrician Lineworker, Senior Electrician, Electrician Supervisor, Generator Technician, Senior Generator Technician, and Supervising Generator Technician will receive a one hundred twenty-five dollar (\$125.00) per month incentive for maintaining a valid State of California Electrician certification. The employee must provide a valid copy of their Electrician certification to the Department within thirty (30) calendar days of receiving their certification in order to begin receiving the incentive.

The City will pay the cost of certification for an employee to receive the State Electrician certification.

f. Water Treatment Grade 2 Certification

Employees in the Department of Utilities in the classifications of Machinist, Machinist Helper, and Electrician will receive a one hundred twenty-five (\$125.00) dollar per month incentive for maintaining a valid Water Treatment Grade 2 (T-2 water) certification. The employee must maintain and provide a valid copy of their T-2 water certification to the Department within thirty (30) calendar days of receiving the certification in order to begin receiving the incentive.

The City will pay the cost of certification for an employee to receive a T-2 water certification.

## 12.11 TECHNOLOGY ALLOWANCE

- a. Supervisors in the classifications of Electrician Supervisor, HVAC Supervisor, Machinist Supervisor, Mechanical Maintenance Supervisor, Plumbing Supervisor, Structural Maintenance Supervisor, and Supervising Generator Technician will receive a monthly technology allowance of one hundred dollars (\$100).
- b. Employees in the classification of Electrician, Senior Electrician, Electrical Design Technician, Machinist, Machinist Helper, Generator Technician, and Senior Generator Technician who are required to work standby and conduct City-related business will receive a monthly technology allowance of fifty dollars (\$50).
- 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 and/or

the City shall provide the cellular telephone number to designated individuals and organizations with whom the employee normally conducts City-related business. In addition, the employee shall adhere to the City's records retention policy.

### **ARTICLE 13 – STAGEHANDS**

This provision shall be applicable only to employees in the classification of Stagehand I and Stagehand II.

#### **13.1 SHIFT CHANGES**

If an employee's shift is changed more than three (3) times in one (1) calendar month the employee shall receive overtime at one and one-half (1.5) times their regular rate of pay for all hours worked on the fourth and subsequent rescheduled shifts during that one-month period. Provided, however, that the shift change is for four (4) or more hours and the change is at the request of the City.

### **ARTICLE 14 – LEAVES**

#### **14.1 HOLIDAYS**

- a. The following shall be the recognized holidays for all employees covered 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. An employee who is scheduled to work on a holiday shall receive holiday pay plus time and one-half (1.5) compensation for working the holiday.

c. Eligibility

- (1) To be eligible for holiday pay, the employee shall work the scheduled workday before and after the recognized holiday. Paid 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 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>
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.

- (3) Non-career (-1,040) employees shall not receive recognized holiday benefits.

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.

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 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.

f. Holiday Credit Accumulation

Employees may accumulate holiday credit up to a maximum of eighty (80) hours. All accrued holiday time in excess of eighty (80) hours in any bi-weekly pay period shall be paid to the employee at the 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, employees 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 upon 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; less than 40 hours paid = 0% 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 separating from City employment for any reason shall be paid for all accrued floating holiday time at the straight-time hourly rate of pay.

## 14.2 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 of 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 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.
- (6) Employees who are eligible to receive a cash payment in-lieu of vacation leave, as provided for in Article 8 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 the 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 been accrued from January 1 to the last day of employment.

b. 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 shall not exceed on 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 14.3, Sick Leave.

14.3 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 on 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 forgo 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.

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 payment is made.

If the employee electing the payment is separated from City employment before receiving the payment, the employee forfeits any right to receive the payment, but will instead have their sick leave balances credited with the sick leave hours the employee would have accrued from 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 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 from their separation from City service may also convert any or all of their total sick leave credits accrued, less any payment received pursuant to subparagraph (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 subparagraph (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 separated by reason of discharge for cause shall be eligible for payment of any portion of accumulated sick leave credits.

(2) SCERS

- (a) Upon separation of an employee 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.
- (b) 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

An 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 and 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. 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.

f. Administration of Sick Leave

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

#### 14.4 PARENTAL LEAVE

a. The parental leave policy applies 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 must have completed at least three (3) years of City 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.

#### 14.5 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 or electronically through the City's payroll system.
- 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.
- l. The City shall promulgate a policy and procedure to implement and administer catastrophic leave.

#### 14.6 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 of their scheduled shift in court or on jury duty, the employee will notify their supervisor in advance of the start time so they can be excused from the

shift. If the employee is in court or on jury duty less than one half of the scheduled shift, they 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 juror or appearance in court for that purpose, 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 jury duty benefits in accordance with the above stated procedure.

#### 14.7 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 16.2(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 calendar year to calendar 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.

#### 14.8 SUPERVISORY PERSONAL TIME OFF

- a. Full-time career employees in the classifications of Electrician Supervisor, Machinist Supervisor, and Supervising Generator Technician 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 year to 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.

#### 14.9 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.

#### 14.10 BEREAVEMENT LEAVE

An employee may receive up to three (3) days of City-paid leave for bereavement based on the death of the employee's 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.

#### 14.11 PAID CITY LEAVE

- a. Within ninety (90) calendar days of adoption by the City Council, employees who are employed in a classification represented by the Council and who

are still active on payroll 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 contributions described in Section 14.11(a) may make an irrevocable election to receive 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 hourly 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 14.11(a) shall receive payment for the Paid City Leave balance at the hourly rate of pay they are receiving at the time of the payment, less ordinary payroll deductions.
- b. Employees who are employed in a classification represented by the Council on October 31, 2022, shall receive a one-time leave bank contribution of thirty-five (35) hours of Paid City Leave that will become available for use on the first paycheck in January 2023. This Paid City Leave shall not expire, and shall have no cash value except as follows:
- (1) Employees receiving Paid City Leave contributions described in Section 14.11(b) may make an irrevocable election to receive a one-time cash payment by foregoing the thirty-five (35) hours of Paid City Leave in 2023. 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. This cash payment will be made to the employee on the last paycheck in March 2023. Payment shall be made at the hourly rate of pay the employee is receiving at the time of payment is made, less ordinary payroll deductions. If the employee making the irrevocable election separates from City employment for any reason prior to December 31, 2022, the employee forfeits both the right to receive the cash payment and the thirty-five (35) hours of leave.
  - (2) Upon separation from City service, employees with a balance of the Paid City Leave described in 14.11(b) shall receive a payment for the Paid City Leave balance at the hourly rate of pay they are receiving at the time of the payment, less ordinary payroll deductions.

## **ARTICLE 15 – SAFETY SHOES AND SAFETY GLASSES**

### **15.1 SAFETY**

The City is committed to and mandated by law to provide its employees with a safe working environment and understands its obligations to do so. The Council agrees that the City shall determine safety, health and property protection measures as required to meet its obligations under the law. The City will conduct safety training, meetings and inspections as mandated by law and operational needs. The City and employees acknowledge the responsibility of each to communicate safety concerns, safety hazards, prevention techniques and safety recommendations and ideas.

### **15.2 SAFETY SHOES**

- a. Where the City requires that safety shoes be worn by employees as a condition of employment, the City shall reimburse employees up to an annual maximum of \$400.00, or up to a maximum of \$500.00 if a special order is required due to a medical need, for the cost of acceptable safety shoes, inserts, and/or repairs to safety shoes. These employees may purchase any brand of safety shoe from any outlet as long as such shoes meet the requirements of being an acceptable “safety shoe” as provided in the City’s Protective Footwear Policy. The annual maximum may be used toward the purchase of a single pair or two (2) pair, as needed, at the same time. When an employee has purchased a pair of safety shoes, inserts, and/or repairs to safety shoes, which do not meet the annual maximum, the employee shall be allowed to use the remainder of the annual maximum for a future purchase in the same year. The City maintains the right to specify the type of required safety shoe.
- b. Except as provided above, employees shall normally be authorized for a single pair of safety shoes. A second pair of safety shoes in the same fiscal year shall be approved if replacement is deemed necessary by the employee’s supervisor.
- c. To be eligible for reimbursement or repair of safety shoes under this Section, the employee must obtain prior authorization from their supervisor before purchasing the required safety shoe and must submit the receipt to the supervisor to verify the purchase, substantiate the reimbursement, and remaining annual maximum, if any. Only safety shoes qualify for reimbursement or repair pursuant to this subsection.
- d. Provisions in the City’s Protective Footwear Policy regarding authorized safety shoe vendors, vouchers, and invoices shall not apply to employees in classifications covered by this Agreement.

### 15.3 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 of prescription safety glasses.
- b. The City will reimburse the employee for the purchase of prescription safety glasses up to a maximum cost of \$150.00 per pair.
- 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.

### 15.4 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 16 – LAYOFF**

### 16.1 PURPOSE

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

### 16.2 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 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 the Rules and Regulations of the Civil Service Board, classification seniority for the reallocated or demoted employee shall be mutually established by the City and Council 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: (a) classification seniority in any higher classifications within the regression ladder, 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, 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.
- (5) **Termination of Seniority:** Termination of classification seniority and City service seniority shall occur upon:
  - (a) Resignation, except that any employee who is reemployed and completes a probationary period, if any, in the position to which the employee was 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 step is less than the top step 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 Building Trades and Craft Unit are as follows:

- (1) Electrician Supervisor  
Senior Electrician  
Electrician
- (2) Electrician Lineworker
- (3) Blacksmith Welder
- (4) Machinist Supervisor  
Machinist  
Machinist Helper
- (5) Senior Plumber  
Plumber  
Plumber Apprentice
- (6) Senior Painter  
Painter
- (7) Structural Maintenance Supervisor  
Senior Carpenter  
Carpenter
- (8) Stagehand II  
Stagehand I
- (9) Mechanical Maintenance Supervisor  
Senior Sheet Metal Worker  
Sheet Metal Worker
- (10) Roofer
- (11) Supervising Generator Technician  
Senior Generator Technician  
Generator Technician

e. Permanent Status

For the purposes of this layoff procedure permanent status is attained in a job classification when an employee has successfully completed the 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.

### 16.3 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 an 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) Notwithstanding any other provisions of this Article, those City employees who have at least ten (10) years of continuous City service seniority and who are unable to downgrade within their current regression ladder shall have the right to return to their last classification in which they held permanent status, if the employee meets the qualifications of that classification, and shall have the right to downgrade through that regression ladder pursuant to Section 16.3(b)(3).
- (5) An employee may accept layoff in lieu of the opportunity to downgrade by notifying Labor Relations within two (2) normal workdays of receiving notice of layoff. Where the employee accepts a layoff in lieu of a downgrade, said employee shall forfeit all recall rights except to a vacancy within the same classification from which the employee was laid off.
- (6) 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.
- (7) 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 layoff, the City shall send by certified mail return receipt requested a layoff notice to all affected employee(s). Such notice shall be postmarked at least fourteen (14) calendar days in advance of the effective date of layoff. Such layoff notice shall be mailed to the employee's address 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. However, the employee who is on sick leave or injury-on-duty status on the date of the layoff notice shall not be laid off or

downgraded until the employee returns to work; except that the effective date for recall purposes shall be the date of actual layoff as stated on the layoff notice.

#### 16.4 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 8.2 "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 monthly salary range and respective salary step for the affected classification as identified in the salary schedule.

#### 16.5 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 of 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 enrolling 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.

## 16.6 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 inverse order of their downgrade or layoff. 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, but shall have no recall rights to any job classification in which provisional or probationary status was held at the time of layoff or downgrade. 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. Provisional and 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 in the City's payroll system. To expedite recall, more than one 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, the employee 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 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.

- 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.

## **ARTICLE 17 – DISCIPLINE**

### **17.1 LETTER OF REPRIMAND**

- a. A letter of reprimand shall not be appealable to the Civil Service Board, 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. A letter of reprimand issued on or after October 20, 1990, will be withdrawn from an employee's official personnel file eighteen (18) months from the date of issue provided there has not been additional formal discipline imposed during this period.

### **17.2 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.

### **17.3 WITHDRAWAL OF APPEAL**

An employee or Council 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.

### **17.4 SUSPENSIONS AND PAY REDUCTIONS**

- a. Suspensions and pay reductions imposed after June 20, 2009, will be withdrawn from an employee's official personnel file and any other personnel files maintained by the City five (5) years from the date of issue provided there has not been additional formal discipline imposed during the

five-year period. If an employee had additional discipline in the five-year period, the removal date will restart.

- b. All discipline documents that are removed from the employee's 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.

## **ARTICLE 18 – UNIFORMS**

### 18.1 UNIFORMS

- a. City-Provided Uniforms

- (1) The City agrees to provide five (5) uniform changes per week to employees in the Building Trades and Craft Unit (5-5-1), at no cost to the employee.
- (2) The City may provide uniforms for non-career employees.

- b. Stagehand Uniforms

- (1) The City shall provide full-time career employees in the classifications of Stagehand I and II with the following dress uniform in addition to the current work (5-5-1) uniform:
  - 1 blazer
  - 2 shirts
  - 1 pair pants
  - 1 tie
- (2) The City shall be responsible for the repair and replacement of dress uniform items.
- (3) The City shall be responsible for the cost of dry cleaning the sports coat and tie.
- (4) The employee shall be responsible for the cleaning of the dress shirts and pants.
- (5) The City shall designate the events at which the dress uniform shall be worn.

- c. Inclement Weather Jacket

- (1) Unit employees whose duties and responsibilities include working outside during inclement weather shall be provided an inclement weather jacket.

- (2) Employees shall be responsible for the laundry, maintenance, and repair of such jacket. Replacement of unserviceable jackets shall be the responsibility of the City.
- (3) Employees in the classifications of Blacksmith Welder, Machinist, Machinist Helper, Electrician, Electrician Supervisor, Generator Technician, Senior Generator Technician, and Supervising Generator Technician shall be provided an inclement weather jacket with the outer layer made of all cotton fibers.

The above specified jacket is not protective safety wear. Required protective safety equipment and gear, determined necessary and mandated for use by management, shall be worn while performing work in and around hazardous conditions.

## **ARTICLE 19 – MISCELLANEOUS**

### **19.1 NEW OR REVISED JOB CLASSIFICATIONS**

- a. It is recognized that the establishment of new or revised job classifications 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 Council 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 Council, the fifteen (15) day period will be extended by an additional ten (10) days.
- b. The Council 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 Council and the City shall follow provisions of applicable state law and the 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 Council shall have the right to file an appeal to the Civil Service Board regarding job classification.

### **19.2 EMPLOYEE ORIENTATION**

- a. Unless otherwise agreed in advance, Council 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 Council and the labor agreement.

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

### 19.3 EMPLOYEE INFORMATION

- a. At least every thirty (30) days, the City shall provide the Council with a list of employees who are employed in classification represented by the bargaining unit.
- b. To the extent it is known, information shall include: name, classification date; job title; department; work, home, and personal cellular phone numbers; personal email address; and the home address of each employee.

### 19.4 SELECTION OF VACANCIES

- a. Whenever a vacancy occurs in a particular job assignment of a regular civil service position, and the Department Head or designee, in their discretion, elects to permanently fill said vacancy, employees holding permanent civil service 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 Department Head shall give first consideration to those employees making such requests before considering any other persons for the vacancy.
- 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. This Article does not apply to non-career employees.

## 19.5 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. Employees hired prior to October 20, 1990, who are temporarily unable to maintain the required commercial license, but is able to maintain a Class "C" license, shall, as a result of that failure, be transferred to an alternate assignment, if available, with a salary reduction of 2.5%, until the required license has been obtained in a reasonable amount of time. However, in the event the employee is unable to obtain a required license, the employee shall be separated from employment.

Further, the salary reduction or separation from employment shall not be subject to the grievance procedures provided for in Section 5, nor shall the reduction be considered disciplinary action as defined by Rule 12 of the Rules and Regulations of the Civil Service Board. In the event the transferred employee subsequently obtains the required license with endorsements, the employee shall be transferred back to the previous assignment at the same step in the salary range occupied prior to the transfer and salary reduction.

- c. An employee who is unable to qualify for a required commercial license, due to medical reasons, shall not be subject to the contractual transfer or salary reduction described in section (b), above.

## 19.6 CONTRACTING OUT

- a. The City shall not contract out for goods or services performed by bargaining unit employees which will result in any career employee being laid off without prior consultation with the Council 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.

## 19.7 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.

## 19.8 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 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.

## 19.9 TRIAL PERIOD

- a. An employee or a former employee appointed to a career classification as a non-career employee on or 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.

#### 19.10 MODIFIED/ALTERNATIVE DUTY POLICY

The City's Modified/Alternative Duty Policy shall be applicable to eligible employees who have been injured on-the-job.

#### 19.11 PERS RETIREMENT PLAN

##### a. Member Contribution to PERS Retirement Plan – Classic Members

- (1) Classic members in miscellaneous classifications shall pay seven percent (7%) of the members contribution to the PERS retirement plan, shall qualify for the 2% at 55 benefit formula and retirement shall be based upon the highest twelve (12) consecutive months of compensation.
- (2) Effective June 20, 2020, employees covered under Section 19.11(a) (Member Contribution to PERS Retirement Plan – Classic Members) shall pay, through payroll deduction, one hundred percent (100%) of the seven percent (7%) member contribution, plus an additional one percent (1%) of the employer's contribution of PERSable compensation for a total contribution of eight percent (8%) toward the cost of pension benefits as permitted by Government Code section 20516 (Employee Cost Sharing of Additional Benefits). The parties acknowledge that CalPERS mandates an election of unit members, separate from the ratification of this MOU, to provide for this cost sharing pursuant to Government Code section 20516. As soon as practicable after the effective date of this MOU, the City will initiate the contract amendment process. Upon approval and agreement from the bargaining unit and completion of the City's amendment to the CalPERS contract, employee contributions will be made pursuant to Government Code section 20516. Should the membership vote against the CalPERS contract amendment, effective June 20, 2020, the above referenced one percent (1%) cost sharing shall be implemented outside of a CalPERS contract amendment as authorized by Government Code section 20516(f). The Council and the City will take all actions necessary to implement the pension cost sharing agreement described in this Section.

##### b. Member Contributions to PERS Retirement Plan – New Members

New members in miscellaneous classifications shall be members in the PERS on terms consistent with the Public Employees' Pension Reform Act (PEPRA). New members shall qualify for the 2% at 62 benefit formula shall contribute fifty percent (50%) of the total normal cost of the PERS retirement

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

#### 19.12 SECTION 401(A) MONEY PURCHASE PLAN

As soon as practicable, the City shall establish an IRS Section 401(a) Plan for employees in the classifications of Electrician Supervisor, HVAC Supervisor, Machinist Supervisor, Mechanical Maintenance Supervisor, Plumbing Supervisor, Structural Maintenance Supervisor, and Supervising Generator Technician. The City shall contribute two percent (2%) of salary and the employee shall contribute two percent (2%) of salary to the 401(a) Plan.

The 401(a) Plan shall conform to all Internal Revenue Code (IRC) requirements. Vesting of City funds occurs with enrollment consistent with the IRC and the 401(a) plan documents.

#### 19.13 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 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 shall 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. Nothing in this Section shall be construed to limit management's right to assign or reassign employees in an emergency.

#### 19.14 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 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 sixty dollar (\$60) per month parking subsidy. The subsidy will be included in the employee's bi-weekly paycheck, subject to applicable state and federal taxes.

#### 19.15 PROBATIONARY PERIOD

a. Probationary Period

The probationary period is an extension of and an integral part of the examination process. It shall be utilized for closely observing the employee's work, for securing the most effective assimilation of a new employee, and for determining if performance meets the required standards of the job.

- (1) The probationary period for employees in this Unit shall be twelve (12) months in duration.
- (2) An employee may be released, without right of appeal, during the probationary period. Written notice of for the release shall be furnished the probationer.

b. Employee Service Rating and Reports

Employees are entitled to Employee Service Rating and Reports which outline progress and performance in their classifications.

c. The Employee Service Rating and Report shall primarily serve as follows:

- (1) To regularly review employee's performance with the supervisor;

- (2) To ascertain and encourage the improvement in performance or progress of employee;
- (3) To provide effective supervision of an employee; and
- (4) To note and reward outstanding achievement by an employee.

An employee in a twelve (12) month probationary position shall receive such Reports on or about the end of the third, fifth, eighth, and eleventh months of service and annually thereafter.

#### 19.16 ZONAR OR OTHER GPS AND SAFETY STICKERS

Zonar and other Global Positioning Systems (GPS) devices will be used for purposes of improving departmental efficiencies to include, but not be limited to, preserving City resources and preventing unnecessary 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. The City may place one "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.

#### 19.17 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.

#### 19.18 TERM

- a. This Agreement shall remain in full force and effect from July 12, 2025, to and including July 7, 2028.
- b. The provisions of this Agreement shall be effective on the effective date stated above except as otherwise specifically provided.

DATED: April 14, 2026

SACRAMENTO-SIERRA'S BUILDING  
AND CONSTRUCTION TRADES  
COUNCIL

CITY OF SACRAMENTO

---

Mark Martin  
Chief Negotiator

---

Leyne Milstein  
Assistant City Manager

---

Matthew Nootenboom  
Business Representative

---

Aaron Donato  
Labor Relations Manager

---

Steve Dotson  
Negotiations Committee

---

Christen Snyder  
Labor Relations Officer

---

Jim Pumphrey  
Negotiations Committee

---

Phillip Pineda  
Negotiations Committee

---

David Hoekstra  
Negotiations Committee

Approved as to form:

---

Bradley Hoekstra  
Negotiations Committee

---

Brett M. Witter  
Chief Assistant City Attorney

**EXHIBIT A - EMPLOYEE PAYROLL DEDUCTION AUTHORIZATION**

EMPLOYEE PAYROLL DEDUCTION AUTHORIZATION AND  
REQUEST FOR RECOGNIZED EMPLOYEE ORGANIZATION  
SPONSORED INSURANCE PREMIUM(S)

(Front side of form to be completed and executed by employee.)

I, \_\_\_\_\_, hereby request and authorize my employer, City of Sacramento, to deduct from my earnings and pay to \_\_\_\_\_ (insert name and address of payee to whom amounts are to be remitted), the amount of \$ \_\_\_\_\_ per month for insurance premium(s) covering a plan or plans sponsored by the said recognized employee organization.

PLEASE READ

I understand and agree that:

1. Neither the City of Sacramento, nor any of its officer, agents or employees, make any representations of any kind or nature concerning such insurance plan or plans; and that the City of Sacramento is simply providing payroll deductions as a benefit to those eligible employees who choose to avail themselves of this service and who have decided that they wish to be covered by a plan or plans.
2. The City of Sacramento, and its officers, agents and employees assume no liability on account of payroll deduction made or any action taken or not taken pursuant to this authorization and request.
3. This authorization and request shall remain in effect until terminated by me in writing properly delivered or addressed to the Director of Human Resources of the City of Sacramento or until my present employment with the City of Sacramento terminates for any reason, or until the \_\_\_\_\_ (insert name of recognized employee organization) ceases to be certified as a recognized employee organization under applicable City law, whichever occurs first.
4. The City of Sacramento will not make the herein authorized and requested deduction from my earnings in the event that my earnings for the pay period from which the said deduction would ordinarily be made are not sufficient after other legally required deductions are made, nor will the City in such event make the said payroll deduction for such period at a later date, nor will the City accept a deposit from me of my contribution for such period for transmittal to the payee.
5. PLEASE NOTE: It is my responsibility to check my payroll stub to verify that the proper payroll deduction I am authorizing and requesting has in fact been made.

(This is to be signed and dated by each employee, and information completed indicating home address, job classification, and department.)

(The reverse side of the form should be completed by an authorized officer of the recognized employee organization.)

The \_\_\_\_\_(insert name of recognized employee organization) agrees to and does hereby indemnify, defend, and hold the City, its officers, agents, and employees harmless against any claims made, liability incurred, and any suits instituted against them or any one of them on account of the payroll deduction herein authorized and requested.

Accepted on behalf of \_\_\_\_\_  
(insert name of recognized employee organization):

By: \_\_\_\_\_

(This is to be signed and dated by a duly authorized officer of the recognized employee organization.)

*City of*  
**SACRAMENTO**

---

**And**



**Labor Agreement**  
**Covering All Employees in the**  
**Exempt Management,**  
**Exempt Management Support,**  
**and Confidential/Administrative 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 SACRAMENTO CITY EXEMPT EMPLOYEES ASSOCIATION, hereinafter referred to as the Association, has as its purpose the promotion of harmonious labor relations between the City and the Association and the establishment of rates of pay, hours of work, and other conditions of employment.

## ARTICLE 1 – RECOGNITION

### 1.1 RECOGNITION

The City hereby recognizes the Association as the exclusive bargaining agent for all employees in the Exempt Management (Unit 01), Exempt Management Support (Unit 14), and Confidential/Administrative (Unit 10) Units, as defined in the City's [Employer-Employee Relations Policy](#), and agrees to meet and confer and otherwise deal exclusively with the Association on all matters within the scope of representation pertaining to the said employees as authorized by law.

### 1.2 EMPLOYEES COVERED BY THIS AGREEMENT

Any employee working in a job classification in the Exempt Management (Unit 01), Exempt Management Support (Unit 14), and Confidential/Administrative (Unit 10) Units as defined in the [Employer-Employee Relations Policy](#) shall be covered by this Agreement except as hereinafter provided.

### 1.3 DEFINITIONS

- a. As used throughout this Agreement, the terms “Career Employee” and “Non-Career Employee” shall be given the same meaning as set forth in the Rules and Regulations of the Civil Service Board.
- b. As used throughout this Agreement, the term “Exempt Employee” shall mean employees filling classifications identified as exempt from the classified service [pursuant to the City Charter](#) and as identified in the [Employer-Employee Relations Policy](#). Exempt employees are “at-will” employees serving at the pleasure of the Appointing Authority. Nothing in this Agreement shall be construed to be an express or implied covenant or contract of continued employment, or to create a property right or tenure for any person appointed to positions that are exempt from the classified service. Consequently, just cause is not required for discipline and there are no appeal rights.

- c. Eligibility for Benefit and Leave Accrual
- (1) Exempt, career, and non-career +1040 employees shall receive health benefits and leave accruals based on the full-time equivalent (FTE) of the budgeted authorized position (BAP) as follows:
    - (a) 0.8 FTE BAP or higher shall receive full benefits and leave accruals
    - (b) 0.5 up to a 0.79 FTE BAP shall receive one-half (1/2) of the benefits and leave accruals
    - (c) 0.49 or less FTE BAP shall not receive benefits or leave accruals
    - (d) Employees in less than a 0.8 FTE BAP but working thirty (30) or more hours per week shall receive health benefits consistent with the Patient Protection and Affordable Care Act.
  - (2) Unless provided otherwise in this Agreement, non-career -1040 employees are not eligible for any health benefits or leave accruals.
- d. City Service Seniority: City service seniority shall be calculated using each employee's cumulative employment with the City. For a part-time employee, City service seniority shall be prorated. Within ninety (90) days of being rehired employees may make a request to Human Resources that their prior employment be used to calculate their City service seniority. This use of prior employment for calculating the City service seniority for rehired employees shall not create a right to retroactive benefits.
- e. Classification Seniority: Classification seniority shall be defined as the effective date of probationary appointment to the employee's present job classification plus any time spent in a higher job classification, but not including any time spent in a lower job classification.
- 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 whose position has been reallocated in accordance with the applicable Rules and Regulations of the [Civil Service Board](#), classification seniority shall include all time in the prior classification. For a part-time employee, classification seniority shall be prorated.
- f. Hire Date Seniority: Hire date seniority shall be defined as the employee's first date of hire to any position with the City.
- g. Seniority Adjustments: Classification seniority and City service seniority shall be reduced by any period not employed. There shall be no reduction for time spent on an approved unpaid leave of absence.

- h. Termination of Seniority: Termination of classification seniority and City service seniority shall occur upon:
  - (1) Discharge
  - (2) Retirement
  - (3) Failure to comply, report, or respond to a recall notice within fourteen (14) calendar days from the date of postmark on the recall notice.

## **ARTICLE 2 – SOLE AGREEMENT**

### **2.1 SOLE AGREEMENT**

- a. This Agreement, when signed by the parties and approved by the City Council, supersedes all other Agreements between the parties and represents the sole agreement between the parties.
- b. Neither party shall be obligated to meet and confer during the term of this Agreement on any matter contained in this Agreement.
- 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 RIGHTS VESTED EXCLUSIVELY WITH THE CITY**

It is understood and agreed that the City possesses the sole right and authority to operate and direct the employees of the City and its various departments in all aspects, including, but not limited to, all rights and authority exercised by the City prior to the execution of this Agreement except as expressly modified in this Agreement. Unless specifically in conflict with this Agreement, all management rights shall remain vested exclusively with the City including the right to eliminate, contract or subcontract out functions or services performed by unit personnel.

### **3.2 FILLING VACANT POSITIONS**

The City retains the sole and exclusive right to determine when and if a vacant position will be filled.

## ARTICLE 4 – ASSOCIATION 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 member dues and (2) the insurance premiums for the City or Association plans, not to exceed three (3) insurance deductions per member.
- b. 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 herein using the authorization forms agreed to by the City and the Association. Any future changes or modifications to the authorized form shall be agreed upon between the City and the Association. The form shall include the following:
    - Employee full name
    - Employee eCAPS ID number or the last four digits of their Social Security number
    - Bargaining Unit
    - Amount or percentage of monthly membership dues
    - Additional union-sponsored deductions (e.g. life insurance)

Any future changes or modifications to the authorization form shall be agreed upon between the City and the Association.

- (2) 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 Association shall assume the duty of direct collection from the employee.
- (3) The authorization form for deductions shall be completed and submitted by the Association to the Payroll Division, Department of Finance.
- (4) Such deductions shall be made only upon submission to the Payroll Division, Department of Finance, of the said authorization form duly completed and executed by the Association.
- (5) When changes in rates affect large groups of Association members, the Association may, in lieu of the dues authorization form, notify the Payroll Division, Department of Finance, by email of the new rate and clearly define the group(s) of Association members who are affected.

- (6) The Association is responsible for submitting the dues authorization form to the Payroll Division, Department of Finance with 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) paychecks per year, which shall be the first two (2) paychecks each month.
- (8) The City will remit to the Association a single dues check for all SCXEA units each pay period. At such time as the City's accounts payable system is able to do so, the City will remit to the Association by electronic funds transfer (EFT) for all deductions. The City shall include with the check a report listing the employees enrolled and the amount the employees paid.
- (9) Unless notified in writing by the Association of an employee's request to cancel their dues deduction, the City will continue to deduct Association dues, and/or any additional deduction(s) noted. Notification will be made to the Payroll Division, Department of Finance, utilizing the dues authorization form notating in the "Additional Information" column that it is a membership cancellation.
- (10) Dues deductions that have been submitted by the Association utilizing the dues authorization form received in Payroll Division, Department of Finance, by noon on the last day of a pay period, will reflect a deduction on the check for that pay period. There shall be no collection of dues arrearages by the City.
- (11) The Association 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.
- (12) The Association 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 or insurance premiums or other programs sponsored by the Association.

#### 4.2 RELEASE TIME

- a. SCXEA-represented employees shall utilize the Association release time donation [forms](#) and/or associated procedures to authorize donation of their leave balances for such purposes.
- b. Eligible SCXEA Board members shall be allowed to use this leave to attend meetings with the City and for other Association activities not prohibited by

law. Use of the leave bank shall be subject to the approval of SCXEA and the employee's supervisor.

- c. Employees may donate up to forty (40) hours each year from accrued leave balances, excluding sick leave, to a bank of employee-donated Release Time. Employee donations shall be irrevocable and not returnable to the donating employee. The maximum cumulative number of hours donated by all members to this bank shall not exceed one thousand forty (1040) hours per calendar year. Any unused hours in the bank on December 31 shall be carried over into the next calendar year. The total amount of release time in this bank, including any carryover, shall at no time exceed one thousand forty (1040) hours.
- d. Within thirty (30) calendar days of adoption of this Agreement by the City Council, the City will provide SCXEA with a one-time leave bank of one thousand forty (1040) hours of release time for SCXEA Board Members for Association business. This release time may be carried over beyond the term of this Agreement for use by the Association until exhausted. Board members shall endeavor to provide forty-eight (48) hours' advance notice for the use of this leave by emailing their supervisor and copying the SCXEA President. Use of this leave is subject to the approval of the employee's supervisor. This Section 4.2(d) is rescinded as of September 19, 2025.
- e. During the term of this Agreement, the Association's release time bank shall not exceed two thousand eighty hours (2,080) hours, except that through June 28, 2024, the Association shall be allowed to carry a balance which shall not exceed two thousand three hundred (2,300) hours. Effective June 29, 2024, all unused release time hours in excess of two thousand eighty (2,080) hours will be forfeited. All new donations of "member donated leave" made pursuant to paragraph (c), above, shall be suspended until the total release time hours fall below two thousand eighty (2,080) hours.

#### 4.3 BULLETIN BOARDS

The City shall provide bulletin boards at work locations mutually agreed upon with the Association for posting Association information, notices and communications. The board size shall be no larger than three (3) feet by four (4) feet unless agreed to otherwise by the parties.

#### 4.4 LIST OF EMPLOYEES

At least every thirty (30) days the City shall provide the Association 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 USE OF CITY EMAIL

- a. The Association shall have reasonable use of the City's electronic mail system (email) for communicating with its members and with the City. Members of the Association shall have reasonable use of the City email system to contact the Association and its members. Use of the email system is subject to provisions of the City's [Information Technology Resource Policy \(API#30\)](#).
- b. The Association shall have the right to reasonable use of the City's existing internal mail system to contact its members.
- c. The City shall not be held responsible for untimely or lost communications.

#### 4.6 NEW EMPLOYEE ORIENTATION

Unless otherwise agreed in advance, Association 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 Association and the labor agreement.

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

### **ARTICLE 5 – GRIEVANCE PROCEDURE**

#### 5.1 PURPOSE

The City and the Association recognize the desirability of establishing an orderly, systematic, and efficient procedure through which an employee may resolve concerns arising out of the interpretation and application of the express terms of this Agreement and shall exclude matters for which there are established and applicable Civil Service Board appeals processes.

#### 5.2 PROCEDURE

- a. The City and the Association agree to implement the following grievance procedure. The grievance procedure shall be used to process and resolve disputes arising under this Agreement except to the extent that the City Charter or the Rules and Regulations of the Civil Service Board vests jurisdiction elsewhere. The purpose of this procedure is to resolve issues informally at the appropriate level, and to provide an orderly procedure for reviewing and resolving disputes promptly.
- b. No matter shall be considered as a dispute 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. The thirty (30) day time limit for filing a grievance may be extended with the mutual agreement of the parties. Time limits at each step may be waived by mutual agreement of the parties.

### 5.3 DEFINITIONS

- a. A grievance is a good faith complaint of one or a group of employees, or a dispute between the City and the Association 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 Association, 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

- a. An employee who believes they have cause for grievance may contact the Association and their supervisor. If, after discussion with the supervisor, the employee does not feel the issue has been resolved, the dispute shall be reduced to a written appeal, signed by the employee or their representative.
- b. The written appeal shall include a statement indicating the dispute raised by the employee and cite to section(s) of this Agreement at issue. The appeal shall also include a description of the remedy or correction requested of the City.
- c. The employee’s manager or designee shall provide a written response to the appeal within fourteen (14) calendar days from the time they received the appeal. The response from the manager or designee shall include a statement of the City’s position and the facts upon which it is based, and the remedy or correction which has been offered, if any.

### 5.5 STEP TWO

If the employee or Association determines that the City’s first step response is not satisfactory, an appeal to the second step must be made to the Labor Relations Manager or designee within fourteen (14) calendar days. The second step meeting will be held within fourteen (14) calendar days of the second step appeal. The Association representative and a designated City representative will meet in an effort to resolve the matter. The City’s response to the second step appeal will be made within fourteen (14) calendar days after the closure of the meeting.

## 5.6 ARBITRATION

- a. If the Association determines that the City's second step response is not satisfactory, the Association may appeal the dispute to arbitration. The request for arbitration must be given in writing to the Labor Relations Manager or designee within thirty (30) calendar days from the date of the second step response.
- b. An arbitrator may be selected by mutual agreement between the Association and the City. Should the parties fail to agree on an arbitrator they shall make a joint request to the State Mediation and Conciliation Service for a list of five (5) or more 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 the Agreement and will in no instance add to, delete from, or amend any part thereof. The arbitrator's decision shall be final and binding on the City, the Association, and the employee.
- d. The fees of the arbitrator and any court reporter will be borne equally by the Association and the City.

## 5.7 WITNESSES

The City agrees that employees shall not suffer loss of compensation for time spent in attendance at a meeting or arbitration hearing held pursuant hereto. The Association agrees that the number of witnesses requested to attend, and their scheduling shall be reasonable, and that best efforts will be made to schedule the witnesses to avoid unnecessary time waiting to testify.

# ARTICLE 6 – SALARY ADJUSTMENTS

## 6.1 SALARIES

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

The September 20, 2025, 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%).

## 6.2 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 RATE OF COMPENSATION UPON RETURN TO CITY SERVICE

- a. An employee who is recalled after layoff shall return at the same salary step occupied prior to the layoff. Upon recall, the anniversary date for subsequent salary adjustments shall be twelve (12) months from the date of recall until the maximum of the salary range is reached.
- b. If a former employee is reemployed or rehired, the employee may receive any salary in the classification range. The anniversary date for subsequent salary adjustments shall be twelve (12) months from the date of reemployment or rehire until the maximum of the salary range is reached.

### 7.2 SALARY CONTINUATION FOR ABSENCES OF LESS THAN ONE WORK DAY

For FLSA-exempt employees, except as otherwise provided by City policy, for partial day absences a salaried employee shall be charged leave for each whole hour of absence if the absence results in the employee working less than forty (40) hours in the week. If there is no accrued, useable leave, that employee's pay shall be reduced in an amount equal to the employee's hourly rate of pay for each whole hour of the absence.

### 7.3 EFFECT OF LEAVE OF ABSENCE WITHOUT PAY UPON COMPENSATION

Time spent on a leave of absence without pay of ten (10) or less consecutive workdays shall not affect the pay adjustment eligibility during a rating period. Such leaves in excess of ten (10) consecutive working days may affect eligibility during a rating period at the discretion of the Appointing Authority in a manner consistent with state and federal law.

### 7.4 LONGEVITY PAY (CITY CHARTER)

Employee eligibility for longevity pay shall be determined as provided in [Section 108 of the City Charter using an employee's City Service Seniority as defined in Section 1.3\(d\) \(Definitions\)](#). 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), and after twenty-five (25) years of City service, an additional two hundred dollars (\$200), for a total of three hundred dollars (\$300). The parties acknowledge that Longevity Pay is provided for 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 provisions 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.

#### 7.5 LONGEVITY PAY (CONTRACT)

- a. Effective July 13, 2024, the Letters of Understanding titled "SCXEA Public Safety Classifications" and "SCXEA Fire Marshal Classification Rate of Pay" shall terminate.
- b. Effective July 13, 2024, the Letter of Understanding titled "Select SCXEA Classifications within the Office of the City Attorney" shall terminate with the exception of paragraph 4 which shall continue until all leave time referenced is exhausted or all eligible employees have separated, whichever occurs first.
- c. Effective July 13, 2024, employees who have completed seventeen (17) years of City service shall begin to receive longevity pay in the amount of three percent (3%) of their base rate of pay. 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 pay, as provided in this Section, years of service shall be determined by an employee's City Service Seniority as defined in Section 1.3(d).

#### 7.6 OUT-OF-CLASSIFICATION PAY

If a supervisor assigns an employee to perform the full range of duties of a higher classification, the employee shall receive out-of-classification pay up to a maximum of ten percent (10.0%) above the employee's rate of pay, or the maximum salary of the higher classification where there is not a ten percent (10.0%) differential between the classifications. A department head may approve out-of-classification pay greater than ten percent (10.0%) with written justification and approval by the appropriate Charter Officer. The City will provide the Association a monthly list of employees in classifications represented by the Association who received out-of-classification pay and to which position the employee is working out-of-classification.

#### 7.7 EFFECTIVE DATE OF SALARY 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, or subject to, the change. Each 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.

## 7.8 SALARY STEP ADVANCEMENT

Employees shall be covered by a step advancement process as follows:

- a. The salary range for each classification, unless otherwise adjusted by the parties, shall be applied as a twelve (12) step range with the current maximum set as Step 12.
- b. The range differential shall be two and one-half (2.5%) percent between steps.
- c. Effective July 27, 2024, all employees on the twelve (12) step salary schedule will be moved to an eight (8) step salary schedule which shall consist of five percent (5%) between the steps. These employees shall move to the closest step that does not result in a loss of pay. Employees will maintain their seniority date for purposes of annual step increases.
- d. Except as otherwise provided in this Section, employees shall be eligible to advance to the next higher step on the pay period following the completion of fifty-two (52) weeks (2,080 regular hours) in their current classification.
- e. Employees occupying classifications of Police Captain and Police Lieutenant prior to August 6, 2015, shall be eligible to advance to the next step on the pay period following January 1 of each year that they continuously occupy that classification.
- f. Steps may be accelerated or withheld by the Appointing Authority based on each employee's documented performance in the employee's classification.

## 7.9 PROBATIONARY PERIOD

- a. The probationary period for Civil Service employees, hired on or after December 4, 2018, employed in classifications covered under this Agreement, shall be twelve (12) months (2,080 regular hours). 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. Employees shall receive one performance evaluation every three (3) months during the probationary period.

Employee performance evaluations are not subject to the grievance procedure.

- b. If the probationary period is extended in excess of thirty (30) consecutive calendar days due to light duty, sick leave, leave without pay, or injury-on-duty time, the employee's first salary step increase will be delayed for a period consistent with the extension. If the employee completes the probationary period, the increase shall be implemented retroactively to the date when it was originally due.

#### 7.10 EFFECT OF CLASSIFICATION CHANGE ON RATE OF COMPENSATION

- a. Movement to a higher classification is when an employee moves from one classification to another which has a higher salary range, and the employee shall receive an increase at least equal to five percent (5%) or the minimum of the new range, up to the maximum rate of the higher classification.
- b. Movement to another position in the same classification or a classification with the same salary range means that the employee shall maintain the same salary and same anniversary date unless the Appointing Authority authorizes an increase.
- c. Movement to a lower classification is when an employee's position is reallocated to a classification with a lower salary range, and the employee shall suffer no reduction in salary, and the Y-rate provisions of this Agreement shall apply. When an employee voluntarily demotes, they shall remain at the same salary, or the top of the new salary range, whichever is less.

#### 7.11 EFFECT OF CHANGE OF SALARY RANGE UPON COMPENSATION

Whenever the salary range of a classification is adjusted upward, the salary rate of the employees in the classification shall be adjusted consistent with the change, except that the Appointing Authority may withhold the increase based on documented performance issues. In cases where the increase is withheld, the employee shall retain the current anniversary date for further step increases within the new range.

#### 7.12 RATES HIGHER THAN TOP OF THE RANGE (Y-RATE)

Whenever the salary of an employee is above the maximum of the salary range for the classification, such salary shall be designated as a "Y-rate." Upon promotion to a higher classification, the employee shall receive a five percent (5%) minimum increase, not to exceed the top of the new range.

### **ARTICLE 8 – HEALTH AND WELFARE**

#### 8.1 CITY INSURANCE CONTRIBUTION TO FULL AND PART-TIME CAREER EMPLOYEES

- a. The City shall administer a Cafeteria Plan (Plan) for employees consistent with [Internal Revenue Code Section 125](#). The details of Plan eligibility and operational requirements are set forth in Plan documents. The City shall make contributions (City dollars) as defined in [Section 8.3](#), below. For employees that elect to participate in a City-sponsored health plan, one-half (1/2) of the City contribution will be made to eligible employees on each of the first two (2) paychecks (Eligible Paycheck) in each month.

- 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 the period of time permitted by [Consolidated Omnibus Budget Reconciliation Act \(COBRA\)](#), 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 an approved leave of absence, if required by state and federal law, or 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 CONTRIBUTIONS TO NON-CAREER EMPLOYEES

- a. The City shall contribute City dollars as provided in [Section 8.3](#) 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 the 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 paycheck the amount needed to pay for the insurance plans which the employee has selected. If this deduction from the employee's paycheck cannot be made in its entirety, it is the responsibility of the individual employee to pay for the remaining amount. Failure to do so before the end of the calendar month shall result in the employee being automatically dropped from the City-sponsored insurance program until the next open enrollment period or qualifying event.

### 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) For employees enrolled in an ABHP, the City contribution shall be as specified in [Section 8.3\(b\)](#), below. To the extent that the premium for the ABHP is less than the monthly City contribution, any excess City contribution shall be credited to the employee's Health Savings Account (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. 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. 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. 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 <INSERT DATE OF FIRST BENEFITS ELIGIBLE PAY PERIOD FOLLOWING ADOPTION BY CITY COUNCIL >, with the increased contribution first appearing on the paycheck issued <INSERT FIRST BENEFITS PAY CHECK DATE>, for plan year 2026, the contribution 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 (\$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 benefits 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 exceeds this amount.

If the year-over-year premium increases 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 benefits eligible paycheck 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 (\$25.00) Kaiser HMO, Delta Dental PPO, and VSP basic vision plans. The employee shall be responsible for any premium increases(s) which exceeds 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 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 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 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 on 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 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 under 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 purposes of medical insurance shall also be in accordance with the Patient Protection and Affordable Care Act.

#### 8.5 CASH-BACK LIMITS

- a. The cash-back of City dollars from the IRS Section 125 Plan shall be limited to two hundred dollars (\$200) per month for employees who waive enrollment in a City-sponsored group health plan.
- b. New, reemployed, or rehired employees or employees who were not receiving the cash-back as of June 30, 2012, shall not be eligible for the cash-back option.

- 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 health insurance.

## 8.6 LIFE INSURANCE

- a. Basic Life Insurance

The City will provide basic life insurance in an amount of \$50,000 to each eligible employee at no charge. This benefit shall not be prorated for part-time employees.

- b. Insurance Over \$50,000

Employees may purchase out-of-pocket supplemental life insurance in the amount of up to three (3) times annual salary subject to limitations specified by the insurance carrier.

## 8.7 LONG-TERM DISABILITY

Employees in the Exempt Management (Unit 01) and Exempt Management Support (Unit 14) Units shall receive City-paid long-term disability insurance.

## 8.8 STATE DISABILITY INSURANCE (SDI)

- a. Eligible career employees in the Confidential/Administrative Unit (Unit 10) and the Exempt Management Support Unit (Unit 14) 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 employees employed in the Confidential/Administrative Unit (Unit 10) and the Exempt Management Support Unit (Unit 14) may integrate any paid leave balances with SDI.
- c. Eligible part-time career employees shall be included in this program on a pro-rata basis.
- d. At the request of the Association, the Exempt Management Unit (Unit 01) may participate in an election to enroll in the SDI program. Such election will be held pursuant to the regulations of the State of California.

## 8.9 FLEXIBLE SPENDING ACCOUNTS

The City shall offer a Flexible Spending Account (FSA) program to employees as permitted by Internal Revenue Service Regulations for the following:

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

## 8.10 HEALTH REIMBURSEMENT ARRANGEMENT (HRA)

The City has established Health Reimbursement Arrangement plans for employees covered by this Agreement as follows:

- a. For employees hired on or after August 8, 2015, the employee shall contribute two percent (2.0%) of salary per pay period to an individual HRA plan.
- b. For employees hired prior to August 8, 2015, the employee shall contribute twenty-five dollars (\$25.00) per pay period to an individual HRA plan.
- c. Contributions shall occur over twenty-four (24) pay periods per year, which shall be the first two (2) pay periods of each month.
- d. Employee contributions to the HRA plan will be mandatory for each group. Employee contributions shall be on a pre-tax basis to the extent allowed by law. The HRA plan documents for both groups shall allow employee withdrawals from their HRA plan upon separation from the City, subject only to those restrictions in the Internal Revenue Code (IRC) or other applicable law.

## 8.11 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 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. The retiree shall not receive any portion of the City contribution as cash.
- b. Retiree Insurance Contributions
  - (1) Except as provided below, to be eligible for the City retiree insurance contribution, the employee must retire from active City service with a

minimum of ten (10) full years of City service, a service or ordinary disability retirement, and be at least fifty (50) years of age.

- (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 of ten (10) full years of service but less than fifteen (15) full years of City service shall be eligible to receive fifty percent (50%) of the City's retiree insurance contribution identified in subsection 8.11(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 receive seventy-five percent (75%) of the City's retiree insurance contribution identified in subsection 8.11(a) above.
  - (c) Employees with a minimum of twenty (20) full years of City service shall be eligible to receive one hundred percent (100%) of the City's retiree insurance contribution identified in 8.11(a) above.
- (4) An employee who does not retire from the Sacramento City Employee Retirement System (SCERS) or the California Public Employees Retirement System (CalPERS) within one-hundred twenty (120) days from the date of separation from employment shall not be eligible for the City's retiree insurance contribution and may not enroll in a City medical, dental, or vision plan.
- (5) There shall be no City retiree insurance contribution for retirees with less than ten (10) full years of City service.

c. Pre-Medicare Retirees

Pre-Medicare retirees who are not eligible for Medicare benefits may elect to participate in a City-sponsored medical plan or purchase a non-City medical plan. A retiree who elects to purchase a medical plan not sponsored by the City shall only be eligible to enroll in a City medical plan if the retiree enrolls with an effective date of coverage which is within two (2) years from the date their prior City medical coverage terminated.

d. Medicare Retirees

In order for Medicare eligible retirees to maintain eligibility for the City retiree health insurance contribution, each eligible retiree and eligible dependents must enroll in Medicare Parts A and B upon being eligible for such benefits.

Medicare retirees may elect to participate in a City-sponsored Medicare medical plan or purchase an individual Medicare plan.

Medicare retirees who have enrolled in Parts A and B after becoming eligible for such benefits may elect to participate in a City-sponsored Medicare plan without restriction to the amount of time that the retiree has waived a City-sponsored medical plan. Medicare retirees may only enroll eligible dependents on their City-sponsored Medicare medical plan, if the eligible dependents have enrolled in Parts A and B. Non-Medicare dependents may be enrolled as long as the retiree has been enrolled on a City non-Medicare plan within two (2) years of the effective date of coverage for enrollment of the non-Medicare dependent.

Medicare retirees who are eligible for Medicare Parts A and B who elect to purchase an individual medical plan shall only be reimbursed the cost of the individual premium associated with a Medicare Advantage, Medicare Supplemental, and/or Medicare Prescription Drug plan up to the City contribution identified in subsection 8.11(a), above.

e. Retiree Insurance Contribution Exclusion

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

f. Industrial Disability or Death in Line of Duty Survivors

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

g. Survivor Dependents Benefits

Survivor dependents of eligible employees or retirees shall be entitled to continue receiving the retiree insurance contribution. The benefit to survivor dependents shall be calculated as provided in [Article 8.11\(a\)](#).

h. Limitation Clause

No employee or retiree shall have any rights to retiree or survivor dependent benefits provided by Section 8.11 after September 16, 2028.

i. Elimination of Retirees or Survivor Dependents Benefits

Unless otherwise required by law, no employee hired, reemployed, or rehired on or after June 30, 2012, shall be eligible for any retiree or survivor dependent City-contribution provided by this Article 8.11. Employees being recalled from layoff, reinstated consistent with the Rules and Regulations of

the Civil Service Board, Rule 10.6, or transferring into 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.

j. 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 8.11 shall have these benefits suspended if they elect to unretire and return to active employment with the City of Sacramento.

Notwithstanding Section 8.11(i), upon re-retirement from a classification represented by the Union, retirees who were eligible for retiree or survivor dependents benefits under Section 8.11 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 8.11.

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 – RETIREMENT**

### **9.1 PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) RETIREMENT PLAN**

a. Member Contribution to PERS Retirement Plan – Classic Members

(1) Effective June 30, 2012, police safety employees and miscellaneous employees shall pay the full member contribution, 9% and 7% respectively, to the PERS retirement plan.

(2) Effective August 22, 2015:

(a) Police safety employees shall pay twelve percent (12%) of salary to the PERS retirement plan. The parties have amended the PERS contract to reflect a new cost-share agreement in which police safety classic members shall, from the date of the amendment, pay a nine percent (9%) employee contribution and

three percent (3%) of the employer contribution through PERS cost-share so that it will be credited to the employee's account.

- (b) Miscellaneous employees shall pay eight percent (8%) of salary to the PERS retirement plan. The parties have amended the PERS contract to reflect a new cost-share agreement in which miscellaneous 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 so that it will be credited to the employee's account.

b. Member Contribution to PERS Retirement Plan – New Members

Employees hired after December 31, 2012, shall be members in the PERS on terms consistent with the Public Employees' Pension Reform Act (PEPRA). Employees who are "new members" shall contribute fifty percent (50%) of the total normal cost as required by PEPRA.

9.2 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.

9.3 SECTION 401(a) MONEY PURCHASE PLAN

The City's established IRS Section 401(a) Plans shall be available to eligible employees and participation for eligible employees shall be mandatory. The Plans shall conform to all IRS requirements. Contributions to the Plan shall be as follows:

a. Exempt Management Unit (Unit 01)

The City shall contribute four percent (4%) of salary and the employee shall contribute five percent (5%) of salary to the Plan.

b. Exempt Management Support Unit (Unit 14)

The City shall contribute four percent (4%) of salary and the employee shall contribute five percent (5%) of salary to the Plan.

c. Confidential/Administrative Unit (Unit 10)

The City shall contribute two percent (2%) of salary and the employee shall contribute two percent (2%) of salary to the Plan.

## ARTICLE 10 – HOURS OF WORK

### 10.1 HOURS OF EMPLOYMENT

- a. The normal work period for employees shall begin at 12:01 a.m. Saturday and end at 12:00 midnight the following Friday.
- b. The normal workweek for full-time employees who are covered by the overtime provisions of the Fair Labor Standards Act (FLSA) shall consist of forty (40) hours of work during the seven (7) day normal work period.
- c. The normal workweek shall not apply to employees exempt from the overtime provisions of the FLSA. These employees are expected to work whatever time is required to perform the duties of their positions.
- d. The workweek for part-time employees shall be determined by the Appointing Authority.

### 10.2 VOLUNTARY WORK FURLOUGH PROGRAM

The City's [Voluntary Work Furlough/Reduced Workweek Program](#) shall be applicable to all employees. The benefit plan of eligible employees shall not be reduced or prorated by participation in such work reductions.

### 10.3 REMOTE WORK PROGRAM

Employees may participate, at the discretion of the Appointing Authority, in the City's Remote Work Program consistent with the [Remote Work Policy](#), as amended.

### 10.4 ALTERNATIVE WORK SCHEDULE PROGRAM

Employees may participate, at the sole discretion of the Appointing Authority or designee, in an alternative work schedule program such as 9/80 or 4/10 schedules. Employee participation in an alternative work schedule program shall be dependent on employee performance, shall not disrupt department operations, and may require a change in the employee's workweek or work period at the City's discretion.

### 10.6 EMERGENCY RESPONSE BY POLICE MANAGEMENT

When a Police Lieutenant or a Police Captain is required to respond to a call for mutual aid during an emergency or disaster and works in excess of the employee's regular work schedule, the employee shall be paid at the regular hourly rate for the duration of the call-up.

### 10.7 EMERGENCY RESPONSE BY CITY ATTORNEY CLASSIFICATIONS

Employees in the classifications of Deputy City Attorney I, Deputy City Attorney II, or Senior Deputy City Attorney who are required by their supervisor to remain on call

for response to an officer involved shooting or in custody death, shall be paid (\$65.00) each day that they remain on call. There shall be no additional compensation for the time worked in response to an officer involved shooting or in custody death, even when in excess of the employee's regular work schedule.

#### 10.8 POLICE LIEUTENANT COVERAGE

When a Police Lieutenant is required to work for another Lieutenant during the employee's scheduled time off, the employee shall be paid at the regular hourly rate for all hours worked on the additional shift.

#### 10.9 SUPPLEMENTAL POLICE EMPLOYMENT

The Police Department may utilize the services of lieutenants and captains for supplemental employment under the following conditions:

- a. Lieutenants and captains may volunteer for assignments in the same manner as authorized officers and sergeants and shall be allowed to fill positions after all authorized officers and sergeants on the list have been placed.
- b. Lieutenants and captains shall be paid at the officer rate for work performed, unless assigned to the duties of a sergeant, at which time they would be paid the sergeant rate for work performed.
- c. When working a supplemental assignment, lieutenants and captains shall be assigned by the Supplemental Employment Unit Sergeant and shall work at the direction of the sergeant assigned to the event.
- d. In the event that a police incident arises which requires the presence of command staff on scene, a lieutenant and/or captain working supplemental employment at the event shall assume command of the scene until relieved by the on-duty Watch Commander.
- e. In the event there are insufficient authorized sworn personnel to cover an event and the Police Department requires a lieutenant or captain to work at a supplemental employment event, they shall be paid at their typical rate for all hours worked.

#### 10.10 FLEXIBLE WORK SCHEDULES FOR EXEMPT MANAGEMENT (UNIT 01) AND EXEMPT MANAGEMENT SUPPORT (UNIT 14)

- a. With the approval of their manager/supervisor, FLSA exempt employees who work more than forty (40) hours in a workweek may be allowed to reduce their work schedule by the same number of hours, or less, within the same bi-weekly pay period. For good cause shown, and with the approval of the Department Head or designee, the reduced schedule may occur in a subsequent pay period. The employee must:

- (1) Work in an assignment that allows such flexibility with consideration of internal and external customer needs, operational requirements, and status of current assignments;
  - (2) Be in good standing and performing at a satisfactory or higher level;
- b. With the approval of their manager/supervisor, FLSA exempt employees may be permitted to work remotely from their assigned work site on an occasional basis. This remote work shall not be interpreted as a telecommuting agreement and shall be allowed only if the conditions listed in Section 10.10(a)(1)-(2) are met. When working remotely, the employee must work their normal hours and remain available by telephone and e-mail.
  - c. The decision to allow for a reduction in hours or to work remotely pursuant to this Section 10.10 is within the discretion of the supervisor/manager. The denial of an exempt employee's request, or the rescission of approval once given, shall not be considered a grievance subject to procedures set forth in [Article 5](#).

## **ARTICLE 11 – OVERTIME COMPENSATION**

### **11.1 OVERTIME COMPENSATION FOR FLSA COVERED EMPLOYEES**

This Section applies only to those employees who are non-exempt from the overtime provisions of the Fair Labor Standards Act (FLSA):

- a. Employees who are required to work in excess of forty (40) hours in a single workweek shall be compensated at one and one-half (1.5) times their regular rate of pay in cash payment. In lieu of cash payment Compensatory Time Off (CTO) may be earned by mutual agreement between the employee and the department head or designee. All paid time, with the exception of sick leave, shall count as time worked for the purposes of calculating overtime.
- b. Part-time employees or employees who are regularly scheduled to work fewer than forty (40) hours per workweek 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.
- c. 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.
- d. An employee's request to use accrued CTO must be made in advance and shall be at the discretion of the Department Head or designee. Employees

who request use of accrued CTO shall be permitted to use such time within a reasonable time period after making the request if the use of CTO does not unduly disrupt the operations of the work unit.

- e. Upon termination from City service, employees shall be paid for any unused CTO hours at the applicable rate of pay.
- f. If the City and at least half of its recognized bargaining units amend their operative memoranda of understanding to limit the receipt of overtime to the provisions of the Fair Labor Standards Act, this section will immediately terminate without additional negotiation and overtime eligible employees overtime will be paid in accordance with the Fair Labor Standards Act.

## 11.2 OVERTIME FOR NON-CAREER EMPLOYEES

- a. Non-career employees who are required to work in excess of forty (40) hours per week shall be compensated for overtime consistent with the FLSA, and at a rate one and one-half (1.5) times their regular rate of pay in cash payment.
- b. The Appointing Authority may establish a flexible work schedule consisting of more than an eight (8) hour day in a forty (40) hour workweek.

## 11.3 STANDBY ASSIGNMENTS FOR FLSA COVERED EMPLOYEES

- a. An employee who is required to remain on call for emergency work shall be paid \$210 per week, or the daily pro rata rate of \$30, in addition to their regular compensation. Employees who are called out while on standby shall receive two (2) hours minimum pay at their straight time base rate of pay, or time and one-half (1.5) times their base rate of pay consistent with [Article 11.1](#).
- b. Effective [first day of the pay period after adoption by City Council], the following subsection will replace subsection (a), above: An employee who is required to remain on call for emergency work shall be paid \$329 per week, or the daily pro rata rate of \$47, in addition to their regular compensation. Employees who are called out while on standby shall receive two (2) hours minimum pay at their straight time base rate of pay, one and one-half (1.5) times their base rate of pay consistent with Article 11.1.
- c. Employees who are issued a City cell phone, laptop and/or pager are not on standby unless assigned by their supervisor to do so.
- d. 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 (2) hour minimum call-out pay, or actual time worked, whichever is greater. Additional calls within the two (2) hour period are covered under that minimum time.

## ARTICLE 12 – LEAVES

### 12.1 HOLIDAYS

a. Recognized Holidays

Except as otherwise provided, the following shall be recognized holidays:

<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 scheduled workday before and after the recognized holiday. Paid time shall be considered hours worked for the purpose of holiday pay eligibility.

c. Holiday Observance Monday-Friday Schedule (Traditional Work 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.

d. Holiday Observance For Employees on a 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.

e. Holiday Observance For Employees on an Alternative Schedule

If an employee is on an alternative Monday through Friday schedule and a recognized holiday falls on the employee's scheduled day off, the employee shall accrue holiday credit for the hours of the holiday benefit.

f. Employee Holiday Accrual

Exempt Management (Unit 01), Exempt Management Support (Unit 14), and Confidential/Administrative (Unit 10) employees, other than Police Lieutenants and Captains, who are required by their supervisors to work on a holiday shall receive Holiday Earned Credit for those hours actually worked on a holiday up to a maximum of eight (8) hours for a full holiday or four (4) hours for a half holiday.

g. Floating Holidays

(1) Accrual

Each full-time employee shall accrue sixteen (16) hours of floating holiday per calendar year at the rate of forty (40) minutes 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.

(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 accrual. There shall be no cash out of floating holiday hours.

h. Closure of Operations on Half Holidays

The Association recognizes the right of the City to close operations on Christmas Eve or New Year's Eve. If operations are closed on a designated half holiday, employees are expected to account for their time by using an appropriate form of paid leave or unpaid time off consistent with City policy.

i. Holiday Hours for Police Captains and Police Lieutenants

Police Captains and Police Lieutenants regularly scheduled to work on a recognized holiday shall receive holiday credit for the hours worked on the holiday. Holiday credit accumulations shall be limited to a maximum carry-over of forty (40) hours from the preceding calendar year. Effective the pay period which includes January 8 of each year, earned holiday hours in excess of forty (40) shall be paid to the employee in cash at the employee's regular rate of pay for that pay period, unless an exception is authorized by the City Manager under appropriate circumstances.

j. Holiday Earned Credit Accumulation

Employees may accumulate holiday earned credit up to a maximum of eighty (80) hours. Holiday earned credit may be taken by the employee at the discretion of the department head.

12.2 VACATION

- a. Employees shall be entitled to vacation allowances pursuant to the provisions of [Section 107 of the City Charter](#). The parties acknowledge that vacation is provided for 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 provisions of this Agreement regarding vacation. Based on length of City service, the accrued annual vacation allowances shall be as follows:

<u>Annual Vacation Allowance</u>	<u>Length of Service</u>
10 days (80 hours)	to 5 years
15 days (120 hours)	to 15 years
20 days (160 hours)	16 or more years

- b. Vacation allowance administration shall be in accordance with the Rules and Regulations of the [Civil Service Board](#), unless an exception is authorized by the City Manager under appropriate circumstances. Employees may accumulate up to a cap of 480 vacation hours. Once the cap is reached, there shall be no further accrual until the balance falls below 480 hours.
- c. Employees who are eligible to receive a cash payment in-lieu of vacation leave, as provided for in Article 8 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 the 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.

### 12.3 MANAGEMENT LEAVE TIME (UNIT 01 and UNIT 14)

- a. Employees exempt from the overtime provisions of the FLSA shall not accrue compensating time off or earn overtime pay for time worked in excess of eight (8) hours per day or forty (40) hours per week.
- b. Management Leave Time in 2022: Employees assigned to classifications in Unit 01 and Unit 14 shall be credited with forty (40) hours of management leave time on July 1, 2022. This time will be posted the first pay period in July. Employees appointed after July 1, 2022, but before December 31, 2022, shall be entitled to a pro rata share of forty (40) hours of management leave time based upon the number of full months remaining in the calendar year. Management leave time shall be useable upon being credited, subject to the approval of the immediate supervisor. Management leave time accrued in 2022 must be used by December 31, 2022, or it shall be forfeited.
- c. Management Leave Time After 2022: Employees assigned to classifications in Unit 01 and Unit 14 shall be credited with eighty (80) hours of management leave time each calendar year beginning on January 1, 2023. This time will be posted the first pay period in January. Employees appointed after January 1 of the calendar year shall be entitled to a pro rata share of management leave time based upon the number of full months remaining in that calendar year. Management leave time shall be useable upon being credited, subject to the approval of the immediate supervisor.

Employees who receive management leave time pursuant to this subparagraph shall have the option to cash out up to forty (40) hours of management leave time by agreeing to forego accrual of the same number of hours in the calendar year following the year in which the employee makes the election. The following rules shall govern this optional payment:

- (1) Any employee exercising this option must execute an appropriate form requesting payment in lieu of up to forty (40) hours of management leave time which shall be submitted to Payroll no later than November 30 of the calendar year before the Management Leave Time is accrued.
- (2) Any employee exercising the option to receive cash in lieu of one week of management leave time shall have the commensurate leave value debited from their leave balances when the payout is processed.
- (3) The employee shall receive the in-lieu payment on the first paycheck in February of the year following the date of the election.

- (4) Payment for the cashed out Management Leave Time shall be calculated using the employee's hourly rate of pay on the date that the in-lieu payment is made.
- d. Management leave time shall not accumulate from year to year and any management leave time credited on or after January 1, 2023, that is not used or cashed out pursuant to the terms of this Section shall be forfeited on December 31 of the calendar year in which it was credited.
- e. There shall be no cash out of management leave time upon separation.

#### 12.4 ADMINISTRATIVE LEAVE TIME (UNIT 10)

- a. Effective July 1, 2019, Confidential/Administrative (non-Exempt) (Unit 10) employees and Confidential/Administrative (Exempt) (Unit 10) employees shall be credited with twenty-four (24) hours of administrative leave time each fiscal year. Such time will be posted the first pay period in July. Confidential/Administrative (Unit 10) employees hired after July 1 of a fiscal year shall be entitled to a pro rata share of administrative leave time based upon the number of full months remaining in the fiscal year. Administrative leave time shall be useable upon being credited, subject to the approval of the immediate supervisor.
- b. Administrative leave time shall not accumulate from fiscal year to fiscal year and any administrative leave time not used pursuant to the terms of this Section shall be forfeited at the end of the fiscal year in which it was credited.
- c. There shall be no cash out of administrative leave time upon separation.

#### 12.5 SICK LEAVE

##### a. Accrual and Usage

- (1) A full-time employee shall accrue sick leave credits at the rate of four (4) hours on each of the first two (2) paychecks each month, which may be used by the employee in the event of illness or injury which is not job-related. As outlined in the Rules and Regulations of the [Civil Service Board](#), one-third (1/3) of the accrued sick leave may be used after exhaustion of injury-on-duty time; however, the combination of temporary disability payments and sick leave shall not exceed one hundred percent (100%) of the employee's regular rate of pay.
- (2) Employees who have at least four hundred 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 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, reemployed, or rehired 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 as follows:
  - (i) Eligible employees may receive payment for thirty-three and one-third percent (33-1/3%) of the sick leave credits accumulated (to the nearest full day) by the employee on the date of such 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.

(iv) 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.

(b) 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

An 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, if otherwise eligible, 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. 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.
- e. The administration of sick leave privileges and benefits shall be applied to all employees as outlined in the Rules and Regulations of the [Civil Service Board and the Citywide Sick Leave Policy](#).

## 12.6 INJURY-ON-DUTY

- a. Employees shall receive injury in the performance of duty benefits consistent with [Section 253 of the City Charter](#). The parties acknowledge that injury in the performance of duty benefits are provided for in the City of Sacramento Charter and not through this Agreement. In the event that changes are made to the City Charter, those changes shall supersede the provisions of this Agreement.
- b. If the employee qualifies for temporary disability benefits after exhausting the one (1) year leave of absence for workplace injuries described in Charter Section 253, the employee may use accrued leave balances to replace any loss of income. The employee may use full or partial days of leave for this purpose, but in no event shall the cumulative amount received from temporary disability payments and the use of leave balances exceed the hourly rate of pay of the employee as of the date of injury.

## 12.7 COURT LEAVE

- a. When an employee is absent from work to testify in response to a properly served subpoena issued by a court of competent jurisdiction in a non-work-related matter to which the employee is not a party, 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 for jury duty 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.
- 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 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. The City reserves the right to require the employee to reimburse the City for all witness fees or jury remuneration received, less transportation and subsistence allowance.

## 12.8 CITY-PAID PARENTAL LEAVE

Pursuant to the City's Leave Administration Policy, full-time employees who have completed at least three (3) years of City service from the most recent date of hire are eligible for City-paid Parental Pay of up to four (4) weeks [one hundred-sixty (160) hours] of continuous paid time off. Part-time employees who have completed at least three (3) years of career City service from the most recent date of hire are eligible for parental pay of up to eighty (80) hours of continuous time off. Required career service must be completed preceding either:

- a. The birth of a child who resides with the employee and for whom the employee has physical and 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.

## 12.9 CATASTROPHIC LEAVE PLAN

Employees are entitled to catastrophic leave pursuant to the City's Leave Administration Policy.

## 12.10 PERSONAL LEAVE

- 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 leave in January of each applicable year. Part-time career employees shall be credited with a prorated amount of time based on their regular schedule.
- b. Use of personal leave shall not cause overtime.
- c. Personal leave 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.

## 12.11 MEDICAL LEAVE

- a. Employees shall be eligible for the federal Family Medical Leave Act (FMLA), state California Family Rights Act (CFRA), the Pregnancy Disability Leave Act (PDL) consistent with City Policy.
- b. The duration of FMLA/CFRA leave cannot exceed twelve weeks. The employee must use their accrued leave during the FMLA/CFRA leave, except that they may retain up to forty (40) hours of accrued leave at the time leave without pay commences. The employee may not then resume paid leave until after returning to work.
- c. To the extent allowed by law, FMLA/CFRA leaves shall be used concurrently.

## 12.12 CITY-PAID BEREAVEMENT LEAVE

An employee may receive up to twenty-four (24) hours of City-paid Bereavement Leave based on the death of the employee's spouse, registered domestic partner, parent, sibling, child, grandchild or grandparent as defined herein. The employee may use sick leave as outlined in the Rules and Regulations of the [Civil Service Board](#) for additional time off or to attend to other death, bereavement or funeral needs.

## 12.13 PAID CITY LEAVE (PCL)

- a. Employees who are employed in a classification represented by SCXEA 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 the paid city leave contribution described in Section 12.13(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 12.13(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.
- b. Employees who are employed in a classification represented by SCXEA on October 31, 2022, shall receive a one-time leave bank contribution of thirty-five (35) hours of paid city leave that will become available for use on the first

paycheck in January 2023. This leave shall not expire and shall have no cash value except as follows:

- (1) Employees receiving the paid city leave described in Section 12.13(b) may make an irrevocable election to receive a one-time cash payment by foregoing the thirty-five (35) hours of paid city leave in 2023. Notification of the election must be made to the Payroll Division, Department of Finance, in writing by November 30, 2022. This cash payment will be made to the employee on the last paycheck in March 2023. Payment shall be made at the straight time rate of pay the employee is receiving at the time payment is made, less ordinary payroll deductions. If the employee making the irrevocable election separates from City employment for any reason prior to December 31, 2022, the employee forfeits both the right to receive the cash payment and the thirty-five (35) hours of leave.
- (2) Upon separation from City service, employees with a balance of the paid city leave described in Section 12.13(b) 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 POLICE UNIFORM ALLOWANCE**

- a. Safety management personnel employed in the Police Department shall receive a uniform allowance of thirty-five dollars (\$35.00) bi-weekly for the purchase of regulation items of uniform that the Police Department requires to be worn as a condition of employment.
- b. The Police Department Public Safety Communications Manager (Civilian) shall receive a uniform allowance of twenty-two dollars (\$22.00) bi-weekly for the purchase of regulation items of uniform that the Police Department requires to be worn as a condition of employment.
- c. The Administrative Officer assigned to the Police Department Records Division Manager (Civilian) shall receive a uniform allowance of twenty dollars (\$20.00) bi-weekly for the purchase of regulation items of uniform that the Police Department requires to be worn as a condition of employment.

### **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 Educational Assistance Program. This provision shall not apply to employees eligible for any educational incentive created by this MOU.

### 13.3 STATE OF CALIFORNIA BAR DUES

The actual cost of mandatory State Bar dues shall be paid for employees in attorney classifications in the City Attorney's Office. In the sole discretion of the City Attorney, the City Attorney may approve reimbursement, from the budget of the employing department, for other licensed City employee attorneys whose legal skills and abilities represent a significant benefit to the City. The City Attorney may authorize such reimbursement after the paying department has produced documentation showing payment was made by the employee receiving the reimbursement.

### 13.4 REQUIRED LICENSES AND CERTIFICATIONS

Where the City requires that an employee maintain a license and/or certification, the Department Head or designee may, on a case-by-case basis, reimburse the employee for costs associated with the renewal of such license. This Section shall not apply to driver's licenses.

### 13.5 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 is responsible for obtaining the CEUs. The City may provide the needed CEUs or reimburse the employee for the cost of such training.

### 13.6 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 the rate of fifty dollars (\$50.00) monthly for any pay period in which the employee is certified. An employee who is receiving bilingual pay may be required to provide assistance to any City operations.

### 13.7 TECHNOLOGY ALLOWANCE

- a. If the City requires an Exempt Management or Exempt Management Support employee to be generally accessible via cellular telephone for the conduct of City-related business, the City shall either provide a technology allowance or a City-issued cellular phone in lieu of a technology allowance in accordance with the provisions of this Section.
- b. Exempt Management (Unit 01) and Exempt Management Support (Unit 14) employees may be authorized a monthly technology allowance of up to one-

hundred dollars (\$100.00). At the discretion of the Appointing Authority, or as delegated by the City Manager to a department head, the City may provide a City-issued cellular phone in lieu of a technology allowance. Use of City-provided cellular telephones shall be discontinued upon receipt of the technology allowance by the employee.

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

### 13.8 NOTARY PAY

An employee who is required to maintain, or who obtains for City benefit, a notary registration shall receive a monthly certification pay of thirty dollars (\$30.00). Human Resources shall determine the number of employees who are eligible for this incentive.

An employee who receives notary pay may be required to provide assistance to any City operation.

### 13.9 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.

### 13.10 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 14 – TRANSPORTATION**

### **14.1 TRANSPORTATION AND PARKING**

#### a. Transportation Allowances

##### (1) Use of Privately-Owned Vehicles

- (i) The City Manager/Charter Officers or as delegated by the City Manager to a department head may offer up to \$250.00 per month for the use of privately-owned vehicles on City business as compensation in lieu of the use of City vehicles on City business for Division Managers.
- (ii) The City Manager/Charter Officers or as delegated by the City Manager to a department head may offer up to \$175.00 per month for the use of privately-owned vehicles on City business as compensation in lieu of the use of City vehicles on City business for Professional Level employees in the Exempt Management (Unit 01) or Exempt Management Support (Unit 14) Units.
- (iii) The City Manager/Charter Officers or as delegated by the City Manager to a department head may offer up to \$100.00 per month for the use of privately-owned vehicles on City business for Confidential/Administrative (Unit 10) employees.
- (iv) Employees receiving a vehicle allowance prior to June 16, 2014, may continue to receive the amount, even if in excess of the limits set above.
- (v) Employees receiving less than \$250.00 in monthly vehicle allowance may receive out-of-town mileage reimbursement.

Reimbursement for out-of-town travel shall be at the general mileage reimbursement rate (minus 25 miles for individuals receiving a monthly vehicle allowance) or comparable coach airfare, whichever is lower.

Any vehicle operated on City business by any employee receiving a monthly vehicle allowance shall be insured against liability in persons and property, including wrongful death, in an amount no less than the minimum State of California required vehicle coverage for bodily injury and property damage. The monthly vehicle allowance shall be in lieu of the payment of all mileage, except for out-of-county travel on official business of the City, and in lieu of the use of City-owned vehicles.

(2) Sacramento Regional Transit District (SRTD)

Full-time employees who utilize SRTD for home-to-work transportation are eligible to receive an eighty percent (80%) City-paid SRTD monthly non-zone sticker pass in lieu of the City-paid parking. The employee must notify the Department of Finance, Revenue Division, prior to the first day of the month to obtain the monthly pass discount for that month. An employee who receives a reimbursement for use of a privately-owned vehicle shall not be eligible for benefits under this Section.

(3) Other Public Transportation

Eligible full-time employees, as described above, who regularly utilize other public transportation regulated by the Public Utilities Commission or the equivalent for home-to-work commuting are eligible for monthly transit pass reimbursement up to eighty percent (80%) of the cost in lieu of City-paid parking, up to a maximum of \$120.00. An employee who receives a reimbursement for use of a privately-owned vehicle shall not be eligible for benefits under this Section.

(4) Downtown Parking Subsidy for Employees Assigned Downtown

Eligible full-time Confidential/Administrative (Unit 10) employees, who work in the downtown area, shall receive a \$90.00 per month downtown parking subsidy. Part-time career Confidential/Administrative employees who work in the downtown area shall receive sixty dollars (\$60.00) per month downtown parking subsidy. Confidential/Administrative (Unit 10) employees who receive City-provided parking pursuant to Section 14.1(b), below, shall not be eligible for the Downtown Parking Subsidy.

Effective [first full pay period after adoption by City Council], the following subsection will replace subsection 14.1(a)(4) above: Eligible full-time Confidential/Administrative (Unit 10) employees, who work in

the downtown area, shall receive a one-hundred twenty dollar (\$120) per month downtown parking subsidy. Eligible part-time career Confidential/Administrative (Unit 10) employees who work in the downtown area shall receive a ninety dollars (\$90) per month downtown parking subsidy. Confidential/Administrative (Unit 10) employees who receive City-provided parking pursuant to Section 14.1(b), below, shall not be eligible for the Downtown Parking subsidy.

b. City-Provided Parking

Exempt Management (Unit 01) and Exempt Management Support (Unit 14) employees shall receive City-provided parking. At the discretion of the City, Exempt Confidential/ Administrative (Unit 10) employees may also be eligible for City-provided parking. For questions or determination if an employee is in an Exempt Confidential/Administrative classification, contact Human Resources.

c. Discounted Parking Rates

Discounted parking will be available to Confidential/Administrative (Unit 10) employees, on a first-come, first-serve basis, for parking spaces in the Memorial Garage at a cost of seventy percent (70%) of the regular Memorial Garage monthly rate. This provision shall remain in effect until further notice by the City.

d. City Vehicle Retention

The City Manager/Charter Officers may authorize overnight home retention of City vehicles for public safety assignments, on-call assignments, and other special or emergency assignments.

## **ARTICLE 15 – LAYOFF FOR CIVIL SERVICE EMPLOYEES**

### **15.1 PURPOSE**

This Article provides the procedure to be followed when an employee covered by the Rules and Regulations of the Civil Service Board is to be displaced/laid off from their position. 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.

### **15.2 PROCEDURE**

- a. Within each job classification in each department in which a layoff occurs, employees shall be laid off in the following order: first, all non-career employees; second, all probationary employees in the order of their classification seniority; and, third, permanent career employees in the order

of their classification seniority, beginning with the employee with the least such seniority. In the event that 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.

- b. Any non-career 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 has not held permanent status in another job classification, the employee shall be laid off; at the request of the employee, the name of such employee may be restored to an eligible list in accordance with applicable Rules and Regulations of the [Civil Service Board](#).
- c. A career employee with permanent status who is to be laid off or displaced has the right to downgrade:
  - (1) Within the department, to a classification within the series in which the employee's classification falls;
  - (2) Within the department to a Unit 10 classification in which the employee previously held permanent status;
  - (3) Within the department as allowed by the Local 39 labor agreements, in descending order, to a Local 39 classification in which the employee previously held permanent status, provided a vacancy exists;
  - (4) Outside the department to a classification not represented by Local 39 in which the employee previously held permanent status, provided a vacancy exists.
  - (5) Where employees are displaced as a result of downgrade pursuant to 15.2(c)(1) or (c)(2), non-career employees in such lower classification with the least City service seniority shall be displaced first. If there are no non-career employees in the lower classification, the probationary employee with the least City service seniority shall be displaced. If there are neither non-career nor probationary employees in the lower classification, the permanent career employee with the least City service seniority shall be displaced, provided that the downgrading employee has greater City service seniority.
- d. An employee may accept layoff in lieu of the opportunity to downgrade by providing written notification to the City within forty-eight (48) hours of receiving notice of layoff. Where the employee accepts a layoff in lieu of a downgrade, said employee shall forfeit all recall rights except to a vacancy

within the same classification within the department from which the employee was laid off.

### 15.3 NOTICE OF LAYOFF

Notice of Layoff shall be sent by certified mail to all affected employee(s). Such notice shall be postmarked at least thirty (30) calendar days in advance of the effective date of layoff and mailed to the employee's address in the City's payroll system and shall be deemed appropriate notice.

### 15.4 SALARY IN EVENT OF DOWNGRADE

- a. An employee who is downgraded pursuant to this Article shall be paid in the new classification the salary step closest to that received immediately prior to the downgrade providing that 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 7.7 "Salary Step Advancement" with time served in the higher classification applied toward salary step advancement.
- c. Upon recall the employee shall be placed at the salary step which the employee occupied prior to the layoff. However, an employee who is recalled from a downgraded position shall be placed at the salary step closest to that occupied in the downgraded position at the time of recall, or the prior step in the higher classification, whichever is greater.

### 15.5 EMPLOYEE ON IOD STATUS

An employee who is on injury-on-duty status on the date of layoff notice shall not be laid off or downgraded until the employee returns to work, however the effective date for recall purposes shall be the date of actual layoff as stated on the layoff notice.

### 15.6 FRINGE BENEFITS

Upon layoff, employees shall be paid for 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.

Employees and their eligible dependent(s) enrolled in City medical, dental, or vision insurance coverage at the time of layoff may continue their elected 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.

Assistance with enrolling 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.

#### 15.7 RECALL

- a. When a vacancy exists, and employees are to be recalled to a job classification, the laid-off or downgraded employee(s) eligible to return to that job classification, within the department, shall be recalled based on the highest classification seniority they occupied before the layoff. Non-career employees shall have no recall rights.
- b. Permanent career employees shall be entitled to recall rights for a period of five (5) consecutive years from the effective date of layoff or downgrade. When a vacancy exists, and employees are to be recalled, notice of the opening(s) shall be sent to the mailing address as shown in the City's payroll system. 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.

#### 15.8 GENERAL

- a. A seniority list shall be made available free of cost to the Association on the first working day in September of each year, and after review with the Association, said list shall be posted by each Department and copies made available for ready inspection.
- b. The City shall immediately provide the Association the recall list of those employees who have been laid off.
- c. The City or the Association 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. A grievance filed regarding this Article shall be submitted directly to the second level of the procedure as set forth in [Article 5](#).

## ARTICLE 16 – LAYOFF FOR NON-CIVIL SERVICE EMPLOYEES

### 16.1 PROCEDURE

- a. The City shall give consideration to the length of service with the City when making layoff and termination decisions related to budgetary position reductions for non-classified employees; however, nothing in this provision shall require the City to make layoff or termination decisions based on length of service with the City.
- b. If the employee holds career status in a Civil Service classification, they may return to that department and classification pursuant to the Rules and Regulations of the [Civil Service Board, Rule 10.8](#).

### 16.2 NOTICE OF LAYOFF

Notice of Layoff shall be sent by certified mail to all affected employee(s). Such notice shall be postmarked at least thirty (30) calendar days in advance of the effective date of layoff and mailed to the employee's address in the City's payroll system and shall be deemed appropriate notice.

### 16.3 EMPLOYEE ON IOD STATUS

An employee who is on injury-on-duty status on the date of layoff notice shall not be laid off or downgraded until the employee returns to work, however the effective date for recall purposes shall be the date of actual layoff as stated on the layoff notice.

### 16.4 GENERAL

- a. An anniversary date shall be made available free of cost to the Association on the first working day in September of each year, and after review with the Association, shall be the controlling document regarding such dates.
- b. Non-Civil Service employees shall, upon layoff, and at their request, be placed on an interview list to fill vacancies as they may arise. The department with a vacancy shall be notified of the interview list and will consider the employee for an interview. An employee shall notify Human Resources within five (5) business days of the layoff date of their request to be placed on the interview list for a period of one (1) year from the date of layoff. The City shall immediately provide the Association with the list of those employees who have requested to be placed on the interview list.
- c. The City or the Association 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. Except for the right to return to the prior classification as provided in the Rules and Regulations of the [Civil Service Board, Rule 10.8](#), this Article shall not be subject to the grievance procedure as set forth in [Article 5](#).

## **ARTICLE 17 – DISCIPLINE**

### **17.1 DISCIPLINE**

Discipline for employees in the classified service shall be applied in accordance with Rule 12 of the Rules and Regulations of the [Civil Service Board](#).

### **17.2 LETTER OF REPRIMAND**

- a. A letter of reprimand issued to an employee 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 Labor Relations Manager. 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.
- b. Effective January 9, 2024, a letter of reprimand issued to an employee shall not be appealable, except that employees in the Confidential/Administrative Unit (Unit 10) and the Exempt/Management Support Unit (Unit 14) who are not exempt from the Rules and Regulations of the Civil Service Board may have an administrative review of the reprimand by submitting a request in writing within seven (7) calendar days to the Labor Relations Manager. 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.
- c. A letter of reprimand 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. Once removed, the letter of reprimand 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.

### **17.3 DOCUMENTED COUNSELING RETENTION**

A documented counseling 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 subsequent discipline but may be used to demonstrate that the employee is aware of the issue and/or for impeachment purposes.

#### 17.4 DISCIPLINARY PAY REDUCTION AND SUSPENSION RETENTION

Suspensions, demotions, and pay reductions issued will be maintained in the employee's file official personnel file for a period of five (5) years from the date of issuance provided there has not been additional formal discipline imposed during the five (5) year period. If formal discipline is imposed during the five (5) year period, both disciplinary documents will become permanent records within the employee's file.

If there is no additional discipline within the five (5) years from date of issue, the suspensions, demotions, and pay reductions removed from the employee's official personnel file will be retained in Labor Relations and should the employee receive subsequent formal discipline, the removed discipline may be used for purposes of progressive discipline or impeachment.

This Section (17.4) shall only apply to employees employed in classifications within the Confidential/Administrative Unit (Unit 10) and employees employed in classifications within the Exempt Management Support Unit (Unit 14) who are not exempt from the Rules and Regulations of the Civil Service Board.

#### 17.5 DISCIPLINE IMPOSITION AND TOLLING PERIODS

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. The time limitations shall be extended if any of the conditions referenced within the Public Safety Officers Procedural Bill of Rights (POBR) exist during the 365-day period.

#### 17.6 RELEASE TIME FOR DISCIPLINE HEARINGS

Employees shall not suffer a loss of compensation for time spent testifying as a witness in a City of Sacramento disciplinary hearing.

#### 17.7 WITHDRAWAL OF APPEAL

The employee may withdraw the appeal at any time after it has been filed and before the Civil Service Board has determined the matter. 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.

## ARTICLE 18 – MISCELLANEOUS

### 18.1 RULES AND REGULATIONS OF THE CIVIL SERVICE BOARD

In the event that the Rules and Regulations of the [Civil Service Board](#) is in conflict with this Agreement, the Agreement shall control.

### 18.2 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.

### 18.3 NEW OR REVISED JOB CLASSIFICATIONS

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. When changes are necessary, the City shall prepare and submit to the Association the proposed descriptions for such job classifications.

#### a. Civil Service Classifications

- (1) For civil service classifications represented by the Association, the City will provide proposed job classifications to the Association not less than fifteen (15) calendar days prior to submission to the Civil Service Board.
- (2) The Association 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.

#### b. Non-Civil Service Classifications

- (1) For non-civil service classifications represented by the Association, the City will provide proposed job classifications to the Association not less than fifteen (15) calendar days prior to changes by the Department of Human Resources.
- (2) The Association and the City shall meet prior to approval of the proposed descriptions by the Department of Human Resources. Said meeting shall occur within fifteen (15) calendar days of the Union's receipt of notice from the City unless the timeline is extended by mutual written agreement.

c. Unrepresented Classifications

- (1) For unrepresented classifications the City will provide new or amended proposed job classifications to the Association not less than fifteen (15) calendar days prior to the changes being adopted by the Department of Human Resources.
- (2) Upon receipt of the proposed new or amended unrepresented job classifications, the Association shall have seven (7) calendar days to advise the City of a desire to meet prior to approval of the proposed descriptions by the Department of Human Resources. This meeting shall occur within fifteen (15) calendar days of the Association's receipt of notice from the City unless the timeline is extended by mutual written agreement. The City retains the right to finalize and adopt the unrepresented job classification.

18.4 STAFF AIDE POSITIONS

The classification of Staff Aide may be used when a classification is needed either pending establishment of a regular classification or a position is funded for a limited time and no appropriate classification exists. The Association will be notified any time the Staff Aide position is proposed to be used for new or altered positions. If the parties agree that no appropriate classification exists, the parties will agree on a pay range until an appropriate classification has been established and a new pay range developed. The Association will be notified who is assigned to the position and what pay the employee will receive. A person may be appointed to such classification for a maximum period of twelve (12) months.

18.5 OFF-DUTY EMPLOYMENT

- a. Exempt Management, Exempt Management Support, Exempt Confidential/Administrative (exempt) employees shall not engage in any other employment, work, profession, business or enterprise that is inconsistent, incompatible, in conflict with or adversely affects the performance of their duties, or that is inimical to the most effective performance of the mission of City management or the best interests of the City.
- b. Employees shall not accept any off-duty employment without the express consent, in advance, of the City Manager/Charter Officer or designated representative.
- c. An employee shall not work:
  - (1) In any employment which will tend to bring discredit upon City management, or which is detrimental to City goals, or which will reduce an individual's efficiency or usefulness as a City employee.
  - (2) In any employment requiring an affiliation, membership or allegiance

tending to influence conduct in a manner inconsistent with the proper discharge of responsibilities to the City or the public interest.

- (3) In any employment for any other municipality or political subdivision of the state or federal government except by express permission of the City Manager/Charter Officer.
  - (4) In any off-duty position while on sick leave or injured-on-duty status.
- d. An employee may request authorization for off-duty employment by forwarding a letter of request to their department head. The letter should provide details concerning the type of employment, expected duration of employment, and the employer's name.
  - e. The department head will notify each employee of action taken on the request for off-duty employment by indicating such action on the letter of request and returning it to the individual. A copy of the letter will be retained in the employee's personnel file.
  - f. Authorization for off-duty employment may be revoked by the department head at any time it has been determined that the provisions of this Section have not been followed. The department head will notify the employee, by letter, of actions taken to revoke previous authorization for off-duty employment.

#### 18.6 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. When possible, 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.

#### 18.7 PAYROLL ERRORS

- a. In the event a payroll error has been made, including but not limited to the payment of an employee's salary, overtime payment or leave accruals, balances or usages, the City shall, for purposes of future compensation, adjust such compensation to the correct amount, and give written notice to the employee.
- b. In the event an employee received an overpayment, the City and employee shall agree upon a repayment schedule utilizing one, or a combination of, the following elements:
  - (1) Lump sum payment by the employee;

- (2) A one-time deduction from available accrued 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.
- c. 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.
  - d. 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.

#### 18.8 RETIREE COURT APPEARANCE FEES

A retired City employee who is subpoenaed to appear in court on behalf of the City in his or her capacity as a former City employee shall receive a court appearance fee if the employee reports at the time specified for his or her particular testimony regardless of whether the employee is ultimately required to testify. The court appearance fee shall be one hundred twenty-five dollars (\$125.00) for a full day or seventy-five dollars (\$75.00) for a half day, which is defined as four (4) hours or less. Nothing herein shall serve to establish an employment relationship for any purpose, including, but not limited to, employee benefits, reimbursements, compensation, court cancellation fee, or any other rights.

#### 18.9 NOTICE OF JOB ANNOUNCEMENTS

The City shall provide all job announcements for classifications covered under this Agreement to the Association not less than three (3) calendar days, not including weekends or recognized city holidays, prior to publication by the City.

#### 18.10 CITYWIDE CLASSIFICATION AND COMPENSATION STUDY

Employees who are in classifications covered by this Agreement and whose salary ranges and/or other items of compensation are decreased as a result of the ongoing Citywide Classification and Compensation Study (Study), shall not suffer a loss in pay and/or benefits as a result of that study, but shall retain their current salary as a "Y-rated" salary range as described in Section 7.11 until such time as their salary is within the appropriate range for their classification. This "Y-rating" shall apply only to those employees who are in the classification at the time of the salary range adjustment from the current study. The process described in this Section, 18.10

Citywide Classification and Compensation Study, only applies to classification and compensation studies that are completed prior to September 19, 2025.

#### 18.11 EQUITY ADJUSTMENT REOPENER

No earlier than ninety (90) calendar days after the adoption of this Agreement, but no later than September 20, 2024, at the written request of either party, the parties agree to meet and discuss pay equity issues for classifications represented by the Association. Absent mutual agreement, the status quo shall continue.

#### 18.13 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: April 14, 2026

SACRAMENTO CITY EXEMPT  
EMPLOYEES ASSOCIATION

CITY OF SACRAMENTO

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Lina Cockrell  
SCXEA Chief Negotiator

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Leyne Milstein  
Assistant City Manager

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Heather Hoekstra  
SCXEA President

---

Aaron Donato  
Labor Relations Manager

---

Clayton Buchanan  
Negotiations Committee Member

---

Mark Wilson  
Chief Negotiator

---

Megan Thomas  
Negotiations Committee Member

---

Leslie Wisniewski  
Negotiations Committee Member

---

Michael Longstreet  
Negotiations Committee Member

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Mirthala Santizo  
Negotiations Committee Member

Approved as to form:

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Chief Assistant City Attorney

*City of*  
**SACRAMENTO**

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**and**

**Auto Marine and Specialty Painters, Local 1176**

**Labor Agreement  
Covering All Employees  
In The Traffic Engineering Unit**

*2025-2029*

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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 AUTO, MARINE AND SPECIALTY PAINTERS UNION NO. 1176, 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 confirms its prior certification of the Union as the recognized employee organization for the employees in the Traffic Engineering Unit, as defined in the City's Employer-Employee Relations Policy. The City 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 provided under the City's Employer-Employee Relations Policy and authorized by law.
- b. The Union will not object to the State Mediation and Conciliation Service or the American Arbitration Association conducting any election pursuant to the City's Employer-Employee Relations Policy.

## **ARTICLE 2 – ENTIRE AGREEMENT**

### **2.1 ENTIRE 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 this 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, 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 City 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 funds, or for other reasonable cause; (f) to determine the mission of its Divisions and Departments, 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 actions that may be appropriate to carry out its mission in situations of emergency.

## **ARTICLE 4 – UNION RIGHTS AND PAYROLL DEDUCTIONS**

### **4.1 PAYROLL DEDUCTIONS**

- a. In addition to continuing existing payroll deductions under plans to which the City now is or shall hereafter be a contracting party, the City agrees to establish payroll deductions for members of the Union for (1) the normal and regular monthly Union membership dues, and (2) monthly insurance premiums for plans sponsored by the City or the Union, not to exceed three (3) insurance deductions per member, including other Union-sponsored programs.
- 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 this Agreement using the Union’s Member Enrollment Form (hereafter, “Member Enrollment Form”) agreed to by the City and Union. The member enrollment form shall include:
    - Employee full name;
    - Employee date of birth;
    - Employee eCAPS ID number or the last four numbers of their Social Security Number;
    - Amount or percentage to be deducted from employee’s bi-weekly paycheck for membership dues;

- Additional deductions (e.g. life insurance); and
- Any additional necessary information.

Any future changes or modifications to the member enrollment form shall be agreed upon between the City and the Union.

- (2) Such deductions shall be made only upon submission of the member enrollment form, by the Union, to the Payroll Division, Department of Finance.
- (3) Dues deductions shall occur over twenty-four (24) pay periods per year, which shall be the first two (2) pay periods each month. The City will remit to the Union a check for all of the deductions.
- (4) The Union is responsible for submitting the member enrollment form to the Payroll Division, Department of Finance, any changes in the amount to be payroll deducted from the paychecks of employees who have so authorized.
- (5) When changes in the rates affect large groups of the Union's members, the Union may, in place of the agreed upon member enrollment form, notify the Payroll Division, Department of Finance, by email, clearly defining the group of union members affected and the new rate.
- (6) Unless notified in writing by the Union of an employee's request to cancel their union dues deduction(s), the City will continue to deduct dues, and/or any additional deduction(s) noted. Notification will be made to the Payroll Division, Department of Finance, utilizing the member enrollment form notating in the "Additional Information" column that is a membership cancellation.

In the event that a union member is no longer employed in a classification covered under this Agreement, but remains an active employee of the City, the City may cancel their union dues deduction(s) without notification from the Union.

- (7) Upon written notification by the Union, the City shall enroll new members and/or cancel existing membership as soon as practicable, not to exceed a period of thirty (30) calendar days after notification.
- (8) The Union shall maintain signed authorization forms by their members certifying that the dues and/or fee(s) 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.

- c. The Union will promptly refund to the City any amounts paid to the Union in error under this Section. The Union expressly agree to indemnify and hold the City harmless from any and all claims, demands, costs (including any costs incurred by the City in defense of a lawsuit), expenses, damages or other monetary losses arising out of or in any way connected with any action or inaction of the City in the adoption or administration of this Section. This hold harmless and indemnity agreement shall include, but not be limited to, employee legal actions of any sort or nature against the City based upon or related to this Section.

## **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. A grievance is a good faith complaint of one 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 Rules and Regulations of the Civil Service Board unless waived by such employee.

#### 5.4 STEP ONE

- a. An employee who believes there is cause for grievance may contact their supervisor alone or 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:
  - (1) A statement of the grievance clearly indicating the question raised by the grievance and the article(s) and section(s) of this Agreement.
  - (2) The remedy or correction requested of the City.
  - (3) 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 Division Head.
- b. The grieving employee's Division Head, or their designee, shall give their answer to the grievance in writing within fourteen (14) calendar days from the time the grievance is received in writing. This first step answer 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 the designated departmental representative will meet in an effort to settle the matter. The City's answer will be made within fourteen (14) calendar days after the meeting 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 the grievance appealed to the third step. 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 meeting, stating the City's position.

#### 5.7 ARBITRATION

- a. If the third step answer is not satisfactory to the employee, 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.
- b. An arbitrator may be selected by mutual agreement between the Union representative and the Labor Relations Manager, or designee.
- c. Should the representatives fail to mutually agree on an arbitrator they shall make a joint request to the American Arbitration Association 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.
- d. 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 on the City, the Union and the employee.
- e. All fees and costs will be borne by the party losing the arbitration.
- f. 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.
- g. If the City fails to respond to a grievance within the time limits specified for that step, the grievant shall have the right to appeal to the next step.

- h. A Steward or a Union representative shall have the authority to settle grievances for the Union or employees at the respective steps of the grievance procedure.

#### 5.8 TIME LIMITS

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

#### 5.9 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 ADJUSTMENTS

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

#### 6.2 SALARIES

- a. Effective January 10, 2026, all salary steps shall be increased by one percent (1%).

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 made shall be eligible for retroactive pay.

- b. Effective January 9, 2027, all salary steps shall be increased by two and one-half percent (2.5%).
- c. Effective January 8, 2028, all salary steps shall be increased by three percent (3%).

### 6.3 SIGNING BONUS

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

## ARTICLE 7 – SALARY ADMINISTRATION

### 7.1 ORIGINAL APPOINTMENT COMPENSATION RATE

The rate of compensation upon 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%) 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 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. This provision will apply only to Traffic Supervisors.



## 7.8 LONGEVITY PAY (CITY CHARTER)

Employee eligibility for longevity pay shall be determined as provided in [Section 108 of the City Charter](#). 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), and after twenty-five (25) years of City service, an additional two hundred dollars (\$200), for a total of three hundred dollars (\$300). The parties acknowledge that Longevity Pay is provided for 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 provisions 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 January 9, 2027, longevity pay will be one percent (1%) of the employee's base rate of pay.
  - (2) Effective January 8, 2028, 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 14, Layoff, Section 14.2(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 [Internal Revenue Code Section 125](#). 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. The amount of City contribution as provided in subsection 8.3(b)(1-3) and 8.3(c) for each of the first two (2) paychecks 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.
- c. Eligible employees shall receive a City contribution for each Eligible Paycheck on which the employee is paid for forty (40) or more hours of salary. 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 insurance plans for the period of time permitted by Consolidated Omnibus Budget Reconciliation Act (COBRA), by personal remittance or other arrangement for payment of the full premiums of any insurance elected to be continued.
- d. Notwithstanding subsections 8.1(a), 8.1(b), 8.1(c), eligible employee shall continue to receive a City contribution for each Eligible Paycheck: (1) while on an approved protected leave of absence without pay, if required by state and/or 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. Benefit eligible non-career employees (+1,040 hours) shall receive prorated City dollars as indicated in subsection 8.1(b), above. 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.
- b. To be eligible for the City contribution under this Section, a non-career employee must be paid for a minimum of forty (40) hours of work on each paycheck. If an 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. 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, the City contribution shall be as specified in subsection 8.3(b), below. To the extent that the premium for the employee's ABHP is less than the City contributions outlined in subsection 8.3(b) below, any remaining City contribution shall be credited to the employee's HSA, to the extent allowed by law.

#### b. City Contributions

- (1) Effective the pay period beginning <INSERT DATE OF FIRST BENEFITS ELIGIBLE PAY PERIOD FOLLOWING ADOPTION BY CITY COUNCIL>, with the increased contribution first appearing on the paycheck issued <INSERT FIRST BENEFITS ELIGIBLE PAY CHECK DATE>, for plan year 2026, the City contribution shall be as follows:
  - i. Full-time employees enrolled in a City-sponsored medical plan for employee only, the City contribution shall be one thousand fifty-one (\$1,051) per month.
  - ii. 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. 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.
- (2) 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)(2), shall remain in effect.

- (3) 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 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.

- c. 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) days of being eligible for the City's contribution shall be enrolled in the lowest cost ABHP medical plan for employee only coverage.
- d. Full-time employees not enrolled in a City-sponsored medical plan shall receive a City contribution up to seven hundred forty-seven dollars (\$747) per month to purchase City-sponsored dental and vision coverage.
- e. Part-time employees shall receive a prorated City contribution consistent with subsection 8.1(b).

- 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, above.
- 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 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 or Required coverage; and disable 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.
- 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 waive City-sponsored health insurance. Part-time employees shall be prorated as indicated in subsection

8.2(a). The cash-back plan shall be closed to any new enrollments after the 2013 open enrollment period. Cash-back shall not be included in the employee's regular rate of pay when determining such rate for contact overtime.

- b. New employees or employees who were not receiving the cash-back as of October 15, 2013, shall not be eligible for cash-back option.
- c. Employees transferring to classifications in the Traffic Engineering Unit who are enrolled in cash-back at the time of transfer may maintain the cash back option as long as they continuously waive City-sponsored health insurance and comply with other program requirements.

## 8.6 LIFE INSURANCE

The City provides basic life insurance in an amount of \$10,000 to each eligible career employee in the Traffic Engineering Unit at no charge. Employees may purchase, at their expense, additional life insurance of \$40,000.

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 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 and dental insurance premiums;
- 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.

## 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 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 an 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 receive 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 of fifteen (15) or more full years of City service, but less than twenty (20) full years of City service, shall be eligible to receive up to 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 to receive 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 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. 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 31, 2013, 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

Pre-Medicare 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 an individual medical plan not sponsored by the City shall only be eligible to enroll in a City medical plan if the retiree enrolls with an effective date of coverage which is within two (2) years from the date their prior City medical coverage terminated.

e. Medicare Retirees

In order to maintain eligibility for the City retiree health insurance contribution, each eligible retiree and eligible dependent(s) shall enroll in Medicare Parts A and B immediately after becoming eligible for such benefits. Medicare retirees may elect to participate in a City-sponsored Medicare medical plan or purchase an individual Medicare medical plan.

Medicare retirees who have enrolled in Parts A and B after becoming eligible for such benefits may elect to participate in a City-sponsored Medicare medical plan without restriction to the amount of time the retiree has waived a City-sponsored medical plan. Medicare retirees may only enroll on their City-sponsored Medicare medical plan a Medicare eligible dependent(s) who has enrolled in Parts A and B.

Medicare retirees who are eligible for Medicare Parts A and B and who elect to purchase an individual medical plan shall only be reimbursed the cost of individual premiums associated with a Medicare Advantage, Medicare Supplemental, and/or Medicare Prescription Drug plan up to their eligible City contribution.

f. Retiree Insurance Contribution Exclusion

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

g. 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-paid retiree insurance contribution regardless of years of service.

h. Survivor Dependents Benefits

Survivor dependents of eligible employees or 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 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.

i. Limitation Clause

No employee or retiree shall have any rights provided by this Section 8.8 (Retirees or Survivor Dependents) after January 5, 2029.

j. Elimination of Retirees or Survivor Dependents Benefits for Employees Hired After June 30, 2013

(1) No employee hired, reemployed, or rehired on or after June 30, 2013, shall be eligible for any benefits provided by this Section. Employees transferring to classifications in the Traffic Engineering Unit after June 30, 2013, shall be ineligible for any benefits provided by this section, unless the transferring employee was eligible for retiree or survivor dependent benefits at the time of transfer.

(2) Employees being recalled from layoff, reinstated consistent with the Rules and Regulations of the Civil Service Board, Rule 10.6, or

transferring to a classification covered by this Agreement after June 30, 2013, 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 or 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 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 – LEAVES

### 9.1 HOLIDAYS

- a. The following shall be the recognized holidays for all employees covered 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. An employee who is scheduled to work on a holiday shall receive holiday pay plus time and one-half (1.5) compensation for working the holiday.

c. Eligibility

(1) To be eligible for holiday pay, the employee shall work the scheduled workday before and after the recognized holiday. Paid 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 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 fifty percent (50%) benefit shall receive no recognized holiday benefit.

(3) Non-career (-1,040) employees shall not receive recognized holiday benefits.

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.

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 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.

f. Alternative Schedules

For employees who work a 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.

g. Holiday Credit Accumulation

Employees may accumulate holiday credit up to a maximum of eighty (80) hours. 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.

h. 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 on an accrual as follows:

- (a) Each full-time career employee shall accrue floating holiday credit at the rate of forty (40) minutes on each of the first two (2) paychecks of 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 upon the number of hours the employee was paid in that bi-weekly pay period: 64 or more hours paid = 40 minutes accrual; 40-63.9 hours paid = 20 minutes accrual; less than 40 hours paid = 0 minutes 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 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 of pay.

i. Closure of Operations on Half Holidays

At its discretion, 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.

## 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) Employees who are eligible to receive a cash payment in-lieu of vacation leave, as provided for in Article 8 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 for payment to be made 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.

### b. 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 the employee returns to work. The employee may also utilize other forms of leave, including sick leave, for this purpose; however, consistent with 9.4, Sick Leave, only 1/3 of an employee's accrued sick leave may be used for this purpose.

c. 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 their 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 designee.
- (6) An employee who has bid for and scheduled a vacation 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.

- d. Employees covered by this Agreement are entitled to schedule accumulated and unused vacation credits in increments of one (1) hour or more.

### 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) 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.
  - a. 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.
  - b. 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 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 retirement, resignation, or layoff.

(ii) Eligible employees with an effective retirement date from PERS within one hundred and 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 payments received pursuant to subparagraph (i), above, to PERS service credit as of the date of their retirement consistent with law and pursuant to the PERS contract with the City as amended.

(iii) Individual(s) 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 subparagraph (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 sick leave cash-out upon retirement, resignation, or layoff, regardless of 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 and 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 Citywide Sick Leave Policy and the Rules and Regulations of the Civil Service Board relating to the administration of sick leave privileges and benefits 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.

9.4 PARENTAL LEAVE

a. The 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 one (1) year of City service from the most recent date of hire, or an employee hired on or after June 24, 1995 must have completed at least three (3) years of City 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.

#### 9.5 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 CTO 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 or electronically through the City's payroll system.
- 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.
- l. The City shall promulgate a policy and procedure to implement and administer catastrophic leave.

#### 9.6 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. After January 9, 2024, employees who separate service and who are subsequently reemployed, pursuant to Article 14.2(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 calendar year to calendar 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.

#### 9.7 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 Family Medical Leave Act (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.

#### 9.8 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.

## 9.9 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 their start time so the employee can be excused from their 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, the employee 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 accord with the above-stated procedure.

## 9.10 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 one hundred percent (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 balance 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.

#### 9.11 PAID CITY LEAVE (PCL)

Employees who are employed in a classification represented by Local 1176 on April 26, 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:

- a. Employees receiving Paid City Leave contributions described in Section 9.11 (Paid City Leave) 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.
- b. Upon separation from City service, employees with a balance of the Paid City Leave described in Section 9.11 (Paid City Leave) 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 ASSIGNMENT PAY

- 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, in addition to their regular compensation. Employees who are called out while on standby shall receive two (2) hours minimum pay, or actual time worked, whichever is greater, at their straight time regular rate of pay, or one and one-half (1.5) times their regular rate of pay consistent with Article 12.1.
- b. Effective [first day of pay period after adoption by City Council], 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, in addition to their regular compensation. Employees who are called out while on standby shall receive two (2) hours minimum pay, or actual time worked, whichever is greater, at their straight time regular rate of pay, or one and one-half (1.5) times their regular rate of pay consistent with Article 12.1.
- c. Employees who are on standby assignment on New Year's Day, Christmas Day, Thanksgiving Day, Memorial Day, 4th of July, or Labor Day shall receive eight (8) hours holiday credit to be taken at the employee's request, subject to the Department Head or their designee's approval.
- 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 call-out pay, or actual time worked, whichever is greater.
- e. With the exception of sick leave, employee 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 personal illness, shall not receive standby pay for the day(s) out sick. An employee who falls 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.

Employees who are issued a City cell phone, laptop and/or pager are not on standby unless assigned by the appointing authority.

## 10.2 TEMPORARY WORK IN A HIGHER CLASSIFICATION

Employees temporarily assigned to a higher classification for one (1) or more complete shifts shall receive five percent (5%) of the regular salary the employee received prior to the out-of-classification assignment for all time worked in the higher classification commencing with the first day of such work.

## 10.3 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.

## 10.4 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.

# **ARTICLE 11 – HOURS OF WORK**

## 11.1 HOURS OF WORK

The work period for employees covered by this Agreement shall begin at 12:01 a.m. Saturday, and end at 12:00 midnight the following Friday. The normal workweek for full-time career employees shall consist of forty (40) hours of work during the seven (7) day work period.

## 11.2 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.

## **ARTICLE 12 – OVERTIME AND CALL-OUT**

### **12.1 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. Employees shall be entitled to overtime compensation or CTO. Overtime compensation shall be paid by cash payment. In lieu of cash payment, CTO may be earned by mutual agreement between the employee and the appointing authority or designee. Considering the request of the employee, the determination of additional pay or time off for overtime compensation shall be made by the Department Head or designee.
- c. Both the cash payment and the CTO shall be computed at the rate of time and one-half (1.5) the number of overtime hours worked. The scheduling of CTO use must be approved in advance by the employee's Department Head or designee.
- d. Employees may accrue up to one hundred and twenty (120) hours of CTO. The City may cash out those 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.

### **12.2 CALL-OUT PAY**

When employees in the Traffic Engineering Unit, who are on on-call status, are called out, they shall be entitled to a minimum of two (2) hours compensation for such call-out.

### **12.3 PREMIUM PAY CALCULATION**

The annual hourly factor used to calculate the hourly rate for premium pay is 2,080 hours. The hourly rate is used to determine the following premium pay benefits:

Overtime Pay  
Out-of-Classification Pay  
Night Shift Premium Pay

## **ARTICLE 13 – SAFETY**

### **13.1 SAFETY**

The City is committed to and mandated by law to provide its employees with a safe working environment and understands its obligations to do so. The Union agrees that the City shall determine safety, health and property protection measures as required to meet its obligations under the law. The City will conduct safety training, meetings and inspections as mandated by law and operational needs. The City and employees acknowledge the responsibility of each to communicate safety concerns, safety hazards, prevention techniques and safety recommendations and ideas.

### **13.2 SAFETY SHOES AND SAFETY CLIMBING BOOTS**

- a. Where the City requires that safety shoes be worn by employees as a condition of employment, the City shall reimburse employees up to a maximum of \$400, or up to a maximum of \$500 if special order is required, annually for the cost of acceptable safety shoes, inserts, and/or repairs to safety shoes. The annual reimbursement may be used to purchase a single pair or two (2) pairs, as needed, at the same time. When an employee has purchased a single pair of safety shoes, which do not meet the annual maximum, the employee shall be allowed to use the remainder of the annual maximum for a future purchase in the same year. 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.
- b. The City maintains the right to specify the type of required safety shoe.
- c. Provisions in the City's Protective Footwear Policy regarding authorized safety shoe vendors, vouchers, purchase orders, and invoices shall not apply to employees in classifications covered by this Agreement.

### **13.3 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. The City will reimburse the employee for the purchase of prescription safety glasses up to a maximum cost of \$150.00 per pair.
- 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.

#### 13.4 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 Section. All costs to update the prescription shall be borne by the employee.

### **ARTICLE 14 – LAYOFF**

#### 14.1 PURPOSE

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

#### 14.2 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 applicable Civil Service Rules, classification seniority shall be mutually established by the City and the Union. For those classifications which have flexible staffing as defined in the Civil Service Rules 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.

(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.

(5) Termination of Seniority: Termination of classification seniority and City service seniority shall occur upon:

(a) Resignation, except that any employee who is reemployed and completes a probationary period, if any, in the position to which the employee was reemployed may count the seniority which was accumulated prior to resignation.

(b) Discharge.

(c) Retirement.

- (d) Layoff in excess of two (2) 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 14.3(c) of this Article.

d. Regression Ladder

A regression ladder shall be defined as a classification series through which an employee may downgrade. The regression ladder for the Traffic Engineering Unit is as set forth below:

Traffic Supervisor  
Traffic Worker III  
Traffic Worker II  
Traffic Worker I  
Traffic Worker Trainee

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.

### 14.3 PROCEDURE

- a. 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.
- b. 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,

the employee shall be laid off; the name of such employee may be restored to an eligible list in accordance with applicable Civil Service Board Rules. If the employee does hold permanent status in another job classification, the employee shall then be treated as a permanent employee in that job classification with respect to any layoff in that job classification.

- c. Any permanent employee who is to be laid off or displaced shall have the right to downgrade 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 an 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 is unable to downgrade to any job classification within the appropriate regression ladder, the employee shall be laid off.
- d. An employee may accept a layoff in lieu of the opportunity to downgrade by written notification to the Labor Relations within five (5) working days of receiving notice of layoff. Where the employee accepts a layoff in lieu of a downgrade, said employee shall forfeit all recall rights except to a vacancy within the same classification from which the employee was laid off.
- e. 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.
- f. The application of this procedure is not intended to extend job assignment, work organization, or departmental preference to any employee affected by a layoff.

#### 14.4 NOTICE OF LAYOFF

In the event of 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.

#### 14.5 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 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 salary schedule.

#### 14.6 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 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 enrolling 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.

#### 14.7 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 layoff from that job classification. 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 one (1) year from the date of layoff; but upon such return must serve the complete probationary period for such job classification.
- b. Employees shall be entitled to recall rights for a period of two (2) consecutive years from the effective date of layoff or downgrade. The effective date of layoff shall be the employee's last day of work. The effective date of downgrade shall be the employee's last day of work in the classification from which the employee is downgraded. An employee who has downgraded and has not been recalled to the classification where permanent status is held within the two (2) year period shall gain permanent status 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 in the City's payroll system. 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 the employee 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 the employee is 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 the employee is entitled under this Article.

#### 14.8 GENERAL

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.

### **ARTICLE 15 – DISCIPLINE**

#### 15.1 LETTER OF REPRIMAND

- a. A letter of reprimand issued on or after August 25, 1990, shall not be appealable to the Civil Service Board, 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. Such letter 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.

#### 15.2 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.

### 15.3 WITHDRAWAL OF APPEAL

The employee or union may withdraw an appeal of discipline at any time prior to a decision by an Administrative Law Judge (hereafter "ALJ") or the Civil Service Board. An appeal shall be deemed withdrawn if the employee fails to respond within sixty (60) days to a written request by the City to select an ALJ, 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.

An employee who resigns or retires from City service with an outstanding disciplinary appeal is deemed to have withdrawn the appeal and waive any right to pursue the appeal.

## **ARTICLE 16 – MISCELLANEOUS**

### 16.1 UNIFORMS

- a. The City shall provide clean uniforms to employees in the Traffic Engineering Unit five days a week, (5-5-1), at no cost to the employee. The Department Head, or designee, shall have the right to change the uniform at their discretion.
- b. For the purposes of increased safety the City shall provide shirts and safety-colored jackets to employees regularly assigned to work as part of a street crew. The color and style of shirts and safety colored jackets shall be determined by the Department Head, or designee, and shall meet ANSI class 3 safety standards.

### 16.2 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.

### 16.3 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 reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect.

#### 16.4 PROBATIONARY PERIOD

a. Probationary Period

The probationary period is an extension of and an integral part of the examination process. It shall be utilized for closely observing the employee's work, for securing the most effective assimilation of a new employee, and for determining if performance meets the required standards of the job.

- (1) The probationary period for employees in this Unit shall be twelve (12) months in duration.
- (2) An employee may be released, without right of appeal, during the probationary period. Written notice of the release shall be furnished to the probationer.

b. Employee Service Rating and Reports

Employees are entitled to Employee Service Rating and Reports which outline progress and performance in their classifications. The Employee Service Rating and Report shall primarily serve as follows:

- (1) To regularly review employee's performance with the supervisor.
- (2) To ascertain and encourage the improvement in performance or progress of employee.
- (3) To provide effective supervision of an employee.
- (4) To note and reward outstanding achievement by an employee.
- (5) An employee in a twelve (12) month probationary position shall receive such Reports on or about the end of the third, fifth, eighth, and eleventh months of service, and annually thereafter.

#### 16.5 PERFORMANCE EVALUATIONS

At the discretion of the appointing authority, the City shall have the right to conduct employee performance appraisals for career and non-career employees.

#### 16.6 TRIAL PERIOD

- a. An employee or a former employee appointed to a career classification as a non-career employee 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 six (6) month period beginning with the first day the employee reports to work or until the employee has worked one thousand forty (+1,040) 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.

#### 16.7 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 payments, 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 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.

## 16.8 PERS RETIREMENT PLAN AND CONTRIBUTION

a. “Classic member” miscellaneous employees are covered by the following Public Employees Retirement System (PERS) plan:

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

b. Member Contribution to PERS Retirement Plan – Classic Members

“Classic members” shall pay the seven percent (7%) of salary employee contribution to the PERS retirement plan, and one percent (1%) of the employer contribution through PERS cost share, for a total of eight percent (8%).

c. Member Contribution to PERS Retirement Plan – New Members

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

Effective October 15, 2013, the Sacramento City Employees Retirement System one hundred dollars (\$100.00) monthly as an add-on shall be eliminated.

## 16.9 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.

#### 16.10 MODIFIED/ALTERNATIVE DUTY POLICY

The parties agree to a Modified/Alternative Duty Policy applicable to employees who have been injured on-the-job. The letter of understanding between the parties sets forth the details of the Modified/Alternative Duty Policy.

#### 16.11 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 (\$120.00).

#### 16.12 NEW ZONAR OR OTHER GPS AND SAFETY STICKERS

Zonar and other Global Positioning System (GPS) devices will be used for purposes of improving departmental efficiencies to include, but not be limited to, preserving City resources and preventing unnecessary 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. The City may place one "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.

#### 16.13 TERM

- a. This Agreement shall remain in full force and effect from January 10, 2026, to and including January 5, 2029.
- b. The provisions of this Agreement shall be effective on the effective date stated above except as otherwise specifically provided.

DATED: April 16, 2026

AUTO, MARINE AND SPECIALTY  
PAINTERS, UNION NO. 1176

CITY OF SACRAMENTO

---

Richard Morales  
Business Representative

---

Leyne Milstein  
Assistant City Manager

---

Carlos Acosta  
Negotiating Committee Member

---

Aaron Donato  
Labor Relations Manager

---

Che Johnson  
Chief Negotiator

---

Leslie Wisniewski  
Negotiating Team Member

---

Kimberly Rhodes  
Negotiating Team Member

Approved as to form:

---

Brett M. Witter  
Assistant City Attorney

*City of*  
**SACRAMENTO**

---

and

**Plumbers and Pipefitters,  
Local 447**

**Labor Agreement**

**Covering Employees  
In The Water and Sewer 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 PLUMBERS AND PIPEFITTERS LOCAL #447, 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**

The City hereby confirms its prior certification of the Union as the recognized employee organization for the employees in the Water and Sewer Unit, as defined in the City's Employer-Employee Relations Policy. The City 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 provided under the City's Employer-Employee Relations Policy and authorized by law.

The Water and Sewer Unit as currently defined in the City's Employer-Employee Relations Policy includes the following classifications:

- Assistant Water Cross-Connection Control Specialist
- Utilities Locator
- Utilities Operations and Maintenance Leadworker
- Utilities Operations and Maintenance Serviceworker
- Utilities Operations and Maintenance Serviceworker (Apprentice)
- Water Cross-Connection Control Specialist

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 Step 1 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**

In accordance with applicable laws, regulations, and the provisions of this Agreement, the City retains the sole and exclusive rights and responsibilities, (a) to direct employees in the performance of their duties; (b) to hire, promote, transfer and assign employees; (c) to classify employees; (d) to discipline employees; (e) to dismiss employees because of lack of work or for other reasonable and just cause; (f) to determine the mission of the Division and Department, its budget, its organization, the number of employees, and the number, types, classification and grades of positions or employees assigned to an organization unit, work project, or tour of duty, and the methods and technology of performing its work; (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 under plans to which the City now is or shall hereafter be a contracting party, the City agrees to establish payroll deductions for members of the Union for (1) the normal and regular monthly Union membership dues; and (2) monthly insurance premiums for plans sponsored by the City or Union, not to exceed three (3) insurance deductions per member, including other Union-sponsored programs.

- 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 this Agreement using the Union's Member Enrollment Form (hereafter, "Member Enrollment Form") agreed to be the City and Union. The member enrollment form shall include:
    - Employee full name;
    - Employee date of birth;
    - Employee eCAPS ID number or the last four numbers of their Social Security Number;
    - Amount or percentage to be deducted from employee's bi-weekly paycheck for membership dues;
    - Additional deductions (e.g., life insurance); and
    - Any additional necessary information.

Any future changes or modifications to the member enrollment form shall be agreed upon between the City and the Union.

- (2) Such deductions shall be made only upon submission of the member enrollment form, by the Union, to the Payroll Division, Department of Finance.
- (3) Dues deductions shall occur over twenty-four (24) pay periods per year, which shall be the first two (2) paychecks each month.
- (4) The Union is responsible for submitting the member enrollment form to the Payroll Division, Department of Finance, any changes in the amount to be payroll deducted from the paychecks of employees who have so authorized. The City will remit to the Union a check for all of the deductions.
- (5) When changes in the rates affect large groups of the Union's members, the Union may, in place of the agreed upon member enrollment form, notify the Payroll Division, Department of Finance, by email, clearly defining the group of Union members affected and the new rate.
- (6) Unless notified in writing by the Union of an employee's request to cancel their union dues deduction(s), the City will continue to deduct dues, and/or any additional deduction(s) noted. Notification will be made to the Payroll Division, Department of Finance, utilizing the

member enrollment form notating in the "Additional Information" column that it is a membership cancellation.

- (7) In the event that a union member is no longer employed in a classification covered under this Agreement, but remains an active employee of the City, the City may cancel their union dues deduction(s) without notification from the Union. Upon written notification by the Union, the City shall enroll new members and/or cancel existing membership as soon as practicable, not to exceed a period of thirty (30) calendar days after notification.
  - (8) The Union shall maintain signed authorization forms by their members certifying that the dues and/or fee(s) deductions(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.
- c. The Union will promptly refund to the City any amounts paid to the Union in error under this Section. The Union expressly agrees to indemnify and hold the City harmless from any and all claims, demands, costs (including any costs incurred by the City in defense of a lawsuit), expenses, damages or other monetary losses arising out of or in any way connected with any action or inaction of the City in the adoption or administration of this Section. This hold harmless and indemnity agreement shall include, but not be limited to, employee legal actions of any sort or nature against the City based upon or related to this Section.
  - d. Within ninety (90) calendar days of adoption this Agreement by City Council, at the written request of the Union, the City and the Union shall schedule a meeting to discuss the Union Shop Stewards and Union Postings at job sites. Implementation of any changes shall only be upon mutual agreement. Absent mutual agreement, the status quo shall continue.

#### 4.2 LIST OF 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 home address of each employee.

#### 4.3 NEW EMPLOYEE ORIENTATION

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 regular schedule.

## **ARTICLE 5 – GRIEVANCE PROCEDURE**

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

### **5.1 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. 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.
- 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.

### **5.2 DEFINITIONS**

- a. A grievance is a good faith complaint of one 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 Rules and Regulations of the Civil Service Board unless waived by such employee.

### **5.3 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 Shop 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 Division Head.
- 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 first step answer 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.

#### 5.4 STEP TWO

The appeal to the second step will be filed with the relevant department 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 within 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.

#### 5.5 STEP THREE

The appeal to the third step shall be made to the Labor Relations Manager or their designee. The Union's representative and the designated representative of the City will meet to hear grievance appealed to the third step. 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 is received by the Labor Relations Manager.

A written answer will be made within fourteen (14) calendar days after the hearing, stating the City's position.

## 5.6 ARBITRATION

- a. If the third step answer is not satisfactory to the employee, 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.
- b. An arbitrator may be selected by mutual agreement between the Union representative and the City's representative.
- c. Should the representatives fail to mutually agree on an arbitrator they shall make a joint request to the American Arbitration Association 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.
- d. 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 on the City, the Union, and employee.
- e. The fees of the arbitrator and the court reporter if used will be borne by the losing party.
- f. 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.
- g. 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.
- h. A Shop Steward or a Union representative shall have the authority to settle grievances for the Union or employees at the respective steps of the grievance procedure.

## 5.7 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%) between steps.

### **6.2 SALARIES**

- a. Effective July 12, 2025, all salary steps shall be increased by one percent (1%).

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 made shall be eligible for retroactive pay.

- b. Effective July 11, 2026, all salary steps shall be increased by two and one-half percent (2.5%).
- c. Effective July 10, 2027, all salary steps shall be increased by three percent (3%).

### **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 payment is issued will receive the signing bonus.

## **ARTICLE 7 – WATER AND SEWER INCENTIVE PROGRAM**

### **7.1 CRANE/BACKHOE CERTIFICATION**

Serviceworkers will receive five percent (5%) incentive pay when operating a crane that requires certification from the State of California, or when operating a backhoe.

## **ARTICLE 8 – SALARY ADMINISTRATION**

### **8.1 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.

## 8.2 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.

### 8.3 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.

### 8.4 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.

### 8.5 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 at the time of departure. Employees recalled, reinstated, or reemployed shall maintain the salary range based on their original date of hire, and 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.

#### 8.6 RATES HIGHER THAN STEP 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.

#### 8.7 LONGEVITY PAY (CITY CHARTER)

Employee eligibility for longevity pay shall be determined as provided in [Section 108 of the City Charter](#). 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 for 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.

#### 8.8 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 July 11, 2026, longevity pay will be one percent (1%) of their base rate of pay.
  - (2) Effective July 10, 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 16, Layoff, Section 14.2 (b)(3).

## **ARTICLE 9 – HEALTH AND WELFARE**

### **9.1 CONTRIBUTION TO FULL-TIME AND PART-TIME CAREER EMPLOYEES**

- a. The City shall administer a Cafeteria Plan (Plan) benefits program for employees consistent with Internal Revenue Code Section 125. 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. The amount of City contribution as provided in subsection 9.3(b) (1-3) and 9.3(c) 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.
- c. Eligible employees shall receive the 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 the period of time permitted by Consolidated Omnibus Budget Reconciliation Act (COBRA), by personal remittance or other arrangement for payment of the full premiums of any insurance elected to be continued.
- d. Notwithstanding subsections 9.1(b), 9.1(c), eligible employees shall continue to receive a City contribution for each Eligible Paycheck : (1) while on an approved protected leave of absence without pay , if required by state and/or 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.

### **9.2 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 as provided in subsection 9.3(b)(1-3) and 9.3(c) 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.

### 9.3 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) For employees enrolled in an ABHP, the City contributions shall be as specified in subsection 9.3(b), below. To the extent the premium for the ABHP is less than the City contributions outlined in subsection 9.3(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:
  - (a) 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.
  - (b) 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.
- (2) Effective the pay period beginning <DATE OF FIRST PAY PERIOD AFTER ADOPTION BY CITY COUNCIL>, with the increased

contribution first appearing on the paycheck issued <DATE OF FIRST ELIGIBLE PAYCHECK FOLLOWING ADOPTION BY CITY COUNCIL>, for plan year 2026, the City monthly contributions shall be as follows:

- (a) 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.
  - (b) 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.
  - (c) 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, for 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) for 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 ten percent (10%). Absent mutual agreement, the City dollar contribution calculation outlined in subsection 9.3(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 the 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. 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.
- d. Full-time 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.
- e. Part-time employees shall receive a prorated City contribution consistent with subsection 9.1(b).
- f. 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.
- g. Employees shall not receive any unused portion of the City contribution as cash.
- h. Change to the City's healthcare contribution level 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.

#### 9.4 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 January 23, 2018, may cover the domestic partner under the employee's City-sponsored medical, dental, or vision plan. The employee will pay for the premium difference for the domestic partner coverage as an out-of-pocket employee cost. In no event will the City's monthly health and welfare contribution be used to pay for the cost of the domestic partner's coverage.

- 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, dental or vision plan. Employees with registered State of California domestic partners shall receive the City contribution as specified in Section 9.3.
- 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 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 dependent child for purposes of medical insurance shall also be in accordance with the Patient Protection and Affordable Care Act (PPACA).
- 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 and/or vision plan.

#### 9.5 CASH-BACK LIMITS

- a. The cash-back of City dollars shall be limited to two hundred dollars (\$200) per month for career employees who waive City-sponsored medical insurance. Part-time employees shall be prorated as indicated in subsection 9.1(b). Cash-back shall not be included in the employee's regular rate of pay when determining such rate for contract overtime.
- b. New employees or employees who are not receiving the cash-back prior to December 1, 2014, shall not be eligible for the cash-back option.
- 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.

#### 9.6 LIFE INSURANCE

- a. The City provides basic life insurance in an amount of \$10,000 to each eligible career employee at no charge. Employees may purchase, at their own expense, additional life insurance of \$40,000.

- 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.

#### 9.7 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 medical, 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 employees.

#### 9.8 HEALTH REIMBURSEMENT ARRANGEMENT (HRA)

- a. Employees shall contribute ten dollars (\$10) per pay period, which shall be on a pre-tax basis to the extent allowed by law. There shall be no City contributions to the HRA.
- b. Contribution shall occur over twenty-four (24) pay periods per year, which shall be the first two (2) paychecks each month.

#### 9.9 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 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 9.9(a) above.
  - (b) Employees who retire 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 9.9(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 9.9(a) above.
- (4) There shall be no City-paid 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 form the date of separation from City service shall not be eligible for the City 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 9, 2017, 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 9.9(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 9.9(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 9.9(b)(1) above.

d. Pre-Medicare Retirees

Pre-Medicare 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 an individual medical plan not sponsored by the City shall only be eligible to enroll in a City medical plan if the retiree enrolls with an effective date of coverage which is within two (2) years from the date their prior City medical coverage terminated.

e. Medicare Eligible Retirees

In order to maintain eligibility for the City retiree insurance contribution, each eligible retiree and eligible dependent(s) shall enroll in Medicare Parts A and B immediately after becoming eligible for such benefits. Medicare retirees may elect to participate in a City-sponsored Medicare medical plan or purchase an individual Medicare medical plan.

Medicare retirees who have enrolled in Parts A and B after becoming eligible for such benefits may elect to participate in a City-sponsored Medicare medical plan without restriction to the amount of time the retiree has waived a City-sponsored medical plan. Medicare retirees may only enroll on their City-sponsored Medicare medical plan a Medicare eligible dependent(s) who has enrolled in Parts A and B.

Medicare retirees who are eligible for Medicare Parts A and B and who elect to purchase an individual medical plan shall only be reimbursed the cost of the individual premiums associated with a Medicare Advantage, Medicare Supplemental, and/or Medicare Prescription Drug plan up to their eligible City contribution.

f. 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.

g. 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-paid retiree insurance contribution for retirees regardless of years of service.

h. 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 eligible dependents(s).

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.

i. Limitation Clause

No employee or retiree shall have any rights provided by this Section 9.9 after July 7, 2028.

j. Elimination of Retiree or Survivors Dependents Benefits for Employees Hired After November 15, 2014

Unless otherwise required by law, no employee hired, rehired, or reemployed after November 15, 2014, shall be eligible for any of the benefits provided in Section 9.9. 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 November 15, 2014, shall be eligible for the benefits provided by this Section 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 January 13, 2024

Individuals retired from classifications represented by the Union who are eligible for retiree or survivor dependents benefits under Section 9.9 shall have these benefits suspended if they elect to unretire and return to active employment with the City of Sacramento.

Notwithstanding Section 9.9(j), upon re-retirement from a classification represented by the Union, retirees who were eligible for retiree or survivor dependents benefits under Section 9.9 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 9.9.

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 10 – LEAVES

### 10.1 RECOGNIZED 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 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.

- (2) A part-time career employee 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>
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.

- c. If the recognized holiday falls on a Saturday, the preceding Friday shall be considered the employee's holiday.
- d. If the recognized holiday falls on a Sunday, the following Monday shall be considered the employee's holiday.
- e. If the holiday falls upon such employee's vacation, the employee shall receive an additional vacation day off with pay.

f. Accrual of Leaves Over 24 Pay Periods

The accrual of leaves shall occur over twenty-four (24) pay periods, on each of the first two (2) paychecks each month. Leave accrual rates for each paycheck in which accrual occurs shall be as specified in Sections 10.1(g), 10.2, and 10.3 below.

g. Floating Holidays

(1) Accrual

In addition to the recognized holidays specified above, each employee 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 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% contribution; 40-63.9 hours paid = 50% contribution.

(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 separating from City employment for any reason shall be paid for all accrued floating holiday time at the straight-time hourly rate of pay.

h. Holiday Credit Accumulation

Employees may accumulate holiday credit up to a maximum of eighty (80) hours. 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 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 scheduled vacation, with the approval of the Department Head.

10.2 VACATION ADMINISTRATION

a. Vacation Leave Accrual

- (1) Employees earning eighty (80) hours each year shall accrue at three (3) hours, twenty (20) minutes on each of the first two (2) paychecks each month.
- (2) Employees earning one hundred twenty (120) hours each year shall accrue at five (5) hours on each of the first two (2) paychecks each month.
- (3) Employees earning one hundred sixty (160) hours each year shall accrue six (6) hours, forty (40) minutes on each of the first two (2) paychecks each month.

- (4) Employees who are eligible to receive a cash payment in-lieu of vacation leave, as provided for in Article 8 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.

b. 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 10.3, Sick Leave.

c. Vacation Scheduling for Career Employees

The time at which the employee shall be granted a vacation is at the approval of the Department Head in accordance with a policy and procedure developed by the Department. 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 the Department shall open to bid vacation scheduling during the month of November each year. The department shall determine the number of days/hours bid on each rotation. Classification seniority shall govern where more than one (1) employee bids for the same period in the same round. In case of a tie related to classification seniority, the employee with the greatest amount of continuous City service shall be senior.

d. Vacation Scheduling for Non-Career Employees

Non-career employees shall be eligible to request vacation after career employees have done so. Non-career employees shall bid for vacation on the basis of seniority in the same manner as set forth above.

10.3 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) 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 of 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, in writing 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 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 January 1 following 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 such 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 subparagraph (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 subparagraph (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 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' 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. 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.
- e. 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.

10.4 PARENTAL LEAVE

- a. The Pregnancy Disability Leave Policy shall apply to all employees, regardless of gender, 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 must have completed at least three (3) years of City 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.

#### 10.5 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 CTO 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. 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.
- g. 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.
- h. 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.

- i. 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.
- j. Used donated leave time shall be subject to the recipient's normal payroll deductions.

## 10.6 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 accord with the above-stated procedure.

## 10.7 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 PTO 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 14.2(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. 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.

## 10.8 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.

## 10.9 PAID CITY LEAVE

Employee who are employed in a classification represented by the Union on April 12, 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:

- a. Employees receiving Paid City Leave contributions described in Section 10.9 (Paid City Leave) may make an irrevocable election to receive 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 hourly rate of pay they are receiving at the time of payment, less ordinary payroll deductions.

- b. Upon separation from City service, employees with a balance of the Paid City Leave described in Section 10.9 (Paid City Leave) shall receive payment for the Paid City Leave balance at the hourly rate of pay they are receiving at the time of the payment, less ordinary payroll deductions.

## **ARTICLE 11 – SPECIAL ALLOWANCES**

### **11.1 STANDBY ASSIGNMENTS**

- a. Effective January 13, 2024, employees required to be on standby assignment for emergency work shall be paid at the rate of \$280 per week or the daily pro rata rate of \$40 in addition to their regular compensation.
- b. Effective April 18, 2026, the following subsection will replace subsection (a), above: An employee who is required to be on standby assignment for emergency work shall be paid at the rate of three hundred twenty nine dollars (\$329) per week or the daily pro rata rate of forty seven dollars (\$47) in addition to their regular compensation.
- c. An employee who has completed their regular shift and has left the premises and is called back to work from their home shall receive a minimum of two (2) hours pay, or actual hours worked, whichever is greater, at the overtime rate of one and one-half (1.5) times their regular rate of pay. All paid time shall count as time worked for the purposes of calculating overtime with the exception of sick leave.
- 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. Employees who are on standby assignment on Christmas Day, New Year's Day, Thanksgiving Day, and July 4, holidays, shall receive twelve (12) hours holiday credit.
- f. Employees who are issued a City cell phone, laptop and/or pager are not on standby unless assigned by the appointing authority.
- g. Standby assignments are an essential function and will be staffed first from a voluntary sign-up list which will include all classifications within Field Services. If there are not enough volunteers to staff standby assignments

within a Section of the Field Services Division, all classifications within the Section where there are not enough volunteers to staff standby assignment(s) shall be assigned on a rotational basis, in accordance with classification seniority, beginning with the Utilities Operations and Maintenance Serviceworker or Utilities Operations and Maintenance Leadworker with the least classification seniority who has passed probation as a Utilities Operations and Maintenance Serviceworker. The rotational standby assignments shall continue until such time as there again are volunteers within the affected Section.

## 11.2 CALL BACK

When an employee is called to report to work prior to the start of their next regularly scheduled shift, the employee shall be compensated at two (2) hour minimum, or for actual hours worked, whichever is greater, at the overtime rate of one and one-half (1.5) times their regular rate of pay.

An employee shall only receive the callback minimum for the first callback in 24-hour period and each subsequent callback shall be compensated in accordance with Article 12-Workweek/Overtime. Callback pay is not applicable to scheduled overtime or as an extension of an employee's regular shift.

## 11.3 TEMPORARY WORK IN A HIGHER CLASSIFICATION

Temporary assignments to higher classifications shall be permitted only in those cases 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 percent (5%) above the employee's base rate of pay, or Step 1 of the higher classification, whichever is greater, but not to exceed the top step of the higher classification, for the duration of the higher class assignment.

Temporary assignments to a higher classification shall be made from the current eligible list for the higher classification. If no list is established, the Department Head, or designee, may fill the temporary assignment with an available qualified employee based on: (1) relative experience and capability in performing the required job function, and (2) taking into consideration the relative disruptive effect on the departmental operations and established work schedule.

The City recognizes that temporary work in a higher classification shall not be used as a device for circumventing career civil service positions.

## 11.4 SHIFT DIFFERENTIAL

- a. Employees who work five-eighths (5/8) or more of their regular workshift 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 workshift 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. An employee shall not receive night shift premium pay when on vacation or other authorized leave of absence with pay.

#### 11.5 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.

#### 11.6 EMERGENCY RESPONSE

- a. Employees may be assigned and/or reassigned for emergency reasons including, but not limited to, storm duty, as declared by the City Manager or designee. During an emergency, the shift change notice as required in Section 12.1(c)(2) shall not apply and employees may be assigned to work either (8), ten (10), or twelve (12) hour shifts. During such assignment employees shall receive overtime in accordance with Section 12.1(e) and shift differential in accordance with Section 11.4. Once the emergency has been resolved, the employee shall be returned to the shift the employee worked prior to the emergency being declared.
- b. In consideration of the individual employee's 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. Rest periods longer than the normal meal period shall not be compensated. An employee's work hours may be flexed with mutual agreement of the employee and supervisor.
- c. In consideration of employee safety, if the emergency response is prolonged, the supervisor shall 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.

- d. Nothing in this Section shall be construed to limit the management's right to assign or reassign employees in an emergency.

#### 11.7 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 at the rate of twenty-dollars (\$20.00) bi-weekly for any pay period in which the employee is certified. An employee who is receiving bilingual pay may be required to provide assistance to any City operation.

### ARTICLE 12 – WORKWEEK/OVERTIME

#### 12.1 WORKWEEK/OVERTIME

- a. Workweek

The normal workweek for employees covered by this Agreement shall be Monday through Friday consisting of forty (40) working hours. The City may establish a workweek schedule consisting of forty (40) hours in increments of four ten (10) hour workdays or five eight (8) hour workdays, or a 9-80 workweek schedule consisting of four nine (9) hour workdays, four nine (9) hour workdays, and one eight (8) hour workday during an eighty (80) hour bi-weekly period. The City agrees to discuss with the Union thirty (30) days in advance of implementation of the four ten (10) workweek or 9-80 workweek schedule.

- b. Shift Schedules

Shift start time shall be determined by the Department Head, or designee. Shift changes shall be in accordance with Section 12.1(c)(2).

- (1) **Day shift:** shall start work between 6:00 a.m. and 8:00 a.m. and shall consist of an eight and one-half (8.5) consecutive hour period less thirty (30) minutes for an unpaid meal period.
- (2) **Swing shift:** shall start work between 2:30 p.m. and 4:30 p.m. and shall consist of an eight and one-half (8.5) consecutive hour period less thirty (30) minutes for an unpaid meal period.

- (3) **Graveyard shift:** shall start work between 11:00 p.m. and 1:00 a.m. and shall consist of an eight and one-half (8.5) consecutive hour period less thirty (30) minutes for an unpaid meal period.
- (4) Employees shall be provided a minimum of a thirty (30) calendar days' notice when permanently moving from day shift to swing shift or graveyard shift.
- (5) These shift schedules do not apply to non-career employees.

c. Shift Assignments

- (1) Shift assignments will be made from a voluntary sign-up of qualified employees by classification. If all of the volunteers are qualified, the selection to the shift shall be by greatest classification seniority. If there are not sufficient qualified employees who volunteer, the least senior qualified employee by classification shall be assigned to the shift. The Division Manager or designee shall determine whether an employee is qualified under this paragraph.
- (2) Employees shall be given at least five (5) workdays' notice prior to a change in their assigned workdays or shift. The notice requirement shall not apply to emergency assignments, declared by the department head or designee, or changes as a result of absences by other employees. If an employee's workdays or shift are changed without the above notification, they shall be paid the overtime rate for all hours worked on the first day of the new work schedule. A shift change shall not be used to avoid the payment overtime. This paragraph does not apply to non-career employees.
- (3) An employee's shift assignment shall be defined as the shift the employee's workweek began on and the employee shall remain on the same shift for five (5) consecutive standard work-days, unless the shift is changed in accordance with 12.1(c)(2). This paragraph does not apply to non-career employees.

d. Swing and Graveyard Assignments

To be eligible for these shifts:

- (1) Employees in the Utilities Operations and Maintenance Serviceworker classification must successfully complete their initial probationary period.
- (2) Employees on probation as a Utilities Operations and Maintenance Leadworker can apply for swing shift assignment while on probation only with the approval of the Superintendent or designee.

- (3) There shall be no rotation of employees assigned to swing shift.
- (4) Employees shall be provided a minimum of a thirty (30) calendar day notice when moving from the day shift to the swing shift.

e. Overtime/Compensating Time Off (CTO)

- (1) Full-time employees who are required to work in excess of forty (40) hours in a single workweek shall be compensated for such work at one and one-half (1.5) times their regular rate of pay. All paid time shall count as time worked for the purposes of calculating overtime eligibility with the exception of sick leave.
- (2) Part-time employees, or employees who are regularly scheduled to work fewer than forty (40) hours per workweek, 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 single workweek. All paid time shall count as time worked for the purposes of calculating overtime eligibility.
- (3) 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.
- (4) Employees may accrue up to one hundred and twenty (120) hours of CTO. In the event of an emergency declared by the City Manager, the one hundred twenty (120) hour maximum may be extended up to forty (40) hours, up to a maximum of one hundred sixty (160) hours. 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.

f. Lunch Break Overtime

When an employee is assigned by their supervisor to remain on duty through their lunch break they shall be compensated at the rate of one and one-half (1.5) times the regular rate of pay providing the employee is required to work in excess of a normal workday. A lunch period is not work time if an employee is completely free from duties during the lunch break.

## 12.2 PREMIUM PAY CALCULATION

The annual hourly factor used to calculate the hourly rate for premium pay will be 2,080 hours. This hourly rate is to be used to determine the following premium pay benefits:

Crane/Backhoe Pay  
Overtime Pay  
Out-of-Classification Pay  
Sick Leave Incentive Payouts  
Vacation Sell-Back  
Night-Shift Premium Pay  
Night-Shift Premium Overtime Pay  
Night-Shift Premium Crane/Backhoe Pay  
Night-Shift Premium Out-of-Class Pay

### 12.3 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.

## **ARTICLE 13 – SAFETY SHOES, SAFETY GLASSES, AND UNIFORMS**

### 13.1 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 up to a maximum of \$200.00 per pair, or up to a maximum of \$250.00 per pair if special order is required, and normally no 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. To be eligible for this reimbursement, the employee must obtain prior authorization from their superintendent before purchasing safety shoes and must submit the receipt to the superintendent to verify the cost and substantiate the reimbursement.
- b. The City maintains the right to specify the type of required safety shoe.
- c. During the term of this Agreement, the City shall have the right to establish and enter into a contract with a safety shoe vendor to provide safety shoes to employees. Once the vendor has been established, the City shall eliminate the reimbursement as required by this Section.

### 13.2 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 be required to wear protective eyewear supplied

by the City or prescription safety glasses. The City shall provide non-prescription safety glasses for employees.

- b. Employees are free to purchase non-prescription or 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 cost of \$150.00 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.

### 13.3 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.

### 13.4 SAFETY AND FOUL WEATHER JACKETS

- a. The City will provide one (1) ANSI Class 2 "Thinline" safety jacket for each employee.
- b. Employees whose duties and responsibilities include working outside during inclement weather shall be provided an inclement weather jacket.
- c. The City maintains the right to specify the type of required safety jacket or inclement weather jacket, and may satisfy the requirements of this Section by issuing a single jacket suitable for both purposes.
- d. Employees shall be responsible for the laundry, maintenance, and repair of such jacket(s). Replacement of unserviceable jackets shall be the responsibility of the City. Stolen jackets shall be reported promptly to the employee's supervisor and replaced by the City,

## 13.5 UNIFORMS

- a. 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.
- b. The value of the 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).
- c. 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.

## ARTICLE 14 – LAYOFF

### 14.1 PURPOSE

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

### 14.2 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 budgeted funds.
- 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. For classifications which have flexible staffing as defined in the Civil Service Board Rules and Regulations 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.
  - (2) Unit Seniority: Unit seniority shall be defined as the effective date of probationary appointment to the employee's first full-time career position in a job classification contained within the Water and Sewer Representation Unit.
  - (3) 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.

- (4) Hire Date Seniority: Hire date seniority shall be defined as the employee's first date of hire to any position with the City.
  - (5) Termination of Seniority: Termination of classification seniority, unit seniority, and City service seniority shall occur upon:
    - (a) Resignation, except that, effective January 9, 2024, 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 seventeen (17) calendar days from the date of postmark on the recall notice.
- c. Downgrade: A downgrade shall be defined as a change in job classification within a regression ladder 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. The regression ladder for the Water and Sewer Unit is set forth below:
- (1) Utilities Operations and Maintenance Leadworker  
Utilities Operations and Maintenance Serviceworker  
Utilities Field Services Serviceworker (Apprentice)
  - (2) Water Cross-Connection Control Specialist  
Utilities Operations and Maintenance Leadworker  
Assistant Water Cross-Connection Control Specialist  
Utilities Operations and Maintenance Serviceworker
  - (3) Utilities Operations and Maintenance Leadworker  
Utilities Locator  
Utilities Operations and Maintenance Serviceworker

- d. Permanent Status: For the purposes of this layoff procedure permanent status is attained in a job classification when an employee has successfully completed the probationary period in that job classification.

### 14.3 PROCEDURE

- a. Within each job classification in each department in which a layoff occurs, employees shall be laid off in the order of their classification seniority, beginning with the employee with the least classification seniority.
- b. Any probationary employee who is affected by a layoff or displaced by a downgrading employee shall return to the last job classification in which the employee holds permanent status. 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. 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.
- c. Any permanent employee who is to be laid off or displaced shall have the right to downgrade, in descending order, to job classifications within their regression ladder, provided that the employee can displace an employee in the lower classification. If there are any probationary employees in the lower job classification, the probationary employee with the least Unit seniority shall be displaced first. If there are no probationary employees in the lower job classification, the permanent employee with the least Unit seniority shall be displaced, provided that the downgrading employee has greater Unit seniority. If the permanent employee is unable to downgrade to any job classification within their regression ladder, such employee shall be laid off.
- d. An employee may accept a layoff in lieu of a downgrade under Section 14.3(c) of this Article, by written notification to Labor Relations within 72 hours of receiving notice of layoff. Where the employee accepts a layoff in lieu of a downgrade, said employee shall forfeit all recall rights except to a vacancy within the same classification from which the employee was laid off.
- e. If two (2) or more employees have an equal amount of classification seniority, the senior employee shall be determined on the basis of greater Unit seniority. If two (2) or more employees have an equal amount of Unit 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 in the event of a tie, the senior

employee shall be determined on the basis of highest drawn random number.

#### 14.4 NOTICE OF LAYOFF

In the event of layoff, the City shall send by certified mail, a notice to all affected employee(s). Such notice shall be postmarked at least seventeen (17) calendar days in advance of the effective date of layoff. Such layoff notice shall be mailed to the employee's address currently printed on the employee's paycheck, 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.

#### 14.5 SALARY IN EVENT OF DOWNGRADE

- a. An employee who is downgraded through a regression ladder pursuant to this Article shall be paid the top step rate of the lower job classification. Upon subsequent recall through a regression ladder, the employee shall be restored to their original pay rate step in the classification in which permanent status is held. The anniversary date for such recalled employee for future in-grade salary adjustments shall be the date of recall to the permanent job classification.
- b. 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.

#### 14.6 FRINGE BENEFITS

- a. Employees laid off shall be paid for accrued leave balance that have a cash value at separation, per this Agreement, applicable ordinances, and rules. Employees who are subsequently recalled and who were eligible for a 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 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 programs may continue elected coverage for the period of time permitted by the Consolidated Omnibus Budget Reconciliation Act (COBRA). The employee and any enrollment dependent(s) will be responsible for the full cost of the monthly premiums for COBRA continuation of 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 enrolling 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.

#### 14.7 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 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 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 one year from the date of layoff; but upon such return must serve the complete probationary period for such job classification.
- 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 serve a probationary period in any job classification to which the employee is recalled after the five (5) year period. If the employee fails the probationary period, they shall gain permanent status for purposes of layoff in the classification immediately preceding the serving of the probationary period.
- 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 seventeen (17) calendar days to report to work from the date of postmark on the recall notice. If said employee fails to report to work within seventeen (17) calendar days, they will lose all recall rights. An employee who has been laid off 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 14.2(b)(2) of this Article.

- d. If limited-term/seasonal vacancies occur in a job classification while permanent employees are laid off or downgraded, the City shall utilize the existing recall list for that job classification to fill such limited-term/seasonal vacancies; provided if an employee either accepts or refuses recall to a limited-term/seasonal vacancy it shall have no effect on said recall rights to a permanent vacancy. If all employees refuse recall to a limited-term/seasonal vacancy, the City shall have the right to fill said limited-term/seasonal vacancies in accordance with applicable rules. Further, the City agrees that subsidized employees (CETA, etc.) cannot work in a job classification so long as any employee has recall rights to that job classification; nor shall any limited-term/seasonal employees be hired at other than the entry-level position while a permanent employee is laid off or downgraded from that job classification.

## **ARTICLE 15 – TRANSPORTATION**

### **15.1 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 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 Revenue Division by the fifth day of the month to obtain reimbursement. The amount of monthly reimbursement shall not exceed \$120.00.

## 15.2 DRIVER LICENSE REQUIREMENTS

- a. As a condition of continued employment, each employee hired prior to July 13, 1991, shall possess a valid commercial California driver license and endorsements as follows:

<u>Classification</u>	<u>Required License</u>	<u>Endorsements</u>
Utilities Operations and Maintenance Leadworker	B(1)(2):MSA; A(1)(2):MSA	Tank Vehicle*
Utilities Operations and Maintenance Serviceworker	B(1)(2):MSA; A(1)(2):MSA	Tank Vehicle*

\*Mandatory for some assignments

(1) License must not have an air brake restriction

(2) License must not have an automatic transmission restriction

- b. Employees appointed on or after July 13, 1991, shall be required, as a condition of continued employment, to possess a Class "B" license and endorsements, and in some assignments a Class "A" license and endorsements.
- c. If there are insufficient numbers of employees who possess the required commercial license and/or endorsements when the commercial license and/or endorsements are mandatory for some assignments only, then the commercial license and/or endorsements shall be mandated as necessary for the designated assignments.
- d. The City shall attempt to make reasonable accommodation for an employee who is unable to qualify for the required commercial license for medical reasons, but is able to maintain a Class "C" license.
- e. The current driver license requirements for all classifications not identified herein shall continue without change.

## ARTICLE 16 – MISCELLANEOUS

### 16.1 SELECTION OF VACANCIES

- a. When a permanent vacancy occurs which is not due to a lateral classification reassignment, a notice of such vacancy shall be posted on the employee bulletin board at least two (2) weeks before the vacancy is filled. Employees holding permanent status in that classification in which the vacancy arises may request to be reassigned to such vacancy. The

Department Head shall give first consideration to those employees making such requests before considering any other persons for the vacancy. 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 function, and (2) relative disruptive effects on the departmental operations and established work schedule. Other considerations may be the employee's performance, attendance, seniority and disciplinary history.

- b. 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.

## 16.2 NEW OR REVISED JOB CLASSIFICATION

- 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 shall have the right to file an appeal to the Civil Service Board regarding job classification.

## 16.3 NEW EMPLOYEE ORIENTATION

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

## 16.4 NEW EMPLOYEE INFORMATION

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

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

#### 16.5 TRIAL PERIOD

- a. An employee or a former employee appointed to a career classification as a non-career employee 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 six (6) month period beginning with the first day the employee reports to work or until the employee has worked one thousand forty (+1,040) 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.

#### 16.6 NO STRIKE OR LOCKOUT

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 or other concerted activity and the City agrees that it shall not cause or engage in any lockout.

#### 16.7 SEPARABILITY

In the event that any provision of this Agreement shall at any time be declared invalid by any court of competent jurisdiction or by governmental regulations or decree, such decision shall not invalidate the entire Agreement, it being the expressed intention of the parties hereto that all other provisions not declared invalid shall remain in full force and effect.

#### 16.8 LETTERS OF REPRIMAND

- a. A letter of reprimand shall not be appealable to the Civil Service Board, 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. A letter of reprimand issued after October 28, 1995, 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 28, 1995, 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 the subsequent discipline, but may be used to demonstrate that the employee is aware of the issue and/or for impeachment purposes.

#### 16.9 WITHDRAWAL OF DISCIPLINARY APPEAL

The employee or union may withdraw an appeal at any time after it has been filed and before the Civil Service Board has determined the matter. An appeal shall be deemed withdrawn if the employee fails to respond within thirty (30) calendar 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.

An employee who resigns or retires from City service with an outstanding disciplinary appeal is deemed to have withdrawn the appeal and waived any right to pursue the appeal.

#### 16.10 REQUIRED LICENSES AND 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.

#### 16.11 EMPLOYEE PERFORMANCE EVALUATIONS

- a. Each City department shall have the right to conduct employee performance evaluations 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 counseling:
  - (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 counseling are not subject to the grievance procedure.
- e. The performance evaluation shall be maintained in the personnel files of the employee's Department for three (3) years from the date of the evaluation was issued. Thereafter, it shall be removed and returned to the employee.

#### 16.12 UTILITIES OPERATIONS AND MAINTENANCE SPECIALIST CLASSIFICATION

- a. Effective January 6, 2018, the Utilities Operations and Maintenance Specialist (Specialist) classification will be abolished and the employees holding the Specialist classification will be reallocated to Utilities Operations and Maintenance Serviceworkers (Serviceworker). The Serviceworker job specification will be updated to incorporate appropriate duties. The employees in the Specialist classification shall be Y-rated in accordance with the Civil Service Board Rule 3.5(a).
- b. Effective December 8, 2018, Human Resources will manually increase the salaries of employees who are Y-rated as a result of 16.12(a), to account for the salary increase provided in Article 6.2(c).

#### 16.13 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 payments, 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.

Repayment schedules shall equal five percent (5%) of the overpayment or one hundred fifty dollars (\$150.00) per pay period, whichever is greater, up to three thousand dollars (\$3,000.00). An overpayment of greater than three thousand dollars (\$3,000.00) shall automatically invoke a hardship review. In addition, employees may request a hardship review. Repayment amounts that equal less than one hundred fifty dollars (\$150.00) shall be collected in one payment. 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.

- 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.

#### 16.14 PERS RETIREMENT PLAN

##### a. Member Contribution to PERS Retirement Plan – Classic Members

- (1) Classic members, as defined by PERS, shall qualify for the 2% at 55 benefit formula and retirement shall be based upon the highest twelve (12) consecutive months of compensation.
- (2) All classic members shall pay eight percent (8%) of salary to the PERS retirement plan. The employee shall pay the seven percent (7%) employee contribution and an additional one percent (1%) contribution through PERS cost-share. The CalPERS cost share amendment was completed on July 11, 2015.
- (3) The City agrees to withhold the above contributions on a pre-tax basis to the extent allowable under State and federal law.

##### b. 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.

- c. Effective November 15, 2014, the Sacramento City Employees Retirement System one hundred dollars (\$100.00) monthly add-on shall be eliminated.

#### 16.15 MODIFIED/ALTERNATIVE DUTY POLICY

The City's Modified/Alternative Duty Policy is applicable to employees who have been injured on-the-job.

#### 16.16 PROBATIONARY PERIOD

- a. All bargaining unit employees hired on or after November 4, 2000, shall serve an initial probationary period of one year.
- b. An employee serving a probationary period shall receive a minimum of four (4) written performance appraisals, based on evaluations conducted at six (6), eight (8), ten (10) 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-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 one-year probationary period without right of appeal. Such release shall be confirmed in writing.

#### 16.17 USE OF VOLUNTEERS

Except as limited by law, the City shall retain the right to use volunteers and others without compensation to perform services at the discretion of the City.

#### 16.18 ZONAR OR OTHER GLOBAL POSITIONING SYSTEMS (GPS) & SAFETY STICKERS

Zonar and other GPS devices will be used for purposes of improving departmental efficiencies to include, but not limited to, preserving City resources, preventing idle time, and employees being out of their assigned work areas. 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.

The City may place one “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.

#### 16.19 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.

#### 16.20 TERM

- a. This Agreement shall remain in full force and effect from July 12, 2025, to and including July 7, 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: April 14, 2026

PLUMBERS AND PIPEFITTERS,  
LOCAL #447

CITY OF SACRAMENTO

Todd Schiavo  
Business Manager

Leyne Milstein  
Assistant City Manager

Tom Aten  
Business Agent/Chief Negotiator

Aaron Donato  
Labor Relations Manager

Dave Sorenson  
Negotiations Committee Member

Christen Snyder  
Labor Relations Officer

Isaac Garcia  
Negotiations Committee Member

Thomas Mahoney  
Negotiations Committee Member

Approved as to form:

Brett M. Witter  
Chief Assistant City Attorney

## Exhibit A – Continuing Letters of Understanding



DEPARTMENT OF  
EMPLOYEE RELATIONS

CITY OF SACRAMENTO  
CALIFORNIA

926 J STREET  
ROOM 201  
SACRAMENTO, CA  
95814-2716

January 12, 1993

PH 916-264-5424  
FAX 916-448-3139

Mr. Harry Rotz, Business Manager  
Plumbers & Pipefitters, Local 447  
5841 Newman Court  
Sacramento, CA 95819

Re: Apprenticeship Program for Plumber

Dear Mr. Rotz:

This is to confirm the agreement reached regarding establishment of an apprenticeship program for the journey-level classification of Plumber. More specifically, we agreed as follows:

1. The length of the apprenticeship program will be for a period of five (5) years.
2. The Apprentice shall be the City's employee; therefore, the City will have sole discretion to hire and fire.
3. The Apprentice must actively participate in all phases of the apprenticeship program, as defined in the Apprentice Agreement, until its completion.
4. The City has the right to have a representative participate as an advisor in the Apprenticeship Committee for the Plumbing and Pipefitting Industry Sacramento-Yolo District.
5. The Coordinator of the Joint Apprenticeship Committee and the Apprentice's immediate supervisor shall have direct communication regarding the Apprentice in the following areas:
  - a. Grades, attendance, and progress in the educational aspects of the program; and
  - b. Attendance, failure to complete job assignments, and other deficiencies in job performance in the employment aspects of the program.

January 12, 1993  
Mr. Harry Rotz, Business Manager  
Plumbers & Pipefitters, Local 447  
Re: Apprenticeship Program for Plumber

6. The classification of Apprentice will have an exempt non-career status and will be placed in the Building Trades and Craft bargaining unit. The Apprentice will have no property right to employment and will serve at the pleasure of the City. Consequently, just cause will not be required for discipline and an apprentice will have no appeal right.
7. The current salary range for the Apprentice will be as follows:
  - a. Rate upon appointment: \$11.985 per hour (Step A)
  - b. After first six (6) months: 5% increase to \$12.584 per hour (Step B)
  - c. After first 18 months: 5% increase to \$13.213 per hour (Step C)
  - d. After first 30 months: 5% increase to \$13.874 per hour (Step D)
  - e. After first 42 months: 5% increase to \$14.568 per hour (Step E)
  - f. Upon successful completion apprenticeship program and appointment to Plumber Step A of Plumber; \$15.262 per hour
8. There is no guarantee of employment during or after completion of the Apprenticeship Program in that the City reserves its right under the labor agreement to lay off employees.
9. The Union agrees to change the apprenticeship agreement for any apprentice who is employed by the City of Sacramento to permit a service fee equivalent to regular Union dues in-lieu-of Union membership.
10. The City will not be required to pay to the Pipetrades Trust Fund for the cost of this Apprenticeship Program.

January 12, 1993  
Mr. Harry Rotz, Business Manager  
Plumbers & Pipefitters, Local 447  
Re: Apprenticeship Program for Plumber

If the above is your understanding of the Agreement reached, please sign as indicated below and return this letter to me. I have enclosed a copy of this letter with an original signature for your files.

Sincerely yours,



Dee Contreras  
Senior Employee Relations  
Representative

AGREED TO:



William Meehan, Business Manager  
Sacramento-Sierra's Building and  
Construction Trades Council



Harry Rotz, Business Manager  
Plumbers & Pipefitters, Local 447

cc: John Medina, Director of Public Works  
Frank Mugartegui, Director of General Services  
John Worcester, Personnel Services Manager



HUMAN RESOURCES DEPARTMENT  
LABOR RELATIONS DIVISION

GERI HAMBY  
DIRECTOR

CITY OF SACRAMENTO  
CALIFORNIA

915 I STREET  
ADMIN BLDG, ROOM 4133  
SACRAMENTO, CA  
95814-2604

FAX 916-808-8110

January 7, 2013

Mr. William S. Haley, Business Manager  
Plumbers and Pipefitters, Local 447  
5841 Newman Court  
Sacramento, CA 95819

**Re: Agreement Regarding Apprenticeship Program**

Dear Mr. Haley:

This is to confirm the agreement of the City of Sacramento (City) and the Plumbers and Pipefitters, Local 447 (Union) regarding the re-establishment of the Apprenticeship Program (Program) for the career classification of Utilities Field Services Serviceworker. Specifically, it is agreed, as follows:

1. Candidates for the Program shall be required to complete the following steps before being deemed eligible for selection into the Program.
  - a. The candidate shall be required to take and successfully pass a test administered by Plumbers and Pipefitters, Local 447. The candidate shall then provide written verification of a passing grade to the City of Sacramento's Employment and Classification.
  - b. The candidate shall complete an employment application and be required to pass a test administered by the City of Sacramento.
  - c. The candidate shall be placed on an "eligible list," which shall be used for selection by management into the Program as a Utilities Field Services Serviceworker Apprentice (Apprentice).
  - d. Apprentices shall be the City's employees; therefore, the City shall have sole discretion to hire and fire.
2. The length of the Program is for a period of twenty-four (24) months. Upon selection into the Program, the Apprentice must actively participate in all phases of the Program, as defined by in the Apprentice Agreement, until its

completion. The twenty-four month period will also serve as the probationary period for the Apprentice classification.

3. Should an Apprentice be laid off from the Program, s/he will be placed back on the "eligible list." An Apprentice who is laid off, and subsequently hired back into the Program within two (2) years of his/her layoff, and who has completed the Union's educational training, shall not be required to repeat the Union's educational training component.
4. Upon successful completion of the Program, an Apprentice shall be flexed into the career classification of Utilities Field Services Serviceworker, without having to serve any additional probationary period.
5. The step increase progression for the Apprentice is as follows:

Upon Appointment:	Step 1
At Six (6) Months:	Step 2
At Twelve (12) Months:	Step 3
At Eighteen (18) Months:	Step 4

An Apprentice who is at a step lower than top step may be advanced to any higher step in the salary range at any time.

Upon successful completion of the Program and appointment to the classification of Utilities Field Services Serviceworker, the employee shall advance to any salary step of the Utilities Field Services Serviceworker classification, as determined by the department head or designee.

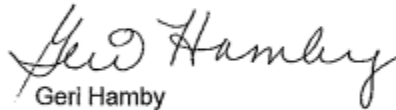
Salary step advancement while working in the Apprentice position or salary step placement at the time the Apprentice is flexed to the Utilities Field Services Serviceworker position is at the sole discretion of the department head or designee, and shall not be subject to the grievance and arbitration procedure outlined in the labor agreement.

6. For each Apprentice in the Program, the City and Union shall establish a Joint Apprenticeship Team (Team) consisting of a Union representative, the Field Services Manager, or designee, and the Apprentice. The Team shall meet at least every six (6) months to discuss the following topics:
  - a. The Apprentice's grades, attendance, and progress in the educational aspects of the Program.
  - b. The Apprentice's attendance, failure to complete job assignments or other deficiencies, progress, areas of compliance/satisfactory work performance in the employment aspects of the Program.

- c. Other topics as determined by the Team.
7. Apprentices are subject to the Agency Shop provision in Section 4.2 of the Memorandum of Understanding between the City and the Union.
  8. The City shall not be required to pay the Union or the Pipetrades Trust Fund for any costs associated with the Program.
  9. This Agreement may be terminated by either the City or the Union with thirty (30) days written notice to the other party.
  10. This Agreement applies to Utilities Field Services Serviceworker Apprentices hired on or after December 1, 2011.

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

Sincerely,



Gerl Hamby  
Director of Human Resources

AGREED TO:

  
William S. Haley, Business Manager  
Plumbers and Pipefitters, Local 447

Approved as to form:

  
Brett M. Witter  
Supervising Deputy City Attorney

cc: Michael Malone  
Craig Robinson  
Rob Jack  
Bill Roberts

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
<b>311 Customer Service Agent   016872   L39A</b>												
A OFFT	140	09/20/2025	23.073464 32.466681	47992.80 67530.70	23.073464	24.227137	25.438494	26.710419	28.045940	29.448237	30.920649	32.466681
<b>311 Customer Svc Specialist   016873   L39A</b>												
A OFFT	141	09/20/2025	26.085308 36.704648	54257.44 76345.67	26.085308	27.389573	28.759052	30.197005	31.706855	33.292198	34.956808	36.704648
<b>311 Customer Svc Supervisor   015108   L39C</b>												
A SUPV	068	09/20/2025	29.730376 41.833625	61839.18 87013.94	29.730376	31.216895	32.777740	34.416627	36.137458	37.944331	39.841548	41.833625
<b>311 Manager   001914   MGMT</b>												
A MGTE	181	09/20/2025	47.192790 66.404992	98161.00 138122.38	47.192790	49.552429	52.030050	54.631552	57.363130	60.231286	63.242850	66.404992
<b>Account Clerk I   016001   L39A</b>												
A OFFT	001	09/20/2025	21.096969 26.925672	43881.70 56005.40			21.096969	22.151817	23.259408	24.422378	25.643497	26.925672
<b>Account Clerk II   016002   L39A</b>												
A OFFT	002	09/20/2025	22.069324 31.053755	45904.19 64591.81	22.069324	23.172790	24.331430	25.548001	26.825401	28.166671	29.575005	31.053755
<b>Accountant Auditor   010821   CONF</b>												
A CONF	040	09/20/2025	35.826188 50.411045	74518.47 104854.97	35.826188	37.617497	39.498372	41.473291	43.546956	45.724304	48.010519	50.411045
<b>Accountant Auditor   014010   MSUP</b>												
A MSUP	010	09/20/2025	35.826188 50.411045	74518.47 104854.97	35.826188	37.617497	39.498372	41.473291	43.546956	45.724304	48.010519	50.411045
<b>Accounting Technician   016003   L39A</b>												
A OFFT	003	09/20/2025	23.437165 32.978444	48749.30 68595.16	23.437165	24.609023	25.839474	27.131448	28.488020	29.912421	31.408042	32.978444
<b>Admin. of Government Relations   021026   MCSU</b>												
U MCSA	136	07/01/2023	41.761052 65.773658	86862.99 136809.21								
<b>Administrative Analyst   010700   CONF</b>												
A CONF	041	09/20/2025	36.431710 51.263076	75777.96 106627.20	36.431710	38.253296	40.165961	42.174259	44.282972	46.497121	48.821977	51.263076
<b>Administrative Analyst   014000   MSUP</b>												
A MSUP	001	09/20/2025	36.431710 51.263076	75777.96 106627.20	36.431710	38.253296	40.165961	42.174259	44.282972	46.497121	48.821977	51.263076
<b>Administrative Assistant   010701   CONF</b>												
A CONF	003	09/20/2025	28.008312 39.410508	58257.29 81973.86	28.008312	29.408728	30.879164	32.423122	34.044278	35.746492	37.533817	39.410508
<b>Administrative Asst (Conf/Ex)   010800   CONF</b>												
A CONF	018	09/20/2025	28.008312 39.410508	58257.29 81973.86	28.008312	29.408728	30.879164	32.423122	34.044278	35.746492	37.533817	39.410508
<b>Administrative Officer   001702   MGMT</b>												
A MGTE	006	09/20/2025	43.693077 61.480547	90881.60 127879.54	43.693077	45.877731	48.171618	50.580199	53.109209	55.764669	58.552902	61.480547

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
<b>Administrative Tech (Conf/Ex)   010807   CONF</b>												
A CONF	024	09/20/2025	27.917882 39.283264	58069.20 81709.19	27.917882	29.313776	30.779465	32.318438	33.934360	35.631078	37.412632	39.283264
<b>Administrative Technician   010702   CONF</b>												
A CONF	004	09/20/2025	27.917882 39.283264	58069.20 81709.19	27.917882	29.313776	30.779465	32.318438	33.934360	35.631078	37.412632	39.283264
<b>Animal Care Services Manager   001845   MGMT</b>												
A MGTE	122	09/20/2025	63.387789 89.192984	131846.60 185521.41	63.387789	66.557178	69.885037	73.379289	77.048253	80.900666	84.945699	89.192984
<b>Animal Care Technician   003647   L39A</b>												
A OPMT	029	09/20/2025	21.856410 30.754163	45461.33 63968.66	21.856410	22.949230	24.096691	25.301526	26.566602	27.894932	29.289679	30.754163
<b>Animal Control Officer I   003600   L39A</b>												
A OPMT	073	09/20/2025	25.334863 35.648695	52696.52 74149.29	25.334863	26.601606	27.931686	29.328270	30.794683	32.334417	33.951138	35.648695
<b>Animal Control Officer II   003601   L39A</b>												
A OPMT	001	09/20/2025	26.601606 37.431130	55331.34 77856.75	26.601606	27.931686	29.328270	30.794683	32.334417	33.951138	35.648695	37.431130
<b>Animal Services Coordinator   010820   CONF</b>												
A CONF	039	09/20/2025	27.917882 39.283264	58069.20 81709.19	27.917882	29.313776	30.779465	32.318438	33.934360	35.631078	37.412632	39.283264
<b>Applications Developer   010703   CONF</b>												
A CONF	005	09/20/2025	41.807628 58.827530	86959.87 122361.26	41.807628	43.898009	46.092909	48.397554	50.817432	53.358304	56.026219	58.827530
<b>Aquatic Specialist   016031   L39A</b>												
A TEMP	073	07/13/2024	19.629356 25.758801	40829.06 53578.31								
<b>Aquatics Recreation Coord   016980   L39A</b>												
A OFFT	143	09/20/2025	25.979362 36.555571	54037.07 76035.59	25.979362	27.278330	28.642247	30.074359	31.578077	33.156981	34.814830	36.555571
<b>Aquatics Recreation Supervisor   015110   L39C</b>												
A SUPV	070	09/20/2025	33.836062 47.610737	70379.01 99030.33	33.836062	35.527865	37.304258	39.169471	41.127945	43.184342	45.343559	47.610737
<b>Arborist/Urban Forester   017001   L39A</b>												
A PROF	001	09/20/2025	33.932880 47.746968	70580.39 99313.69	33.932880	35.629524	37.411000	39.281550	41.245627	43.307908	45.473303	47.746968
<b>Architectural Technician I   016214   L39A</b>												
A OFFT	081	09/20/2025	27.137598 38.185326	56446.20 79425.48	27.137598	28.494478	29.919202	31.415162	32.985920	34.635216	36.366977	38.185326
<b>Architectural Technician II   016215   L39A</b>												
A OFFT	082	09/20/2025	28.494459 40.094566	59268.48 83396.70	28.494459	29.919182	31.415141	32.985898	34.635193	36.366953	38.185301	40.094566
<b>Architectural Technician III   016216   L39A</b>												
A OFFT	083	09/20/2025	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
<b>Archivist   017018   L39A</b>												
A PROF	010	09/20/2025	29.833487 41.978712	62053.65 87315.72	29.833487	31.325161	32.891419	34.535990	36.262790	38.075930	39.979726	41.978712
<b>Art Museum Registrar   017010   L39A</b>												
A PROF	006	09/20/2025	27.192103 38.262020	56559.57 79585.00	27.192103	28.551708	29.979293	31.478258	33.052171	34.704780	36.440019	38.262020
<b>Arts Administrator   001703   MGMT</b>												
A MGTE	007	09/20/2025	40.074883 56.389384	83355.76 117289.92	40.074883	42.078627	44.182558	46.391686	48.711270	51.146833	53.704175	56.389384
<b>Arts Program Assistant   016108   L39A</b>												
A OFFT	059	09/20/2025	23.853651 33.564484	49615.59 69814.13	23.853651	25.046334	26.298651	27.613584	28.994263	30.443976	31.966175	33.564484
<b>Arts Program Coordinator   016109   L39A</b>												
A OFFT	060	09/20/2025	32.585189 45.850632	67777.19 95369.32	32.585189	34.214448	35.925170	37.721429	39.607500	41.587875	43.667269	45.850632
<b>Arts Program Specialist   001859   MGMT</b>												
A MGTE	130	09/20/2025	36.431710 51.263076	75777.96 106627.20	36.431710	38.253296	40.165961	42.174259	44.282972	46.497121	48.821977	51.263076
<b>Assistant Architect   011014   WCOE</b>												
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
<b>Assistant Box Office Supv   015010   L39C</b>												
A SUPV	001	09/20/2025	25.878263 36.413313	53826.79 75739.69	25.878263	27.172176	28.530785	29.957324	31.455190	33.027949	34.679346	36.413313
<b>Assistant Camp Caretaker   009018   TEMP</b>												
D DALY	001	10/04/2014	52.240000 63.200000	19067.60 23068.00	52.240000	57.460000	63.200000					
<b>Assistant Camp Chef   009019   TEMP</b>												
D DALY	002	08/17/2019	52.240000 63.200000	19067.60 23068.00	52.240000	57.460000	63.200000					
<b>Assistant Camp Sacramento Supv   001922   MGMT</b>												
A MGTE	188	09/20/2025	35.323732 49.704039	73473.36 103384.40	35.323732	37.089919	38.944415	40.891636	42.936218	45.083029	47.337180	49.704039
<b>Assistant City Attorney   020001   EXMG</b>												
U EXMG	110	07/01/2023	71.766846 145.812288	149275.04 303289.56								
<b>Assistant City Auditor   020044   EXMG</b>												
U EXMG	217	07/01/2023	48.054519 75.685865	99953.40 157426.60								
<b>Assistant City Clerk   020002   EXMG</b>												
U EXMG	010	07/01/2023	43.572081 92.599500	90629.93 192606.96								
<b>Assistant City Manager   020003   EXMG</b>												
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
<b>Assistant Civil Engineer   011011   WCOE</b>												
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
<b>Assistant Code Enforcmnt Ofcr   003912   L39A</b>												
A OPMT	062	09/20/2025	22.554822 31.736899	46914.03 66012.75	22.554822	23.682563	24.866691	26.110026	27.415527	28.786303	30.225618	31.736899
<b>Assistant Director   001896   MGMT</b>												
A MGTE	158	09/20/2025	63.788908 89.757400	132680.93 186695.39	63.788908	66.978353	70.327271	73.843635	77.535817	81.412608	85.483238	89.757400
<b>Assistant Electrical Engineer   011019   WCOE</b>												
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
<b>Assistant Mechanical Engineer   011021   WCOE</b>												
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
<b>Assistant Planner   017002   L39A</b>												
A PROF	002	09/20/2025	31.871395 44.846254	66292.50 93280.21	31.871395	33.464965	35.138213	36.895124	38.739880	40.676874	42.710718	44.846254
<b>Assistant Pool Manager   009119   TEMP</b>												
A TEMP	053	04/20/2024	22.000000 22.000000	45760.00 45760.00	22.000000							
<b>Assistant WtrCrsConCtrlSpclst   007903   L447</b>												
A WATR	005	07/12/2025	34.808080 48.978463	72400.81 101875.20	34.808080	36.548484	38.375908	40.294703	42.309438	44.424910	46.646155	48.978463
<b>Assistant to the City Manager   020040   EXMG</b>												
U EXMG	081	07/01/2023	63.640769 100.234211	132372.80 208487.16								
<b>Associate Architect   011015   WCOE</b>												
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
<b>Associate Civil Engineer   011012   WCOE</b>												
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
<b>Associate Curator of Art   017023   L39A</b>												
A PROF	012	09/20/2025	29.833487 41.978712	62053.65 87315.72	29.833487	31.325161	32.891419	34.535990	36.262790	38.075930	39.979726	41.978712
<b>Associate Electrical Engineer   011020   WCOE</b>												
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
<b>Associate Landscape Architect   011016   WCOE</b>												
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
<b>Associate Mechanical Engineer   011022   WCOE</b>												
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
<b>Associate Planner   017003   L39A</b>														
A PROF	003	09/20/2025	39.180486	55.130878	81495.41	114672.23	39.180486	41.139510	43.196486	45.356310	47.624125	50.005331	52.505598	55.130878
<b>Auditor   001934   MGMT</b>														
A MGTE	207	09/20/2025	31.205244	43.908911	64906.91	91330.54	31.205244	32.765506	34.403781	36.123970	37.930168	39.826676	41.818010	43.908911
<b>Banking Operations Manager   001837   MGMT</b>														
A MGTE	012	09/20/2025	43.574345	61.313479	90634.64	127532.04	43.574345	45.753062	48.040715	50.442751	52.964889	55.613133	58.393790	61.313479
<b>Blacksmith Welder   006001   BULT</b>														
A BLDG	001	07/12/2025	30.081868	49.907298	62570.28	103807.18	30.081868	32.338008	34.763359	37.370611	40.173407	43.186412	46.425393	49.907298
<b>Booking Coordinator   016903   L39A</b>														
A OFFT	103	09/20/2025	26.047317	36.651190	54178.42	76234.48	26.047317	27.349683	28.717167	30.153025	31.660676	33.243710	34.905895	36.651190
<b>Budget Analyst   010822   CONF</b>														
A CONF	042	09/20/2025	36.431710	51.263076	75777.96	106627.20	36.431710	38.253296	40.165961	42.174259	44.282972	46.497121	48.821977	51.263076
<b>Budget Analyst   014011   MSUP</b>														
A MSUP	011	09/20/2025	36.431710	51.263076	75777.96	106627.20	36.431710	38.253296	40.165961	42.174259	44.282972	46.497121	48.821977	51.263076
<b>Budget Manager   020005   EXMG</b>														
U EXMG	040	07/01/2023	59.101129	93.084274	122930.35	193615.29								
<b>Building Inspector I   016011   L39A</b>														
A OFFT	010	09/20/2025	34.251140	48.194794	71242.37	100245.17	34.251140	35.963697	37.761882	39.649976	41.632475	43.714099	45.899804	48.194794
<b>Building Inspector II   016012   L39A</b>														
A OFFT	011	09/20/2025	35.963737	50.604589	74804.57	105257.54	35.963737	37.761924	39.650020	41.632521	43.714147	45.899854	48.194847	50.604589
<b>Building Inspector III   016229   L39A</b>														
A OFFT	095	09/20/2025	37.762170	53.135167	78545.31	110521.15	37.762170	39.650279	41.632793	43.714433	45.900155	48.195163	50.604921	53.135167
<b>Building Inspector IV   016230   L39A</b>														
A OFFT	096	09/20/2025	39.650169	55.791769	82472.35	116046.88	39.650169	41.632677	43.714311	45.900027	48.195028	50.604779	53.135018	55.791769
<b>Building Maintenance Worker   003603   L39A</b>														
A OPMT	002	09/20/2025	24.868877	34.993009	51727.26	72785.46	24.868877	26.112321	27.417937	28.788834	30.228276	31.739690	33.326675	34.993009
<b>Building Monitor   016032   L39A</b>														
A TEMP	069	12/13/2025	16.900000	19.779075	35152.00	41140.48								
<b>Building Services Manager   001886   MGMT</b>														
A MGTE	149	09/20/2025	43.693077	61.480547	90881.60	127879.54	43.693077	45.877731	48.171618	50.580199	53.109209	55.764669	58.552902	61.480547

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
<b>Business Services Manager   001709   MGMT</b>												
A MGTE	013	09/20/2025	55.271744 77.772895	114965.23 161767.62	55.271744	58.035331	60.937098	63.983953	67.183151	70.542309	74.069424	77.772895
<b>Cache Logistics Coordinator   016237   L39A</b>												
A OFFT	155	09/20/2025	23.142218 32.563423	48135.81 67731.92	23.142218	24.299329	25.514295	26.790010	28.129510	29.535985	31.012784	32.563423
<b>Camp Aide   009045   TEMP</b>												
D DALY	007	10/04/2014	38.150000 46.160000	13924.75 16848.40	38.150000	41.960000	46.160000					
<b>Camp Caretaker   009046   TEMP</b>												
D DALY	008	10/04/2014	84.680000 124.032000	30908.20 45271.68	84.680000	93.140000	102.460000	112.000000	124.032000			
<b>Camp Chef   009024   TEMP</b>												
D DALY	004	08/17/2019	84.680000 124.032000	30908.20 45271.68	84.680000	93.140000	102.460000	112.000000	124.032000			
<b>Camp Host   009025   TEMP</b>												
D DALY	005	10/04/2014	52.240000 63.200000	19067.60 23068.00	52.240000	57.460000	63.200000					
<b>Camp Program Director   009048   TEMP</b>												
D DALY	009	10/04/2014	84.680000 124.032000	30908.20 45271.68	84.680000	93.140000	102.460000	112.000000	124.032000			
<b>Camp Recreation Leader   009022   TEMP</b>												
D DALY	003	10/04/2014	43.870000 53.080000	16012.55 19374.20	43.870000	48.250000	53.080000					
<b>Camp Sacramento Supervisor   001912   MGMT</b>												
A MGTE	178	09/20/2025	38.856106 54.674444	80820.70 113722.84	38.856106	40.798911	42.838857	44.980800	47.229840	49.591332	52.070899	54.674444
<b>Cannabis Manager   001924   MGMT</b>												
A MGTE	192	09/20/2025	57.544445 80.970812	119692.45 168419.29	57.544445	60.421667	63.442750	66.614887	69.945631	73.442913	77.115059	80.970812
<b>Carpenter   006002   BULT</b>												
A BLDG	002	07/12/2025	27.939791 46.353487	58114.76 96415.25	27.939791	30.035275	32.287921	34.709515	37.312729	40.111184	43.119523	46.353487
<b>Cashier   016018   L39A</b>												
A OFFT	017	09/20/2025	20.482843 26.141875	42604.31 54375.10			20.482843	21.506985	22.582334	23.711451	24.897024	26.141875
<b>Cashier - Aquatics   009012   TEMP</b>												
A TEMP	012	12/13/2025	16.900000 16.900000	35152.00 35152.00								
<b>Chief Animal Control Officer   001827   MGMT</b>												
A MGTE	108	09/20/2025	47.081477 66.248366	97929.47 137796.60	47.081477	49.435551	51.907329	54.502695	57.227830	60.089221	63.093682	66.248366
<b>Chief Assistant City Attorney   020046   EXMG</b>												
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
<b>Chief Building Official   001712   MGMT</b>												
A MGTE	015	09/20/2025	63.802118 89.775987	132708.40 186734.05	63.802118	66.992224	70.341835	73.858927	77.551873	81.429467	85.500940	89.775987
<b>Chief Information Officer   020030   EXMG</b>												
U EXMG	085	07/01/2023	73.838908 116.296274	153584.93 241896.25								
<b>Chief Investment Officer   001714   MGMT</b>												
A MGTE	017	09/20/2025	73.204899 103.006644	152266.19 214253.82	73.204899	76.865144	80.708401	84.743821	88.981012	93.430063	98.101566	103.006644
<b>Chief Park Ranger   001949   MGMT</b>												
A MGTE	206	09/20/2025	44.000412 61.913000	91520.86 128779.04	44.000412	46.200433	48.510455	50.935978	53.482777	56.156916	58.964762	61.913000
<b>Chief of Staff to the Mayor   021006   MCSU</b>												
U MCSA	070	02/22/2025	56.593428 89.134615	117714.33 185400.00								
<b>City Attorney   024002   APPO</b>												
U COFF	006	02/07/2026	85.721240 170.673077	178300.18 355000.00								
<b>City Auditor   024004   APPO</b>												
U COFF	010	02/07/2026	58.948716 112.128861	122613.33 233228.03								
<b>City Clerk   024003   APPO</b>												
U COFF	007	02/07/2026	77.176880 115.764803	160527.91 240790.79								
<b>City Council   023001   MCNL</b>												
U MCNL	002	06/14/2025	53.521154 53.521154	111324.00 111324.00								
<b>City Historian   001905   MGMT</b>												
A MGTE	172	09/20/2025	57.487935 80.891299	119574.90 168253.90	57.487935	60.362332	63.380449	66.549471	69.876945	73.370792	77.039332	80.891299
<b>City Housing Manager   001933   MGMT</b>												
A MGTE	205	09/20/2025	55.782990 78.492268	116028.62 163263.92	55.782990	58.572139	61.500746	64.575783	67.804572	71.194801	74.754541	78.492268
<b>City Manager   024000   APPO</b>												
U COFF	008	02/07/2026	131.351442 202.251923	273211.00 420684.00								
<b>City Treasurer   024001   APPO</b>												
U COFF	009	02/07/2026	77.176880 137.860000	160527.91 286748.80								
<b>Claims Collector   016104   L39A</b>												
A OFFT	058	09/20/2025	24.190211 34.038057	50315.64 70799.16	24.190211	25.399722	26.669708	28.003193	29.403353	30.873521	32.417197	34.038057
<b>Code Enforcement Manager   001861   MGMT</b>												
A MGTE	131	09/20/2025	52.313132 73.609829	108811.32 153108.44	52.313132	54.928789	57.675228	60.558989	63.586938	66.766285	70.104599	73.609829

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
<b>Code Enforcement Officer   016114   L39A</b>												
A OFFT	065	09/20/2025	29.412366 41.386152	61177.72 86083.20	29.412366	30.882984	32.427133	34.048490	35.750914	37.538460	39.415383	41.386152
<b>Code&amp;Housing Enforcement Chief   001917   MGMT</b>												
A MGTE	183	09/20/2025	57.544445 80.970812	119692.45 168419.29	57.544445	60.421667	63.442750	66.614887	69.945631	73.442913	77.115059	80.970812
<b>Community Center Attendant I   003656   L39A</b>												
A OPMT	038	09/20/2025	20.634890 29.035362	42920.57 60393.55	20.634890	21.666635	22.749967	23.887465	25.081838	26.335930	27.652726	29.035362
<b>Community Center Attendant II   003657   L39A</b>												
A OPMT	039	09/20/2025	23.217334 32.669121	48292.06 67951.77	23.217334	24.378201	25.597111	26.876967	28.220815	29.631856	31.113449	32.669121
<b>Community Engagement Manager   020049   EXMG</b>												
U EXMG	220	06/15/2024	60.945966 79.966389	126767.61 166330.09								
<b>Community Service Officer I   002037   SPOA</b>												
A POAM	010	01/25/2025	30.532950 30.532950	63508.54 63508.54	30.532950							
<b>Community Service Officer II   002038   SPOA</b>												
A POAM	053	01/25/2025	30.532950 37.112992	63508.54 77195.02	30.532950	32.059598	33.662578	35.345707	37.112992			
<b>Community Service Officer III   002036   SPOA</b>												
A POAM	015	01/25/2025	30.532950 37.112992	63508.54 77195.02	30.532950	32.059598	33.662578	35.345707	37.112992			
<b>Community Service Rep I   016023   L39A</b>												
A OFFT	021	09/20/2025	22.896613 32.217835	47624.96 67013.10	22.896613	24.041444	25.243516	26.505692	27.830977	29.222526	30.683652	32.217835
<b>Community Service Rep II   016125   L39A</b>												
A OFFT	067	09/20/2025	25.370730 35.699164	52771.12 74254.26	25.370730	26.639266	27.971229	29.369790	30.838280	32.380194	33.999204	35.699164
<b>Concrete Construction Leadwrkr   015104   L39C</b>												
A SUPV	060	09/20/2025	33.954540 47.777448	70625.44 99377.09	33.954540	35.652267	37.434880	39.306624	41.271955	43.335553	45.502331	47.777448
<b>Construction Inspector I   016025   L39A</b>												
A OFFT	023	09/20/2025	30.174314 42.458290	62762.57 88313.24	30.174314	31.683030	33.267182	34.930541	36.677068	38.510921	40.436467	42.458290
<b>Construction Inspector II   016026   L39A</b>												
A OFFT	024	09/20/2025	33.918675 47.726981	70550.84 99272.12	33.918675	35.614609	37.395339	39.265106	41.228361	43.289779	45.454268	47.726981
<b>Construction Inspector III   016027   L39A</b>												
A OFFT	025	09/20/2025	35.614547 50.113245	74078.26 104235.55	35.614547	37.395274	39.265038	41.228290	43.289705	45.454190	47.726900	50.113245
<b>Contract and Compliance Spclst   001280   MGMT</b>												
A MGTE	173	09/20/2025	38.253297 53.826231	79566.86 111958.56	38.253297	40.165962	42.174260	44.282973	46.497122	48.821978	51.263077	53.826231

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
<b>Convention Center General Mgr   001723   MGMT</b>												
A MGTE	020	09/20/2025	63.875484 89.879221	132861.01 186948.78	63.875484	67.069258	70.422721	73.943857	77.641050	81.523103	85.599258	89.879221
<b>Council Representative   021015   MCSU</b>												
U MCSA	048	12/14/2024	28.200000 35.415274	58656.00 73663.77								
<b>Council/Clerk Operations Mngr   021007   MCSU</b>												
U MCSA	080	07/01/2023	43.040000 67.798500	89523.20 141020.88								
<b>Crew Leader (Landscp&amp;Learning)   016033   L39A</b>												
A TEMP	070	12/13/2025	16.900000 23.337659	35152.00 48542.33								
<b>Cultural&amp;Creative Economy Mgr   001921   MGMT</b>												
A MGTE	187	09/20/2025	63.875484 89.879221	132861.01 186948.78	63.875484	67.069258	70.422721	73.943857	77.641050	81.523103	85.599258	89.879221
<b>Curator of Art   001727   MGMT</b>												
A MGTE	023	09/20/2025	48.062386 67.628604	99969.76 140667.50	48.062386	50.465505	52.988780	55.638219	58.420130	61.341137	64.408194	67.628604
<b>Curator of Education   001728   MGMT</b>												
A MGTE	024	09/20/2025	48.062386 67.628604	99969.76 140667.50	48.062386	50.465505	52.988780	55.638219	58.420130	61.341137	64.408194	67.628604
<b>Curator of History   001899   MGMT</b>												
A MGTE	161	09/20/2025	48.062386 67.628604	99969.76 140667.50	48.062386	50.465505	52.988780	55.638219	58.420130	61.341137	64.408194	67.628604
<b>Custodial Supervisor   015018   L39C</b>												
A SUPV	006	09/20/2025	23.302970 32.789618	48470.18 68202.40	23.302970	24.468118	25.691524	26.976100	28.324905	29.741150	31.228208	32.789618
<b>Custodian I   003606   L39A</b>												
A OPMT	003	09/20/2025	20.482843 26.141875	42604.31 54375.10			20.482843	21.506985	22.582334	23.711451	24.897024	26.141875
<b>Custodian II   003922   L39A</b>												
A OPMT	067	09/20/2025	20.482589 27.448629	42603.78 57093.15		20.482589	21.506718	22.582054	23.711157	24.896715	26.141551	27.448629
<b>Customer Service Assistant   016971   L39A</b>												
A OFFT	131	09/20/2025	21.422227 30.143224	44558.23 62697.91	21.422227	22.493338	23.618005	24.798905	26.038850	27.340792	28.707832	30.143224
<b>Customer Service Rep   016972   L39A</b>												
A OFFT	132	09/20/2025	22.510697 31.674811	46822.25 65883.61	22.510697	23.636232	24.818044	26.058946	27.361893	28.729988	30.166487	31.674811
<b>Customer Service Specialist   016973   L39A</b>												
A OFFT	133	09/20/2025	25.449079 35.809412	52934.08 74483.58	25.449079	26.721533	28.057610	29.460491	30.933516	32.480192	34.104202	35.809412
<b>Customer Service Supervisor   015098   L39C</b>												
A SUPV	055	09/20/2025	29.005247 40.813294	60330.91 84891.65	29.005247	30.455509	31.978284	33.577198	35.256058	37.018861	38.869804	40.813294

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
<b>Customer Service Trainee   016914   L39A</b>												
A OFFT	106	09/20/2025	20.343484 27.262215	42314.45 56705.41		20.343484	21.360658	22.428691	23.550126	24.727632	25.964014	27.262215
<b>Debt Analyst   001729   MGMT</b>												
A MGTE	025	09/20/2025	39.806877 56.012273	82798.30 116505.53	39.806877	41.797221	43.887082	46.081436	48.385508	50.804783	53.345022	56.012273
<b>Department Systems Spclst I   016217   L39A</b>												
A OFFT	084	09/20/2025	35.812737 50.392118	74490.49 104815.60	35.812737	37.603374	39.483543	41.457720	43.530606	45.707136	47.992493	50.392118
<b>Department Systems Spclst II   016218   L39A</b>												
A OFFT	085	09/20/2025	39.398226 55.437262	81948.31 115309.50	39.398226	41.368137	43.436544	45.608371	47.888790	50.283230	52.797392	55.437262
<b>Deputy Chief Building Official   001900   MGMT</b>												
A MGTE	162	09/20/2025	53.328159 75.038074	110922.57 156079.19	53.328159	55.994567	58.794295	61.734010	64.820710	68.061745	71.464832	75.038074
<b>Deputy City Attorney I   001730   MGMT</b>												
A MGTE	026	09/20/2025	48.262831 67.910652	100386.69 141254.16	48.262831	50.675973	53.209772	55.870261	58.663774	61.596963	64.676811	67.910652
<b>Deputy City Attorney II   001731   MGMT</b>												
A MGTE	027	09/20/2025	56.131604 78.982804	116753.74 164284.23	56.131604	58.938184	61.885093	64.979348	68.228315	71.639731	75.221718	78.982804
<b>Deputy City Clerk   010705   CONF</b>												
A CONF	007	09/20/2025	27.953880 39.333918	58144.07 81814.55	27.953880	29.351574	30.819153	32.360111	33.978117	35.677023	37.460874	39.333918
<b>Deputy Convntn Ctr General Mgr   001889   MGMT</b>												
A MGTE	152	09/20/2025	54.294161 76.397337	112931.86 158906.46	54.294161	57.008869	59.859312	62.852278	65.994892	69.294637	72.759369	76.397337
<b>Deputy Fire Chief   020025   EXMG</b>												
A FM40	002	06/15/2024	68.508236 116.192788	142497.13 241681.00								
<b>Deputy Police Chief   020011   EXMG</b>												
U PEXM	010	06/15/2024	74.769885 126.817111	155521.36 263779.59								
<b>Development Project Manager   001744   MGMT</b>												
A MGTE	038	09/20/2025	43.910180 61.786033	91333.17 128514.95	43.910180	46.105689	48.410973	50.831522	53.373098	56.041753	58.843841	61.786033
<b>Development Services Tech I   016004   L39A</b>												
A OFFT	004	09/20/2025	28.434112 40.009652	59142.95 83220.08	28.434112	29.855818	31.348609	32.916039	34.561841	36.289933	38.104430	40.009652
<b>Development Services Tech II   016005   L39A</b>												
A OFFT	005	09/20/2025	29.855753 42.010042	62099.97 87380.89	29.855753	31.348541	32.915968	34.561766	36.289854	38.104347	40.009564	42.010042
<b>Development Services Tech III   016006   L39A</b>												
A OFFT	006	09/20/2025	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
<b>Director of Community Developmt   020012   EXMG</b>												
U EXMG	180	07/01/2023	73.838908 116.296538	153584.93 241896.80								
<b>Director of Community Response   020045   EXMG</b>												
U EXMG	218	09/10/2024	73.838909 116.296538	153584.93 241896.80								
<b>Director of Convntion&amp;Culture   020013   EXMG</b>												
U EXMG	120	07/01/2023	73.838908 116.296538	153584.93 241896.80								
<b>Director of Economic Developmnt   020014   EXMG</b>												
U EXMG	070	07/01/2023	67.691509 106.614129	140798.34 221757.39								
<b>Director of Finance   020015   EXMG</b>												
U EXMG	100	07/01/2023	73.838908 116.296274	153584.93 241896.25								
<b>Director of Govtal Affairs   020017   EXMG</b>												
U EXMG	080	07/01/2023	57.040548 89.838860	118644.34 186864.83								
<b>Director of Human Resources   020018   EXMG</b>												
U EXMG	160	07/01/2023	73.838908 116.296538	153584.93 241896.80								
<b>Director of PubSafety Acctblty   024005   APPO</b>												
U COFF	011	02/07/2026	60.127692 114.345000	125065.60 237837.60								
<b>Director of Public Works   020021   EXMG</b>												
U EXMG	150	07/01/2023	73.838908 116.296538	153584.93 241896.80								
<b>Director of Utilities   020022   EXMG</b>												
U EXMG	190	07/01/2023	73.838908 116.296538	153584.93 241896.80								
<b>Director of Yth Parks&amp;Comm Enr   020019   EXMG</b>												
U EXMG	130	07/01/2023	73.838908 116.296538	153584.93 241896.80								
<b>Dispatcher I   002049   SPOA</b>												
A POAM	020	01/25/2025	30.542208 37.124244	63527.79 77218.43	30.542208	32.069318	33.672784	35.356423	37.124244			
<b>Dispatcher II   002050   SPOA</b>												
A POAM	021	01/25/2025	37.346285 45.394643	77680.27 94420.86	37.346285	39.213599	41.174279	43.232993	45.394643			
<b>Dispatcher III   002051   SPOA</b>												
A POAM	022	08/09/2025	45.189005 54.927518	93993.13 114249.24	45.189005	47.448455	49.820878	52.311922	54.927518			
<b>Dispatcher Recruit   009113   TEMP</b>												
A TEMP	048	01/25/2025	29.087817 29.087817	60502.66 60502.66	29.087817							

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<b>Diversity and Equity Manager   001923   MGMT</b>												
A MGTE	197	09/20/2025	55.782990 78.492268	116028.62 163263.92	55.782990	58.572139	61.500746	64.575783	67.804572	71.194801	74.754541	78.492268
<b>EMS Coordinator   001913   MGMT</b>												
A MGTE	180	09/20/2025	48.062386 67.628604	99969.76 140667.50	48.062386	50.465505	52.988780	55.638219	58.420130	61.341137	64.408194	67.628604
<b>Economic Development Manager   001745   MGMT</b>												
A MGTE	039	09/20/2025	57.398927 80.766056	119389.77 167993.40	57.398927	60.268873	63.282317	66.446433	69.768755	73.257193	76.920053	80.766056
<b>Electrical Constructn Insp I   016039   L39A</b>												
A OFFT	026	09/20/2025	28.712979 40.402044	59723.00 84036.25	28.712979	30.148628	31.656059	33.238862	34.900805	36.645845	38.478137	40.402044
<b>Electrical Constructn Insp II   016040   L39A</b>												
A OFFT	027	09/20/2025	31.591320 44.452158	65709.95 92460.49	31.591320	33.170886	34.829430	36.570901	38.399446	40.319418	42.335389	44.452158
<b>Electrical Constructn Insp III   016041   L39A</b>												
A OFFT	028	09/20/2025	33.594571 47.270937	69876.71 98323.55	33.594571	35.274300	37.038015	38.889916	40.834412	42.876133	45.019940	47.270937
<b>Electrical Design Technician   006268   BULT</b>												
A BLDG	026	07/12/2025	35.042487 58.137209	72888.37 120925.40	35.042487	37.670674	40.495975	43.533173	46.798161	50.308023	54.081125	58.137209
<b>Electrician   006004   BULT</b>												
A BLDG	003	07/12/2025	32.259073 53.519387	67098.87 111320.32	32.259073	34.678503	37.279391	40.075345	43.080996	46.312071	49.785476	53.519387
<b>Electrician Supervisor   006006   BULT</b>												
A BLDG	004	07/12/2025	37.430072 62.098330	77854.55 129164.53	37.430072	40.237327	43.255127	46.499262	49.986707	53.735710	57.765888	62.098330
<b>Electronic Maint Tech I   003615   L39A</b>												
A OPMT	007	09/20/2025	32.962890 46.382095	68562.81 96474.76	32.962890	34.611034	36.341586	38.158665	40.066598	42.069928	44.173424	46.382095
<b>Electronic Maint Tech II   003616   L39A</b>												
A OPMT	008	09/20/2025	34.611109 48.701305	71991.11 101298.71	34.611109	36.341664	38.158747	40.066684	42.070018	44.173519	46.382195	48.701305
<b>Electronic Maint Tech Trnee   003614   L39A</b>												
A OPMT	006	09/20/2025	29.966271 42.165554	62329.84 87704.35	29.966271	31.464585	33.037814	34.689705	36.424190	38.245400	40.157670	42.165554
<b>Emergency Communications Mgr   001746   MGMT</b>												
A MGTE	164	09/20/2025	49.810536 70.088426	103605.92 145783.93	49.810536	52.301063	54.916116	57.661922	60.545018	63.572269	66.750882	70.088426
<b>Emergency Medical Service Trnee   009146   TEMP</b>												
A TEMP	078	02/11/2023	18.254436 20.125516	37969.23 41861.07	18.254436	19.167158	20.125516					
<b>Enforcement &amp; Collections Supv   015044   L39C</b>												
A SUPV	021	09/20/2025	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
<b>Engineering Manager   001884   MGMT</b>												
A MGTE	147	09/20/2025	67.794427 95.393566	141012.41 198418.62	67.794427	71.184148	74.743355	78.480523	82.404549	86.524776	90.851015	95.393566
<b>Engineering Technician I   016930   L39A</b>												
A OFFT	110	09/20/2025	27.137499 38.185187	56446.00 79425.19	27.137499	28.494374	29.919093	31.415048	32.985800	34.635090	36.366845	38.185187
<b>Engineering Technician II   016931   L39A</b>												
A OFFT	111	09/20/2025	28.494358 40.094423	59268.26 83396.40	28.494358	29.919076	31.415030	32.985781	34.635070	36.366824	38.185165	40.094423
<b>Engineering Technician III   016939   L39A</b>												
A OFFT	116	09/20/2025	31.343986 44.104136	65195.49 91736.60	31.343986	32.911185	34.556744	36.284581	38.098810	40.003751	42.003939	44.104136
<b>Environmental Hlth &amp; Sfty Mngr   001928   MGMT</b>												
A MGTE	200	09/20/2025	55.782990 78.492268	116028.62 163263.92	55.782990	58.572139	61.500746	64.575783	67.804572	71.194801	74.754541	78.492268
<b>Environmental Hlth &amp; Sfty Offr   001809   MGMT</b>												
A MGTE	091	09/20/2025	48.062386 67.628604	99969.76 140667.50	48.062386	50.465505	52.988780	55.638219	58.420130	61.341137	64.408194	67.628604
<b>Environmental Hlth &amp; Sfty Spec   001810   MGMT</b>												
A MGTE	092	09/20/2025	43.693077 61.480547	90881.60 127879.54	43.693077	45.877731	48.171618	50.580199	53.109209	55.764669	58.552902	61.480547
<b>Equal Employment Manager   001139   MGMT</b>												
A MGTE	189	09/20/2025	50.711808 71.356606	105480.56 148421.74	50.711808	53.247398	55.909768	58.705256	61.640519	64.722545	67.958672	71.356606
<b>Equal Employment Specialist   001748   MGMT</b>												
A MGTE	040	09/20/2025	39.418875 55.466317	81991.26 115369.94	39.418875	41.389819	43.459310	45.632276	47.913890	50.309585	52.825064	55.466317
<b>Equipment Maint Supv   015053   L39C</b>												
A SUPV	026	09/20/2025	36.078487 50.766054	75043.25 105593.39	36.078487	37.882411	39.776532	41.765359	43.853627	46.046308	48.348623	50.766054
<b>Equipment Mechanic I   012009   IAMA</b>												
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
<b>Equipment Mechanic II   012003   IAMA</b>												
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
<b>Equipment Mechanic III   012004   IAMA</b>												
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
<b>Equipment Serviceworker   012006   IAMA</b>												
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
<b>Ethics Program Compliance Ofc   001930   MGMT</b>												
A MGTE	201	09/20/2025	49.636314 69.843280	103243.53 145274.02	49.636314	52.118130	54.724037	57.460239	60.333251	63.349914	66.517410	69.843280

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
<b>Events Associate   009093   TEMP</b>												
A TEMP	042	12/13/2025	16.900000 16.900000	35152.00 35152.00								
<b>Events Coordinator   016043   L39A</b>												
A OFFT	029	09/20/2025	25.878263 36.413313	53826.79 75739.69	25.878263	27.172176	28.530785	29.957324	31.455190	33.027949	34.679346	36.413313
<b>Events Duty Person   009067   TEMP</b>												
A TEMP	036	03/22/2022	22.028399 22.028400	45819.07 45819.07								
<b>Events Services Manager   001749   MGMT</b>												
A MGTE	041	09/20/2025	44.203150 62.198271	91942.55 129372.40	44.203150	46.413308	48.733973	51.170672	53.729206	56.415666	59.236449	62.198271
<b>Events Services Supervisor   001750   MGMT</b>												
A MGTE	042	09/20/2025	37.572676 52.868530	78151.17 109966.54	37.572676	39.451310	41.423876	43.495070	45.669824	47.953315	50.350981	52.868530
<b>Evidence &amp; Property Technician   016071   L39A</b>												
A OFFT	041	09/20/2025	26.527557 37.326938	55177.32 77640.03	26.527557	27.853935	29.246632	30.708964	32.244412	33.856633	35.549465	37.326938
<b>Executive Assistant (CMO)   022000   EMSU</b>												
U EXMB	010	06/15/2024	26.010000 40.976462	54100.80 85231.04								
<b>Executive Assistant (MC)   022001   EMSU</b>												
U MCSB	030	06/15/2024	26.010000 40.976462	54100.80 85231.04								
<b>Executive Director SAC CCOMWP   020023   EXMG</b>												
U EXMG	050	07/01/2023	59.666264 93.974360	124105.83 195466.67								
<b>Facilities &amp; Real Prop Supt   001751   MGMT</b>												
A MGTE	043	09/20/2025	48.906181 68.815907	101724.86 143137.09	48.906181	51.351490	53.919064	56.615017	59.445768	62.418056	65.538959	68.815907
<b>Facilities Manager   001880   MGMT</b>												
A MGTE	143	09/20/2025	63.387789 89.192984	131846.60 185521.41	63.387789	66.557178	69.885037	73.379289	77.048253	80.900666	84.945699	89.192984
<b>Finance Manager   001925   MGMT</b>												
A MGTE	193	09/20/2025	55.782990 78.492268	116028.62 163263.92	55.782990	58.572139	61.500746	64.575783	67.804572	71.194801	74.754541	78.492268
<b>Financial Services Supervisor   015092   L39C</b>												
A SUPV	049	09/20/2025	27.608290 38.847634	57425.24 80803.08	27.608290	28.988704	30.438139	31.960046	33.558048	35.235950	36.997747	38.847634
<b>Fingerprint Clerk   016974   L39A</b>												
A OFFT	134	09/20/2025	24.138966 33.965950	50209.05 70649.18	24.138966	25.345914	26.613210	27.943871	29.341065	30.808118	32.348524	33.965950
<b>Fire Assistant Chief   020053   EXMG</b>												
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
<b>Fire Assistant Chief (56 Hrs)   020055   EXMG</b>												
U	EX56 001	09/09/2025	55.003352 77.395237	160169.76 225374.93								
<b>Fire Battalion Chief   005170   L522</b>												
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	
<b>Fire Battalion Chief (Admin)   FA7   L522</b>												
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	
<b>Fire Captain   005020   L522</b>												
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	
<b>Fire Captain (Admin)   FA5   L522</b>												
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	
<b>Fire Chief   020024   EXMG</b>												
A	FM40 001	07/01/2023	77.196447 137.812500	160568.61 286650.00								
<b>Fire Engineer   005050   L522</b>												
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	
<b>Fire Engineer (Admin)   FA3   L522</b>												
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	
<b>Fire Investigator I   005067   L522</b>												
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	
<b>Fire Investigator I (Admin)   FA8   L522</b>												
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	
<b>Fire Investigator II   005068   L522</b>												
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	
<b>Fire Marshal   020054   EXMG</b>												
U	EXMG 224	09/09/2025	77.004692 108.353332	160169.76 225374.93								
<b>Fire Prevention Officer I   005065   L522</b>												
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	
<b>Fire Prevention Officer II   005066   L522</b>												
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	
<b>Fire Prevention Officer Trnee   005064   L522</b>												
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
<b>Fire Recruit   009017   TEMP</b>												
A TEMP	076	07/01/2021	25.134000 25.134000	52278.72 52278.72								
<b>Fire Service Worker   012014   IAMA</b>												
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
<b>Firefighter   005010   L522</b>												
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	
<b>Firefighter (Admin)   FA1   L522</b>												
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	
<b>Fiscal Policy Analyst   001936   MGMT</b>												
A MGTE	208	09/20/2025	37.503229 52.770811	78006.72 109763.29	37.503229	39.378390	41.347310	43.414676	45.585410	47.864681	50.257915	52.770811
<b>Fleet Management Technician   016045   L39A</b>												
A OFFT	031	09/20/2025	32.983944 46.411722	68606.60 96536.38	32.983944	34.633141	36.364798	38.183038	40.092190	42.096800	44.201640	46.411722
<b>Fleet Manager   001881   MGMT</b>												
A MGTE	144	09/20/2025	54.783314 77.085625	113949.29 160338.10	54.783314	57.522480	60.398604	63.418534	66.589461	69.918934	73.414881	77.085625
<b>Fleet Service Coordinator   016976   L39A</b>												
A OFFT	136	09/20/2025	23.665961 33.300382	49225.20 69264.80	23.665961	24.849259	26.091722	27.396308	28.766123	30.204429	31.714650	33.300382
<b>Forensic Investigator I   016047   L39A</b>												
A OFFT	032	09/20/2025	29.592398 41.639476	61552.19 86610.11	29.592398	31.072018	32.625619	34.256900	35.969745	37.768232	39.656644	41.639476
<b>Forensic Investigator II   016048   L39A</b>												
A OFFT	033	09/20/2025	32.551639 45.803426	67707.41 95271.13	32.551639	34.179221	35.888182	37.682591	39.566721	41.545057	43.622310	45.803426
<b>GIS Specialist I   017026   L39A</b>												
A PROF	014	09/20/2025	39.127269 55.055997	81384.72 114516.47	39.127269	41.083632	43.137814	45.294705	47.559440	49.937412	52.434283	55.055997
<b>GIS Specialist II   017027   L39A</b>												
A PROF	015	09/20/2025	43.041718 60.564020	89526.77 125973.16	43.041718	45.193804	47.453494	49.826169	52.317477	54.933351	57.680019	60.564020
<b>GIS Specialist III   017028   L39A</b>												
A PROF	016	09/20/2025	49.012925 68.966108	101946.88 143449.50	49.012925	51.463571	54.036750	56.738588	59.575517	62.554293	65.682008	68.966108
<b>General Intern   009147   TEMP</b>												
A TEMP	079	12/13/2025	16.900000 20.000000	35152.00 41600.00								
<b>General Repair Worker   012010   IAMA</b>												
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
<b>Generator Technician   006061   BULT</b>														
A BLDG	023	07/12/2025	34.748762	48.894997	72277.42	101701.59	34.748762	36.486200	38.310510	40.226035	42.237337	44.349204	46.566664	48.894997
<b>Gov't Affairs Mgr Public Sffty   020052   EXMG</b>														
U EXMG	002	02/22/2025	57.040548	89.838861	118644.34	186864.83								
<b>Government Affairs Manager   020050   EXMG</b>														
U EXMG	221	01/16/2025	51.855043	81.671692	107858.49	169877.12								
<b>Graduate Student Trainee   009144   TEMP</b>														
A TEMP	075	12/13/2025	16.900000	16.900000	35152.00	35152.00								
<b>Graphic Designer   001929   MGMT</b>														
A MGTE	199	09/20/2025	29.259662	39.210745	60860.10	81558.35		29.259662	30.722645	32.258777	33.871716	35.565302	37.343567	39.210745
<b>Graphics Assistant   016957   L39A</b>														
A OFFT	127	09/20/2025	20.634890	29.035362	42920.57	60393.55	20.634890	21.666635	22.749967	23.887465	25.081838	26.335930	27.652726	29.035362
<b>HVAC Supervisor   006269   BULT</b>														
A BLDG	027	07/12/2025	37.639572	62.445899	78290.31	129887.47	37.639572	40.462540	43.497231	46.759523	50.266487	54.036473	58.089208	62.445899
<b>HVAC Systems Mechanic   004010   L39B</b>														
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
<b>Homeless Services Manager   001939   MGMT</b>														
A MGTE	212	09/20/2025	55.782990	78.492268	116028.62	163263.92	55.782990	58.572139	61.500746	64.575783	67.804572	71.194801	74.754541	78.492268
<b>Human Resources Manager   001851   MGMT</b>														
A MGTE	124	09/20/2025	55.782990	78.492268	116028.62	163263.92	55.782990	58.572139	61.500746	64.575783	67.804572	71.194801	74.754541	78.492268
<b>Human Resources Manager-Rep20   020038   EXMG</b>														
U EXMG	042	06/15/2024	54.277298	85.486745	112896.78	177812.43								
<b>IT Manager   001761   MGMT</b>														
A MGTE	052	09/20/2025	61.664714	86.768445	128262.60	180478.37	61.664714	64.747950	67.985347	71.384614	74.953845	78.701537	82.636614	86.768445
<b>IT Supervisor   001762   MGMT</b>														
A MGTE	053	09/20/2025	54.087682	76.106800	112502.38	158302.14	54.087682	56.792066	59.631669	62.613252	65.743915	69.031111	72.482667	76.106800
<b>IT Support Specialist I   016219   L39A</b>														
A OFFT	086	09/20/2025	36.369400	51.175398	75648.35	106444.83	36.369400	38.187870	40.097263	42.102126	44.207232	46.417594	48.738474	51.175398
<b>IT Support Specialist II   016220   L39A</b>														
A OFFT	087	09/20/2025	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
<b>IT Trainee   016221   L39A</b>												
A	OFFT 088	09/20/2025	28.617365 40.267506	59524.12 83756.41	28.617365	30.048233	31.550645	33.128177	34.784586	36.523815	38.350006	40.267506
<b>Instrument Technician I   003648   L39A</b>												
A	OPMT 030	09/20/2025	31.662312 44.552052	65857.61 92668.27	31.662312	33.245428	34.907699	36.653084	38.485738	40.410025	42.430526	44.552052
<b>Instrument Technician II   003649   L39A</b>												
A	OPMT 031	09/20/2025	35.649443 50.162346	74150.84 104337.68	35.649443	37.431915	39.303511	41.268687	43.332121	45.498727	47.773663	50.162346
<b>Instrument Technician Trainee   003646   L39A</b>												
A	OPMT 028	09/20/2025	28.774412 40.488488	59850.78 84216.06	28.774412	30.213133	31.723790	33.309979	34.975478	36.724252	38.560465	40.488488
<b>Instrumentation Supervisor   015087   L39C</b>												
A	SUPV 046	09/20/2025	40.964570 57.641262	85206.31 119893.82	40.964570	43.012798	45.163438	47.421610	49.792690	52.282324	54.896440	57.641262
<b>Integrated Waste Collectns Supt   001763   MGMT</b>												
A	MGTE 054	09/20/2025	50.875461 71.586883	105820.96 148900.72	50.875461	53.419234	56.090196	58.894706	61.839441	64.931413	68.177984	71.586883
<b>Integrated Waste Equip Operatr   003663   L39A</b>												
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
<b>Integrated Waste General Mgr   001764   MGMT</b>												
A	MGTE 055	09/20/2025	60.599464 85.269531	126046.88 177360.62	60.599464	63.629437	66.810909	70.151454	73.659027	77.341978	81.209077	85.269531
<b>Integrated Waste General Supv   001765   MGMT</b>												
A	MGTE 056	09/20/2025	45.787913 64.428193	95238.86 134010.64	45.787913	48.077309	50.481174	53.005233	55.655495	58.438270	61.360184	64.428193
<b>Integrated Waste Planning Supt   001766   MGMT</b>												
A	MGTE 057	09/20/2025	50.875461 71.586883	105820.96 148900.72	50.875461	53.419234	56.090196	58.894706	61.839441	64.931413	68.177984	71.586883
<b>Integrated Waste Supervisor   015032   L39C</b>												
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
<b>Investigator   001944   MGMT</b>												
A	MGTE 216	09/20/2025	33.057527 46.515259	68759.66 96751.74	33.057527	34.710403	36.445923	38.268219	40.181630	42.190711	44.300247	46.515259
<b>Investment Officer   001767   MGMT</b>												
A	MGTE 058	09/20/2025	51.853470 72.963038	107855.22 151763.12	51.853470	54.446143	57.168450	60.026872	63.028216	66.179627	69.488608	72.963038
<b>Investment Operations Analyst   001890   MGMT</b>												
A	MGTE 153	09/20/2025	43.574345 61.313479	90634.64 127532.04	43.574345	45.753062	48.040715	50.442751	52.964889	55.613133	58.393790	61.313479
<b>Irrigation Technician   003921   L39A</b>												
A	OPMT 066	09/20/2025	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
<b>Junior Engineer   011010   WCOE</b>												
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
<b>Junior Landscape Assistant   011024   WCOE</b>												
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
<b>Junior Planner   017004   L39A</b>												
A PROF	004	09/20/2025	28.847980 40.592005	60003.80 84431.37	28.847980	30.290379	31.804898	33.395143	35.064900	36.818145	38.659052	40.592005
<b>Junior Plant Operator   004001   L39B</b>												
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
<b>Labor Relations Adm/EEO Invstg   020048   EXMG</b>												
U EXMG	006	06/15/2024	43.758000 63.703082	91016.64 132502.41								
<b>Labor Relations Analyst   020034   EXMG</b>												
U EXMG	005	06/15/2024	33.113798 52.150000	68876.70 108472.00								
<b>Labor Relations Officer   020036   EXMG</b>												
U EXMG	015	06/15/2024	44.168865 69.565957	91871.24 144697.19								
<b>Landscape Assistant   011017   WCOE</b>												
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
<b>Landscape Technician I   016209   L39A</b>												
A OFFT	077	09/20/2025	27.137499 38.185187	56446.00 79425.19	27.137499	28.494374	29.919093	31.415048	32.985800	34.635090	36.366845	38.185187
<b>Landscape Technician II   016054   L39A</b>												
A OFFT	035	09/20/2025	28.494358 40.094423	59268.26 83396.40	28.494358	29.919076	31.415030	32.985781	34.635070	36.366824	38.185165	40.094423
<b>Law Office Administrator   001853   MGMT</b>												
A MGTE	126	09/20/2025	47.052667 66.207826	97869.55 137712.28	47.052667	49.405300	51.875565	54.469343	57.192810	60.052450	63.055072	66.207826
<b>Lead Events Associate   009094   TEMP</b>												
A TEMP	043	12/13/2025	16.900000 16.900000	35152.00 35152.00								
<b>Lead Forensic Investigator   016926   L39A</b>												
A OFFT	109	09/20/2025	35.806871 50.383866	74478.29 104798.44	35.806871	37.597215	39.477076	41.450930	43.523477	45.699651	47.984634	50.383866
<b>Legal Secretary (Ex)   010803   CONF</b>												
A CONF	021	09/20/2025	30.161889 42.440806	62736.73 88276.88	30.161889	31.669983	33.253482	34.916156	36.661964	38.495062	40.419815	42.440806
<b>Legal Staff Assistant (Ex)   010809   CONF</b>												
A CONF	025	09/20/2025	21.426359 30.149038	44566.83 62710.00	21.426359	22.497677	23.622561	24.803689	26.043873	27.346067	28.713370	30.149038

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
<b>Licensed Land Surveyor   001770   MGMT</b>												
A MGTE	165	09/20/2025	49.796378 70.068504	103576.47 145742.49	49.796378	52.286197	54.900507	57.645532	60.527809	63.554199	66.731909	70.068504
<b>Lifeguard   009013   TEMP</b>												
A TEMP	013	04/20/2024	18.500000 18.500000	38480.00 38480.00	18.500000							
<b>Locksmith   003928   L39A</b>												
A OPMT	074	09/20/2025	28.806200 40.533217	59916.90 84309.09	28.806200	30.246510	31.758836	33.346778	35.014117	36.764823	38.603064	40.533217
<b>Machinist   006009   BULT</b>												
A BLDG	006	07/12/2025	31.290192 51.911966	65083.60 107976.89	31.290192	33.636956	36.159728	38.871708	41.787086	44.921117	48.290201	51.911966
<b>Machinist Helper   006011   BULT</b>												
A BLDG	008	07/12/2025	25.076252 41.602734	52158.60 86533.69	25.076252	26.956971	28.978744	31.152150	33.488561	36.000203	38.700218	41.602734
<b>Machinist Supervisor   006010   BULT</b>												
A BLDG	007	07/12/2025	36.338116 60.286722	75583.28 125396.38	36.338116	39.063475	41.993236	45.142729	48.528434	52.168067	56.080672	60.286722
<b>Mail Processor I   016028   L39A</b>												
A OFFT	154	09/20/2025	20.836484 29.319025	43339.89 60983.57	20.836484	21.878308	22.972223	24.120834	25.326876	26.593220	27.922881	29.319025
<b>Mail Processor II   016022   L39A</b>												
A OFFT	152	09/20/2025	22.408614 31.531171	46609.92 65584.84	22.408614	23.529045	24.705497	25.940772	27.237811	28.599702	30.029687	31.531171
<b>Mail Processor II (Legacy)   016010   L39A</b>												
A OFFT	151	09/20/2025	23.529045 33.107730	48940.41 68864.08	23.529045	24.705497	25.940772	27.237811	28.599702	30.029687	31.531171	33.107730
<b>Maintenance Worker   003651   L39A</b>												
A OPMT	033	09/20/2025	20.634585 29.034933	42919.94 60392.66	20.634585	21.666314	22.749630	23.887111	25.081467	26.335540	27.652317	29.034933
<b>Marina Aide   009061   TEMP</b>												
A TEMP	032	12/13/2025	16.900000 16.900000	35152.00 35152.00								
<b>Marina Manager   001773   MGMT</b>												
A MGTE	062	09/20/2025	43.693077 61.480547	90881.60 127879.54	43.693077	45.877731	48.171618	50.580199	53.109209	55.764669	58.552902	61.480547
<b>Marina&amp;Boating Facilities Attd   003650   L39A</b>												
A OPMT	032	09/20/2025	21.878307 30.784975	45506.88 64032.75	21.878307	22.972222	24.120833	25.326875	26.593219	27.922880	29.319024	30.784975
<b>Mayor   023000   MCNL</b>												
U MCNL	001	06/14/2025	88.684615 88.684615	184464.00 184464.00								
<b>Mayor Council Intern   009130   TEMP</b>												
A TEMP	064	12/13/2025	16.900000 24.040000	35152.00 50003.20								

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<b>Mayor Aide   022003   EMSU</b>												
U MCSB	010	12/13/2025	16.900000 22.891986	35152.00 47615.33								
<b>Mechanical Maintenance Supv   006054   BULT</b>												
A BLDG	016	07/12/2025	34.851458 57.820280	72491.03 120266.18	34.851458	37.465317	40.275216	43.295857	46.543046	50.033774	53.786307	57.820280
<b>Media &amp; Communications Officer   020027   EXMG</b>												
U EXMG	020	06/15/2024	47.369260 74.612120	98528.06 155193.21								
<b>Media &amp; Communications Spclst   001775   MGMT</b>												
A MGTE	064	09/20/2025	38.253297 53.826231	79566.86 111958.56	38.253297	40.165962	42.174260	44.282973	46.497122	48.821978	51.263077	53.826231
<b>Media Production Specialist I   017013   L39A</b>												
A PROF	007	09/20/2025	29.231381 41.131488	60801.27 85553.50	29.231381	30.692950	32.227597	33.838977	35.530926	37.307472	39.172846	41.131488
<b>Media Production Specialist II   017025   L39A</b>												
A PROF	013	09/20/2025	32.715949 46.034625	68049.17 95752.02	32.715949	34.351746	36.069333	37.872800	39.766440	41.754762	43.842500	46.034625
<b>Meter Reader   003621   L39A</b>												
A OPMT	011	09/20/2025	21.101523 26.931484	43891.17 56017.49			21.101523	22.156599	23.264429	24.427650	25.649032	26.931484
<b>Meter Reading Supervisor   015094   L39C</b>												
A SUPV	051	09/20/2025	28.131065 39.583233	58512.62 82333.12	28.131065	29.537618	31.014499	32.565224	34.193485	35.903159	37.698317	39.583233
<b>Museum Security Supervisor   015086   L39C</b>												
A SUPV	045	09/20/2025	24.950083 35.107272	51896.17 73023.13	24.950083	26.197587	27.507466	28.882839	30.326981	31.843330	33.435497	35.107272
<b>Neighborhood Rsrcs Coord I   016968   L39A</b>												
A OFFT	129	09/20/2025	26.495137 37.281319	55109.88 77545.14	26.495137	27.819894	29.210889	30.671433	32.205005	33.815255	35.506018	37.281319
<b>Neighborhood Rsrcs Coord II   016969   L39A</b>												
A OFFT	130	09/20/2025	29.858372 42.013730	62105.41 87388.56	29.858372	31.351291	32.918856	34.564799	36.293039	38.107691	40.013076	42.013730
<b>Neighborhood Services Area Mgr   001778   MGMT</b>												
A MGTE	067	09/20/2025	51.066951 71.856329	106219.26 149461.16	51.066951	53.620299	56.301314	59.116380	62.072199	65.175809	68.434599	71.856329
<b>Neighborhood Services Manager   001901   MGMT</b>												
A MGTE	167	09/20/2025	68.089126 95.808238	141625.38 199281.14	68.089126	71.493582	75.068261	78.821674	82.762758	86.900896	91.245941	95.808238
<b>Nurse   009027   TEMP</b>												
D DALY	006	10/04/2014	52.240000 63.200000	19067.60 23068.00	52.240000	57.460000	63.200000					
<b>OPS Accountability Analyst   021022   MCSU</b>												
U MCSA	132	06/15/2024	32.225726 50.755519	67029.51 105571.48								

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<b>OPS Accountability Insp. Gen.   021024   MCSU</b>												
U MCSA	134	06/15/2024	44.452005 70.011913	92460.17 145624.78								
<b>OPSA Assistant Director   020051   EXMG</b>												
U EXMG	222	06/15/2024	49.015611 77.199582	101952.47 160575.13								
<b>OPSA Community Engmt Coord   021028   MCSU</b>												
U MCSA	138	06/15/2024	32.225726 50.755519	67029.51 105571.48								
<b>OPSA Deputy Inspector General   021027   MCSU</b>												
U MCSA	137	06/15/2024	40.410913 63.647192	84054.70 132386.16								
<b>OPSA Investigator   021021   MCSU</b>												
U MCSA	131	06/15/2024	38.648779 60.871832	80389.46 126613.41								
<b>OPSA Senior Investigator   021029   MCSU</b>												
U MCSA	139	06/15/2024	40.581221 63.915423	84408.94 132944.08								
<b>Office Specialist   016095   L39A</b>												
A OFFT	054	09/20/2025	21.096969 26.925672	43881.70 56005.40			21.096969	22.151817	23.259408	24.422378	25.643497	26.925672
<b>Operations General Supervisor   001802   MGMT</b>												
A MGTE	086	09/20/2025	43.693077 61.480547	90881.60 127879.54	43.693077	45.877731	48.171618	50.580199	53.109209	55.764669	58.552902	61.480547
<b>Painter   006012   BULT</b>												
A BLDG	009	07/12/2025	28.059355 46.551848	58363.46 96827.84	28.059355	30.163807	32.426092	34.858049	37.472403	40.282833	43.304045	46.551848
<b>Paralegal (Ex)   010804   CONF</b>												
A CONF	022	09/20/2025	32.991444 46.422275	68622.20 96558.33	32.991444	34.641016	36.373067	38.191720	40.101306	42.106371	44.211690	46.422275
<b>Paralegal Tech Support (Ex)   010805   CONF</b>												
A CONF	36	09/20/2025	39.456910 55.519835	82070.37 115481.26	39.456910	41.429756	43.501244	45.676306	47.960121	50.358127	52.876033	55.519835
<b>Park Equipment Operator   003666   L39A</b>												
A OPMT	046	09/20/2025	25.182908 35.434880	52380.45 73704.55	25.182908	26.442053	27.764156	29.152364	30.609982	32.140481	33.747505	35.434880
<b>Park Maintenance Manager   001781   MGMT</b>												
A MGTE	069	09/20/2025	49.650180 69.862787	103272.37 145314.60	49.650180	52.132689	54.739323	57.476289	60.350103	63.367608	66.535988	69.862787
<b>Park Maintenance Superintendent   001782   MGMT</b>												
A MGTE	070	09/20/2025	44.685161 62.876508	92945.14 130783.14	44.685161	46.919419	49.265390	51.728659	54.315092	57.030847	59.882389	62.876508
<b>Park Maintenance Worker   003927   L39A</b>												
A OPMT	072	09/20/2025	20.741265 21.778328	43141.83 45298.92							20.741265	21.778328

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<b>Park Maintenance Worker I   003653   L39A</b>												
A OPMT	035	09/20/2025	20.634890 29.035362	42920.57 60393.55	20.634890	21.666635	22.749967	23.887465	25.081838	26.335930	27.652726	29.035362
<b>Park Maintenance Worker II   003654   L39A</b>												
A OPMT	036	09/20/2025	23.308210 32.796991	48481.08 68217.74	23.308210	24.473620	25.697301	26.982166	28.331274	29.747838	31.235230	32.796991
<b>Park Maintenance Worker III   003655   L39A</b>												
A OPMT	037	09/20/2025	27.216887 38.296894	56611.12 79657.54	27.216887	28.577731	30.006618	31.506949	33.082296	34.736411	36.473232	38.296894
<b>Park Plan Design &amp; Devlpmt Mgr   001869   MGMT</b>												
A MGTE	135	09/20/2025	56.210324 79.093571	116917.47 164514.63	56.210324	59.020840	61.971882	65.070476	68.324000	71.740200	75.327210	79.093571
<b>Park Safety Ranger   002061   SPOA</b>												
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
<b>Park Safety Ranger Assistant   002060   SPOA</b>												
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
<b>Park Safety Ranger Supervisor   002062   SPOA</b>												
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
<b>Parking Enforcement Officer   003630   L39A</b>												
A OPMT	016	09/20/2025	22.542314 31.719300	46888.01 65976.14	22.542314	23.669430	24.852902	26.095547	27.400324	28.770340	30.208857	31.719300
<b>Parking Enforcement Supervisor   015025   L39C</b>												
A SUPV	010	09/20/2025	25.899682 36.443453	53871.34 75802.38	25.899682	27.194666	28.554399	29.982119	31.481225	33.055286	34.708050	36.443453
<b>Parking Facilities Maint Supv   015055   L39C</b>												
A SUPV	027	09/20/2025	29.350002 41.298400	61048.00 85900.67	29.350002	30.817502	32.358377	33.976296	35.675111	37.458867	39.331810	41.298400
<b>Parking Lot Attendant   003627   L39A</b>												
A OPMT	013	09/20/2025	20.293342 27.195018	42210.15 56565.64		20.293342	21.308009	22.373409	23.492079	24.666683	25.900017	27.195018
<b>Parking Lot Supervisor   015026   L39C</b>												
A SUPV	011	09/20/2025	23.146208 32.569039	48144.11 67743.60	23.146208	24.303518	25.518694	26.794629	28.134360	29.541078	31.018132	32.569039
<b>Parking Manager   001882   MGMT</b>												
A MGTE	145	09/20/2025	55.714327 78.395652	115885.80 163062.96	55.714327	58.500043	61.425045	64.496297	67.721112	71.107168	74.662526	78.395652
<b>Parking Meter Coin Collector   003628   L39A</b>												
A OPMT	014	09/20/2025	20.634890 29.035362	42920.57 60393.55	20.634890	21.666635	22.749967	23.887465	25.081838	26.335930	27.652726	29.035362
<b>Parking Meter Collection Supv   015085   L39C</b>												
A SUPV	044	09/20/2025	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
<b>Parking Meter Repair Worker   003629   L39A</b>												
A OPMT	015	09/20/2025	22.754505 32.017873	47329.37 66597.18	22.754505	23.892230	25.086841	26.341183	27.658242	29.041154	30.493212	32.017873
<b>Parks Supervisor   015028   L39C</b>												
A SUPV	013	09/20/2025	32.254108 45.384769	67088.54 94400.32	32.254108	33.866813	35.560154	37.338162	39.205070	41.165324	43.223590	45.384769
<b>Payroll Technician   010707   CONF</b>												
A CONF	008	09/20/2025	27.917882 39.283264	58069.20 81709.19	27.917882	29.313776	30.779465	32.318438	33.934360	35.631078	37.412632	39.283264
<b>Permit Services Manager   001784   MGMT</b>												
A MGTE	071	09/20/2025	46.484361 65.408165	96687.47 136048.98	46.484361	48.808579	51.249008	53.811458	56.502031	59.327133	62.293490	65.408165
<b>Permit Services Supervisor   015114   L39C</b>												
A SUPV	075	09/20/2025	34.483371 48.521568	71725.41 100924.86	34.483371	36.207540	38.017917	39.918813	41.914754	44.010492	46.211017	48.521568
<b>Personnel Analyst   010823   CONF</b>												
A CONF	043	09/20/2025	35.653039 50.167408	74158.32 104348.21	35.653039	37.435691	39.307476	41.272850	43.336493	45.503318	47.778484	50.167408
<b>Personnel Analyst   014012   MSUP</b>												
A MSUP	012	09/20/2025	35.653039 50.167408	74158.32 104348.21	35.653039	37.435691	39.307476	41.272850	43.336493	45.503318	47.778484	50.167408
<b>Personnel Technician   010708   CONF</b>												
A CONF	009	09/20/2025	27.917882 39.283264	58069.20 81709.19	27.917882	29.313776	30.779465	32.318438	33.934360	35.631078	37.412632	39.283264
<b>Personnel Transactions Coord   016065   L39A</b>												
A OFFT	037	09/20/2025	21.426556 30.149317	44567.24 62710.58	21.426556	22.497884	23.622778	24.803917	26.044113	27.346319	28.713635	30.149317
<b>Pick Up Driver   016988   L39A</b>												
A OFFT	150	09/20/2025	20.558278 23.798777	42761.22 49501.46					20.558278	21.586192	22.665502	23.798777
<b>Pilot   009126   TEMP</b>												
A TEMP	059	06/21/2008	35.433200 41.338800	73701.06 85984.70	35.433200	38.386000	41.338800					
<b>Planning Director   001786   MGMT</b>												
A MGTE	073	09/20/2025	61.914860 87.120426	128782.91 181210.49	61.914860	65.010603	68.261133	71.674190	75.257899	79.020794	82.971834	87.120426
<b>Plans Examiner I   016007   L39A</b>												
A OFFT	007	09/20/2025	30.064801 42.304194	62534.79 87992.72	30.064801	31.568041	33.146443	34.803765	36.543953	38.371151	40.289709	42.304194
<b>Plans Examiner II   016008   L39A</b>												
A OFFT	008	09/20/2025	31.652170 44.537782	65836.51 92638.59	31.652170	33.234778	34.896517	36.641343	38.473410	40.397081	42.416935	44.537782
<b>Plans Examiner III   016009   L39A</b>												
A OFFT	009	09/20/2025	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
<b>Plant Operator   004002   L39B</b>												
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
<b>Plumber   006014   BULT</b>												
A BLDG	010	07/12/2025	30.087553 49.916730	62582.11 103826.80	30.087553	32.344119	34.769928	37.377673	40.180999	43.194574	46.434167	49.916730
<b>Plumber Apprentice   006264   BULT</b>												
A BLDG	021	07/12/2025	17.974748 29.820990	37387.48 62027.66	17.974748	19.322854	20.772068	22.329973	24.004721	25.805075	27.740456	29.820990
<b>Plumbing Supervisor   006270   BULT</b>												
A BLDG	028	07/12/2025	33.836365 56.136193	70379.64 116763.28	33.836365	36.374092	39.102149	42.034810	45.187421	48.576478	52.219714	56.136193
<b>Police Background Investigator   009104   TEMP</b>												
A TEMP	044	09/16/2019	31.025600 31.025600	64533.25 64533.25	31.025600							
<b>Police Captain   001789   MGMT</b>												
A MGTP	076	09/20/2025	83.218966 117.097443	173095.45 243562.68	83.218966	87.379914	91.748910	96.336355	101.153173	106.210832	111.521374	117.097443
<b>Police Chief   020028   EXMG</b>												
U PEXM	020	07/01/2023	86.581153 149.927884	180088.80 311850.00								
<b>Police Clerk I   016066   L39A</b>												
A OFFT	038	09/20/2025	21.052576 23.210465	43789.36 48277.77						21.052576	22.105205	23.210465
<b>Police Clerk II   016067   L39A</b>												
A OFFT	039	09/20/2025	21.096969 26.925672	43881.70 56005.40			21.096969	22.151817	23.259408	24.422378	25.643497	26.925672
<b>Police Clerk III   016068   L39A</b>												
A OFFT	040	09/20/2025	21.254079 29.906623	44208.48 62205.78	21.254079	22.316783	23.432622	24.604253	25.834466	27.126189	28.482498	29.906623
<b>Police Lieutenant   001870   MGMT</b>												
A MGTP	136	09/20/2025	72.364318 101.823862	150517.78 211793.63	72.364318	75.982534	79.781661	83.770744	87.959281	92.357245	96.975107	101.823862
<b>Police Officer   002027   SPOA</b>												
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	
<b>Police Officer Recruit   009123   TEMP</b>												
A TEMP	056	01/25/2025	40.926177 40.926177	85126.45 85126.45	40.926177							
<b>Police Records Specialist I   016933   L39A</b>												
A OFFT	113	09/20/2025	21.615257 30.414838	44959.74 63262.86	21.615257	22.696020	23.830821	25.022362	26.273480	27.587154	28.966512	30.414838
<b>Police Records Specialist II   016934   L39A</b>												
A OFFT	114	09/20/2025	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
<b>Police Records Specialist III   016935   L39A</b>												
A OFFT	115	09/20/2025	27.343325 38.474805	56874.12 80027.59	27.343325	28.710491	30.146016	31.653317	33.235983	34.897782	36.642671	38.474805
<b>Police Records Supervisor   015101   L39C</b>												
A SUPV	057	09/20/2025	30.077698 42.322342	62561.61 88030.47	30.077698	31.581583	33.160662	34.818695	36.559630	38.387611	40.306992	42.322342
<b>Police Sergeant   002015   SPOA</b>												
A SPOA	001	01/25/2025	57.326370 69.680560	119238.85 144935.56	57.326370	60.192688	63.202322	66.362438	69.680560			
<b>Police Social Services Admstr   001932   MGMT</b>												
A MGTE	204	09/20/2025	48.061208 67.626946	99967.31 140664.05	48.061208	50.464268	52.987481	55.636855	58.418698	61.339633	64.406615	67.626946
<b>Pool Manager   009015   TEMP</b>												
A TEMP	015	04/20/2024	24.500000 24.500000	50960.00 50960.00	24.500000							
<b>Principal Accountant   001791   MGMT</b>												
A MGTE	078	09/20/2025	41.686479 58.657062	86707.88 122006.69	41.686479	43.770803	45.959343	48.257310	50.670176	53.203685	55.863869	58.657062
<b>Principal Applications Develpr   001828   MGMT</b>												
A MGTE	109	09/20/2025	53.225725 74.893941	110709.51 155779.40	53.225725	55.887011	58.681362	61.615430	64.696202	67.931012	71.327563	74.893941
<b>Principal Budget Analyst   020041   EXMG</b>												
U EXMG	036	06/15/2024	45.450966 71.585269	94538.01 148897.36								
<b>Principal Building Inspector   001793   MGMT</b>												
A MGTE	079	09/20/2025	47.995343 67.534265	99830.31 140471.27	47.995343	50.395110	52.914865	55.560608	58.338638	61.255570	64.318348	67.534265
<b>Principal Engineer   001918   MGMT</b>												
A MGTE	184	09/20/2025	60.506877 85.139253	125854.30 177089.65	60.506877	63.532221	66.708832	70.044274	73.546488	77.223812	81.085003	85.139253
<b>Principal Fiscal Policy Anlyst   001937   MGMT</b>												
A MGTE	209	09/20/2025	50.375548 70.883455	104781.14 147437.59	50.375548	52.894325	55.539041	58.315993	61.231793	64.293383	67.508052	70.883455
<b>Principal Planner   001795   MGMT</b>												
A MGTE	080	09/20/2025	52.627630 74.052362	109465.47 154028.91	52.627630	55.259012	58.021963	60.923061	63.969214	67.167675	70.526059	74.052362
<b>Principal Systems Engineer   001796   MGMT</b>												
A MGTE	081	09/20/2025	53.225725 74.893941	110709.51 155779.40	53.225725	55.887011	58.681362	61.615430	64.696202	67.931012	71.327563	74.893941
<b>Process Control Supervisor   001947   MGMT</b>												
A MGTE	219	09/20/2025	46.167391 64.962156	96028.17 135121.28	46.167391	48.475761	50.899549	53.444526	56.116752	58.922590	61.868720	64.962156
<b>Process Control Systems Splst   017037   L39A</b>												
A PROF	023	09/20/2025	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
<b>Procurement Services Manager   001797   MGMT</b>												
A MGTE	082	09/20/2025	55.782990 78.492268	116028.62 163263.92	55.782990	58.572139	61.500746	64.575783	67.804572	71.194801	74.754541	78.492268
<b>Program Coord. (Adaptive Rec.)   016985   L39A</b>												
A OFFT	146	09/20/2025	24.089952 33.896983	50107.10 70505.72	24.089952	25.294450	26.559173	27.887132	29.281489	30.745563	32.282841	33.896983
<b>Program Coord. (Older Adults)   016984   L39A</b>												
A OFFT	145	09/20/2025	24.089952 33.896983	50107.10 70505.72	24.089952	25.294450	26.559173	27.887132	29.281489	30.745563	32.282841	33.896983
<b>Program Coordinator   016210   L39A</b>												
A OFFT	078	09/20/2025	23.617603 33.232337	49124.61 69123.26	23.617603	24.798483	26.038407	27.340327	28.707343	30.142710	31.649845	33.232337
<b>Program Developer   016211   L39A</b>												
A OFFT	079	09/20/2025	21.113064 28.293526	43915.17 58850.53		21.113064	22.168717	23.277153	24.441011	25.663062	26.946215	28.293526
<b>Program Develpr (Older Adults)   016986   L39A</b>												
A OFFT	147	09/20/2025	20.509834 28.859397	42660.46 60027.55	20.509834	21.535326	22.612092	23.742697	24.929832	26.176324	27.485140	28.859397
<b>Program Leader   016949   L39A</b>												
A OFFT	121	09/20/2025	20.361550 23.571038	42352.02 49027.76					20.361550	21.379627	22.448608	23.571038
<b>Program Leader (Older Adults)   016987   L39A</b>												
A OFFT	148	09/20/2025	21.069777 23.229429	43825.14 48317.21						21.069777	22.123266	23.229429
<b>Program Manager   001798   MGMT</b>												
A MGTE	083	09/20/2025	48.062386 67.628604	99969.76 140667.50	48.062386	50.465505	52.988780	55.638219	58.420130	61.341137	64.408194	67.628604
<b>Program Specialist   001799   MGMT</b>												
A MGTE	084	09/20/2025	43.693077 61.480547	90881.60 127879.54	43.693077	45.877731	48.171618	50.580199	53.109209	55.764669	58.552902	61.480547
<b>Program Supervisor   015091   L39C</b>												
A SUPV	048	09/20/2025	30.760057 43.282490	63980.92 90027.58	30.760057	32.298060	33.912963	35.608611	37.389042	39.258494	41.221419	43.282490
<b>Program Suprvsr (Older Adults)   015112   L39C</b>												
A SUPV	073	09/20/2025	31.375259 44.148139	65260.54 91828.13	31.375259	32.944022	34.591223	36.320784	38.136823	40.043664	42.045847	44.148139
<b>Public Information Coordinator   017022   L39A</b>												
A PROF	011	09/20/2025	28.105171 39.546800	58458.76 82257.34	28.105171	29.510430	30.985952	32.535250	34.162012	35.870113	37.663619	39.546800
<b>Public Safety Admin. Manager   001788   MGMT</b>												
A MGTE	075	09/20/2025	49.810536 70.088426	103605.92 145783.93	49.810536	52.301063	54.916116	57.661922	60.545018	63.572269	66.750882	70.088426
<b>Public Safety Communicatns Mgr   001931   MGMT</b>												
A MGTE	203	09/20/2025	59.772643 84.106111	124327.10 174940.71	59.772643	62.761275	65.899339	69.194306	72.654021	76.286722	80.101058	84.106111

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
<b>Public Service Aide   009037   TEMP</b>												
A TEMP	025	12/13/2025	16.900000 16.900000	35152.00 35152.00								
<b>Real Property Agent I   017032   L39A</b>												
A PROF	019	09/20/2025	31.673730 44.568119	65881.36 92701.69	31.673730	33.257417	34.920288	36.666302	38.499617	40.424598	42.445828	44.568119
<b>Real Property Agent II   017033   L39A</b>												
A PROF	020	09/20/2025	36.542830 51.419432	76009.09 106952.42	36.542830	38.369971	40.288470	42.302894	44.418039	46.638941	48.970888	51.419432
<b>Real Property Agent III   017034   L39A</b>												
A PROF	021	09/20/2025	40.499869 56.987382	84239.73 118533.76	40.499869	42.524862	44.651105	46.883660	49.227843	51.689235	54.273697	56.987382
<b>Recreation Aide   016034   L39A</b>												
A TEMP	027	12/13/2025	16.900000 17.120272	35152.00 35610.17								
<b>Recreation Aide (Older Adults)   016035   L39A</b>												
A TEMP	071	12/13/2025	16.900000 17.120272	35152.00 35610.17								
<b>Recreation General Supervisor   001805   MGMT</b>												
A MGTE	089	09/20/2025	38.856106 54.674444	80820.70 113722.84	38.856106	40.798911	42.838857	44.980800	47.229840	49.591332	52.070899	54.674444
<b>Recreation Leader (Adpt Rec)   016036   L39A</b>												
A TEMP	026	12/13/2025	16.900000 17.120272	35152.00 35610.17								
<b>Recreation Manager   001803   MGMT</b>												
A MGTE	087	09/20/2025	50.792295 71.469861	105647.97 148657.31	50.792295	53.331910	55.998505	58.798430	61.738352	64.825270	68.066534	71.469861
<b>Recreation Superintendent   001804   MGMT</b>												
A MGTE	088	09/20/2025	43.173452 60.749383	89800.78 126358.72	43.173452	45.332125	47.598731	49.978668	52.477601	55.101481	57.856555	60.749383
<b>Registered Veterinary Tech   003926   L39A</b>												
A OPMT	071	09/20/2025	28.084924 39.518307	58416.64 82198.08	28.084924	29.489170	30.963629	32.511810	34.137400	35.844270	37.636483	39.518307
<b>Registrar   017014   L39A</b>												
A PROF	008	09/20/2025	27.192103 38.262020	56559.57 79585.00	27.192103	28.551708	29.979293	31.478258	33.052171	34.704780	36.440019	38.262020
<b>Reserve Community Service Off   002000   SPOA</b>												
A TEMP	062	01/25/2025	30.532950 30.532950	63508.54 63508.54	30.532950							
<b>Reserve Dispatcher   002001   SPOA</b>												
A TEMP	049	01/25/2025	45.394643 45.394643	94420.86 94420.86	45.394643							
<b>Reserve Evidence &amp; Prop Tech   009021   TEMP</b>												
A TEMP	060	06/21/2008	19.310800 19.310800	40166.46 40166.46	19.310800							

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
<b>Reserve Police Officer I   002002   SPOA</b>												
A TEMP	006	01/25/2025	52.735567 57.587240	109689.98 119781.46	57.587240	52.735567	52.735567					
<b>Reserve Police Officer II   002003   SPOA</b>												
A TEMP	004	01/25/2025	42.972486 42.972486	89382.77 89382.77	42.972486							
<b>Reserve Police Officer III   002004   SPOA</b>												
A TEMP	002	01/25/2025	33.662578 33.662578	70018.16 70018.16	33.662578							
<b>Reserve Police Records Spec   009121   TEMP</b>												
A TEMP	055	06/21/2008	19.460300 19.460300	40477.42 40477.42	19.460300							
<b>Reserve Police Sergeant   002005   SPOA</b>												
A TEMP	019	01/25/2025	69.680560 69.680560	144935.56 144935.56	69.680560							
<b>Risk Manager   001864   MGMT</b>												
A MGTE	166	09/20/2025	61.361371 86.341612	127631.65 179590.55	61.361371	64.429440	67.650912	71.033458	74.585131	78.314388	82.230107	86.341612
<b>Sacramento Fire EMT   005180   L522</b>												
A FR42	001	11/02/2024	25.443340 30.926538	55568.26 67543.56	25.443340	26.715507	28.051282	29.453846	30.926538			
<b>Sacramento Fire Paramedic   005181   L522</b>												
A FR42	002	11/02/2024	29.259839 35.565518	63903.49 77675.09	29.259839	30.722831	32.258973	33.871922	35.565518			
<b>Security Guard   003641   L39A</b>												
A OPMT	025	09/20/2025	20.482843 26.141875	42604.31 54375.10			20.482843	21.506985	22.582334	23.711451	24.897024	26.141875
<b>Security Officer   002006   SPOA</b>												
A TEMP	051	01/25/2025	29.693731 29.693731	61762.96 61762.96	29.693731							
<b>Senior Accountant Auditor   010824   CONF</b>												
A CONF	045	09/20/2025	39.806877 56.012273	82798.30 116505.53	39.806877	41.797221	43.887082	46.081436	48.385508	50.804783	53.345022	56.012273
<b>Senior Accountant Auditor   014013   MSUP</b>												
A MSUP	013	09/20/2025	39.806877 56.012273	82798.30 116505.53	39.806877	41.797221	43.887082	46.081436	48.385508	50.804783	53.345022	56.012273
<b>Senior Accounting Technician   015064   L39C</b>												
A SUPV	032	09/20/2025	25.786986 36.284879	53636.93 75472.55	25.786986	27.076335	28.430152	29.851660	31.344243	32.911455	34.557028	36.284879
<b>Senior Advisor to the Mayor   021017   MCSU</b>												
U MCSA	100	07/01/2023	41.415923 66.860826	86145.12 139070.52								
<b>Senior Animal Care Technician   015097   L39C</b>												
A SUPV	054	09/20/2025	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
<b>Senior Animal Control Officer   015033   L39C</b>												
A SUPV	015	09/20/2025	30.724856 43.232958	63907.70 89924.55	30.724856	32.261099	33.874154	35.567862	37.346255	39.213568	41.174246	43.232958
<b>Senior Applications Developer   001812   MGMT</b>												
A MGTE	094	09/20/2025	47.572926 66.939884	98951.69 139234.96	47.572926	49.951572	52.449151	55.071609	57.825189	60.716448	63.752270	66.939884
<b>Senior Architect   001813   MGMT</b>												
A MGTE	095	09/20/2025	51.254858 72.120733	106610.10 150011.12	51.254858	53.817601	56.508481	59.333905	62.300600	65.415630	68.686412	72.120733
<b>Senior Auditor   001935   MGMT</b>												
A MGTE	210	09/20/2025	36.711242 51.656404	76359.38 107445.32	36.711242	38.546804	40.474144	42.497851	44.622744	46.853881	49.196575	51.656404
<b>Senior Budget Analyst   010825   CONF</b>												
A CONF	046	09/20/2025	43.693077 61.480547	90881.60 127879.54	43.693077	45.877731	48.171618	50.580199	53.109209	55.764669	58.552902	61.480547
<b>Senior Budget Analyst   014014   MSUP</b>												
A MSUP	014	09/20/2025	43.693077 61.480547	90881.60 127879.54	43.693077	45.877731	48.171618	50.580199	53.109209	55.764669	58.552902	61.480547
<b>Senior Building Maint Worker   003632   L39A</b>												
A OPMT	017	09/20/2025	26.187456 36.848380	54469.91 76644.63	26.187456	27.496829	28.871670	30.315253	31.831016	33.422567	35.093695	36.848380
<b>Senior Camp Aquatics Leader   009133   TEMP</b>												
D DALY	010	03/28/2017	66.120000 80.000000	24133.80 29200.00	66.120000	72.722000	80.000000					
<b>Senior Carpenter   006256   BULT</b>												
A BLDG	017	07/12/2025	29.335235 48.668597	61017.29 101230.68	29.335235	31.535378	33.900531	36.443071	39.176301	42.114524	45.273113	48.668597
<b>Senior Claims Collector   016103   L39A</b>												
A OFFT	057	09/20/2025	27.817521 39.142047	57860.44 81415.46	27.817521	29.208397	30.668817	32.202258	33.812371	35.502990	37.278140	39.142047
<b>Senior Code Enforcement Ofcr   015066   L39C</b>												
A SUPV	034	09/20/2025	33.101416 46.577016	68850.94 96880.19	33.101416	34.756487	36.494311	38.319027	40.234978	42.246727	44.359063	46.577016
<b>Senior Council Representative   021016   MCSU</b>												
U MCSA	050	07/01/2023	30.370000 63.426177	63169.60 131926.45								
<b>Senior Custodian   003678   L39A</b>												
A OPMT	050	09/20/2025	20.634890 29.035362	42920.57 60393.55	20.634890	21.666635	22.749967	23.887465	25.081838	26.335930	27.652726	29.035362
<b>Senior Debt Analyst   001814   MGMT</b>												
A MGTE	096	09/20/2025	45.777909 64.414115	95218.05 133981.36	45.777909	48.066804	50.470144	52.993651	55.643334	58.425501	61.346776	64.414115
<b>Senior Department Sys Spclst   016222   L39A</b>												
A OFFT	089	09/20/2025	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
<b>Senior Deputy City Attorney   001815   MGMT</b>												
A MGTE	097	09/20/2025	73.241852 103.058640	152343.05 214361.97	73.241852	76.903945	80.749142	84.786599	89.025929	93.477225	98.151086	103.058640
<b>Senior Deputy City Clerk   010828   CONF</b>												
A CONF	049	09/20/2025	30.163571 42.443174	62740.23 88281.80	30.163571	31.671750	33.255338	34.918105	36.664010	38.497210	40.422070	42.443174
<b>Senior Deputy City Clerk   014004   MSUP</b>												
A MSUP	005	09/20/2025	30.163571 42.443174	62740.23 88281.80	30.163571	31.671750	33.255338	34.918105	36.664010	38.497210	40.422070	42.443174
<b>Senior Development Project Mgr   001816   MGMT</b>												
A MGTE	098	09/20/2025	48.789090 68.651148	101481.31 142794.39	48.789090	51.228544	53.789971	56.479470	59.303443	62.268615	65.382046	68.651148
<b>Senior Electrician   006266   BULT</b>												
A BLDG	022	07/12/2025	33.872027 56.195356	70453.82 116886.34	33.872027	36.412429	39.143361	42.079113	45.235046	48.627674	52.274750	56.195356
<b>Senior Electronic Maint Tech   003633   L39A</b>												
A OPMT	018	09/20/2025	37.466525 52.719163	77930.37 109655.86	37.466525	39.339851	41.306844	43.372186	45.540795	47.817835	50.208727	52.719163
<b>Senior Engineer   001817   MGMT</b>												
A MGTE	099	09/20/2025	51.862736 72.976078	107874.49 151790.24	51.862736	54.455873	57.178667	60.037600	63.039480	66.191454	69.501027	72.976078
<b>Senior Engineering Technician   015111   L39C</b>												
A SUPV	071	09/20/2025	33.835457 47.609887	70377.75 99028.56	33.835457	35.527230	37.303591	39.168771	41.127210	43.183571	45.342750	47.609887
<b>Senior Equipment Service Wrkr   012007   IAMA</b>												
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
<b>Senior Evidence/Property Tech   016072   L39A</b>												
A OFFT	042	09/20/2025	28.732388 40.429355	59763.37 84093.06	28.732388	30.169007	31.677457	33.261330	34.924397	36.670617	38.504148	40.429355
<b>Senior Fire Prevention Officer   005159   L522</b>												
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	
<b>Senior Fiscal Policy Analyst   001938   MGMT</b>												
A MGTE	211	09/20/2025	44.977976 63.288529	93554.19 131640.14	44.977976	47.226875	49.588219	52.067630	54.671011	57.404562	60.274790	63.288529
<b>Senior Generator Technician   006062   BULT</b>												
A BLDG	024	07/12/2025	36.966721 52.015888	76890.78 108193.05	36.966721	38.815057	40.755810	42.793600	44.933280	47.179944	49.538941	52.015888
<b>Senior HVAC Systems Mechanic   004011   L39B</b>												
A PLNT	007	12/27/2025	40.130228 56.467260	83470.87 117451.90	40.130228	42.136739	44.243576	46.455755	48.778543	51.217470	53.778343	56.467260
<b>Senior IT Support Spclst   016223   L39A</b>												
A OFFT	090	09/20/2025	44.007350 61.922760	91535.29 128799.34	44.007350	46.207718	48.518104	50.944009	53.491209	56.165769	58.974057	61.922760

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
<b>Senior Intg Was Equip Operator   003664   L39A</b>												
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
<b>Senior Investment Officer   001818   MGMT</b>												
A MGTE	100	09/20/2025	61.004082 85.838869	126888.49 178544.85	61.004082	64.054286	67.257000	70.619850	74.150843	77.858385	81.751304	85.838869
<b>Senior Landfill Engn Tech   016208   L39A</b>												
A OFFT	076	09/20/2025	33.835457 47.609887	70377.75 99028.56	33.835457	35.527230	37.303591	39.168771	41.127210	43.183571	45.342750	47.609887
<b>Senior Landscape Architect   001819   MGMT</b>												
A MGTE	101	09/20/2025	45.880079 64.557878	95430.56 134280.39	45.880079	48.174083	50.582787	53.111926	55.767522	58.555898	61.483693	64.557878
<b>Senior Legal Staff Asst (Ex)   010811   CONF</b>												
A CONF	032	09/20/2025	26.534921 37.337299	55192.64 77661.58	26.534921	27.861667	29.254750	30.717488	32.253362	33.866030	35.559332	37.337299
<b>Senior Lifeguard   009016   TEMP</b>												
A TEMP	016	04/20/2024	19.500000 19.500000	40560.00 40560.00	19.500000							
<b>Senior Maintenance Worker   003652   L39A</b>												
A OPMT	034	09/20/2025	22.849004 32.150843	47525.93 66873.75	22.849004	23.991454	25.191027	26.450578	27.773107	29.161762	30.619850	32.150843
<b>Senior Office Specialist   016096   L39A</b>												
A OFFT	055	09/20/2025	21.254079 29.906623	44208.48 62205.78	21.254079	22.316783	23.432622	24.604253	25.834466	27.126189	28.482498	29.906623
<b>Senior Painter   006051   BULT</b>												
A BLDG	013	07/12/2025	29.824518 49.480341	62035.00 102919.11	29.824518	32.061357	34.465959	37.050906	39.829724	42.816953	46.028224	49.480341
<b>Senior Parking Lot Attendant   003668   L39A</b>												
A OPMT	047	09/20/2025	21.316341 29.994232	44337.99 62388.00	21.316341	22.382158	23.501266	24.676329	25.910145	27.205652	28.565935	29.994232
<b>Senior Parking Lot Supervisor   015067   L39C</b>												
A SUPV	035	09/20/2025	29.350002 41.298400	61048.00 85900.67	29.350002	30.817502	32.358377	33.976296	35.675111	37.458867	39.331810	41.298400
<b>Senior Personnel Analyst   001821   MGMT</b>												
A MGTE	103	09/20/2025	41.389819 58.239632	86090.82 121138.44	41.389819	43.459310	45.632276	47.913890	50.309584	52.825063	55.466316	58.239632
<b>Senior Personnel Trans Coord   016131   L39A</b>												
A OFFT	070	09/20/2025	23.574985 33.172372	49035.97 68998.53	23.574985	24.753734	25.991421	27.290992	28.655542	30.088319	31.592735	33.172372
<b>Senior Planner   001822   MGMT</b>												
A MGTE	104	09/20/2025	44.733488 62.944509	93045.66 130924.58	44.733488	46.970162	49.318670	51.784603	54.373833	57.092525	59.947151	62.944509
<b>Senior Plant Operator   004003   L39B</b>												
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
<b>Senior Plumber   006258   BULT</b>												
A BLDG	018	07/12/2025	33.191807 55.066839	69038.96 114539.02	33.191807	35.681193	38.357282	41.234078	44.326634	47.651132	51.224967	55.066839
<b>Senior Police Records Supv   015082   L39C</b>												
A SUPV	042	09/20/2025	33.085394 46.554472	68817.62 96833.30	33.085394	34.739664	36.476647	38.300479	40.215503	42.226278	44.337592	46.554472
<b>Senior Policy Advisor   021025   MCSU</b>												
U MCSA	135	07/01/2023	41.415923 65.230076	86145.12 135678.56								
<b>Senior Rec Aide (Older Adults)   016037   L39A</b>												
A TEMP	072	12/13/2025	16.900000 19.775174	35152.00 41132.36								
<b>Senior Recreation Aide   016038   L39A</b>												
A TEMP	052	12/13/2025	16.900000 19.775174	35152.00 41132.36								
<b>Senior Staff Assistant   010712   CONF</b>												
A CONF	012	09/20/2025	24.160659 33.996474	50254.17 70712.67	24.160659	25.368692	26.637127	27.968983	29.367432	30.835804	32.377594	33.996474
<b>Senior Stationary Engineer   004004   L39B</b>												
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
<b>Senior Store Keeper   015105   L39C</b>												
A SUPV	061	09/20/2025	24.239618 34.107576	50418.40 70943.76	24.239618	25.451599	26.724179	28.060388	29.463407	30.936577	32.483406	34.107576
<b>Senior Systems Engineer   001823   MGMT</b>												
A MGTE	105	09/20/2025	47.745690 67.182979	99311.04 139740.60	47.745690	50.132974	52.639623	55.271604	58.035184	60.936943	63.983790	67.182979
<b>Senior Telecommunications Tech   003923   L39A</b>												
A OPMT	068	09/20/2025	38.097378 53.606837	79242.55 111502.22	38.097378	40.002247	42.002359	44.102477	46.307601	48.622981	51.054130	53.606837
<b>Senior Tree Maintenance Worker   003661   L39A</b>												
A OPMT	042	09/20/2025	26.034824 36.633612	54152.43 76197.91	26.034824	27.336565	28.703393	30.138563	31.645491	33.227766	34.889154	36.633612
<b>Senior Tree Pruner   003680   L39A</b>												
A OPMT	051	09/20/2025	27.483565 38.672135	57165.82 80438.04	27.483565	28.857743	30.300630	31.815662	33.406445	35.076767	36.830605	38.672135
<b>Special Assistant to the Mayor   021005   MCSU</b>												
U MCSA	060	07/01/2023	41.761052 65.773658	86862.99 136809.21								
<b>Special Asst to City Attny(Ex)   010826   CONF</b>												
A CONF	047	09/20/2025	32.546116 45.795653	67695.92 95254.96	32.546116	34.173422	35.882093	37.676198	39.560008	41.538008	43.614908	45.795653
<b>Special Asst. to City Attorney   014015   MSUP</b>												
A MSUP	015	09/20/2025	32.546116 45.795653	67695.92 95254.96	32.546116	34.173422	35.882093	37.676198	39.560008	41.538008	43.614908	45.795653

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
<b>Special Districts Manager   001915   MGMT</b>												
A MGTE	202	09/20/2025	55.782990 78.492268	116028.62 163263.92	55.782990	58.572139	61.500746	64.575783	67.804572	71.194801	74.754541	78.492268
<b>Special Projects Manager   001855   MGMT</b>												
A MGTE	127	09/20/2025	48.936248 68.858216	101787.40 143225.09	48.936248	51.383060	53.952213	56.649824	59.482315	62.456431	65.579253	68.858216
<b>Sr Parking Enforcement Officer   003667   L39A</b>												
A OPMT	075	09/20/2025	24.225350 34.087500	50388.73 70902.00	24.225350	25.436618	26.708449	28.043871	29.446065	30.918368	32.464286	34.087500
<b>Staff Assistant   010713   CONF</b>												
A CONF	013	09/20/2025	21.426359 30.149038	44566.83 62710.00	21.426359	22.497677	23.622561	24.803689	26.043873	27.346067	28.713370	30.149038
<b>Staff Assistant-Mayor Council   022002   EMSU</b>												
U MCSB	020	06/15/2024	18.952716 29.850529	39421.65 62089.10								
<b>Stagehand I   006016   BULT</b>												
A BLDG	011	07/12/2025	26.415660 37.169486	54944.57 77312.53	26.415660	27.736443	29.123265	30.579428	32.108399	33.713819	35.399510	37.169486
<b>Stagehand II   006017   BULT</b>												
A BLDG	012	07/12/2025	24.649089 40.894051	51270.10 85059.63	24.649089	26.497771	28.485104	30.621487	32.918099	35.386956	38.040978	40.894051
<b>Stationary Engineer   004005   L39B</b>												
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
<b>Storekeeper   016087   L39A</b>												
A OFFT	049	09/20/2025	22.539004 31.714643	46881.13 65966.46	22.539004	23.665954	24.849252	26.091715	27.396301	28.766116	30.204422	31.714643
<b>Stores Administrator   001945   MGMT</b>												
A MGTE	217	09/20/2025	36.431710 51.263076	75777.96 106627.20	36.431710	38.253296	40.165961	42.174259	44.282972	46.497121	48.821977	51.263076
<b>Stores Clerk I   016088   L39A</b>												
A OFFT	050	09/20/2025	20.482843 26.141875	42604.31 54375.10			20.482843	21.506985	22.582334	23.711451	24.897024	26.141875
<b>Stores Clerk II   016089   L39A</b>												
A OFFT	051	09/20/2025	20.634890 29.035362	42920.57 60393.55	20.634890	21.666635	22.749967	23.887465	25.081838	26.335930	27.652726	29.035362
<b>Street Construction Equip Optr   003687   L39A</b>												
A OPMT	056	09/20/2025	33.954540 47.777448	70625.44 99377.09	33.954540	35.652267	37.434880	39.306624	41.271955	43.335553	45.502331	47.777448
<b>Street Construction Laborer   003688   L39A</b>												
A OPMT	057	09/20/2025	30.801566 43.340895	64067.26 90149.06	30.801566	32.341644	33.958726	35.656662	37.439495	39.311470	41.277043	43.340895
<b>Street Construction Lbr Trnee   003690   L39A</b>												
A OPMT	058	09/20/2025	23.753624 23.753624	49407.54 49407.54	23.753624							

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
<b>Street Maintenance Supv   015099   L39C</b>												
A SUPV	056	09/20/2025	35.657266 50.173352	74167.11 104360.57	35.657266	37.440129	39.312135	41.277742	43.341629	45.508710	47.784145	50.173352
<b>Streets Manager   001883   MGMT</b>												
A MGTE	146	09/20/2025	49.912890 70.232449	103818.81 146083.49	49.912890	52.408535	55.028962	57.780410	60.669430	63.702902	66.888047	70.232449
<b>Structural Maintenance Supv   006053   BULT</b>												
A BLDG	015	07/12/2025	34.824369 57.775339	72434.69 120172.70	34.824369	37.436197	40.243912	43.262205	46.506870	49.994885	53.744501	57.775339
<b>Student Trainee   009009   TEMP</b>												
A TEMP	009	12/13/2025	16.900000 16.900000	35152.00 35152.00								
<b>Supervising Architect   001829   MGMT</b>												
A MGTE	110	09/20/2025	56.949841 80.134146	118455.67 166679.02	56.949841	59.797333	62.787200	65.926560	69.222888	72.684032	76.318234	80.134146
<b>Supervising Building Inspector   015096   L39C</b>												
A SUPV	053	09/20/2025	41.632465 58.581058	86595.53 121848.60	41.632465	43.714088	45.899792	48.194782	50.604521	53.134747	55.791484	58.581058
<b>Supervising Code Enforce Ofcr   015006   L39C</b>												
A SUPV	076	09/20/2025	38.066411 53.563265	79178.14 111411.59	38.066411	39.969732	41.968219	44.066630	46.269962	48.583460	51.012633	53.563265
<b>Supervising Community Ctr Attd   015058   L39C</b>												
A SUPV	029	09/20/2025	26.477103 37.255943	55072.37 77492.36	26.477103	27.800958	29.191006	30.650556	32.183084	33.792238	35.481850	37.255943
<b>Supervising Construction Insp   015074   L39C</b>												
A SUPV	037	09/20/2025	39.320322 55.327642	81786.27 115081.50	39.320322	41.286338	43.350655	45.518188	47.794097	50.183802	52.692992	55.327642
<b>Supervising Deputy City Atty   020037   EXMG</b>												
U EXMG	092	07/01/2023	67.356778 128.869091	140102.10 268047.71								
<b>Supervising Dispatcher   015039   L39C</b>												
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
<b>Supervising Engineer   001831   MGMT</b>												
A MGTE	112	09/20/2025	57.625263 81.084531	119860.55 168655.82	57.625263	60.506526	63.531852	66.708445	70.043867	73.546060	77.223363	81.084531
<b>Supervising Financial Analyst   001832   MGMT</b>												
A MGTE	113	09/20/2025	48.062386 67.628604	99969.76 140667.50	48.062386	50.465505	52.988780	55.638219	58.420130	61.341137	64.408194	67.628604
<b>Supervising Fire Svc Worker   012059   IAMA</b>												
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
<b>Supervising Forensic Invstg   015060   L39C</b>												
A SUPV	030	09/20/2025	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
<b>Supervising Generator Tech   006063   BULT</b>														
A BLDG	025	07/12/2025	34.079238	56.539132	70884.82	117601.40	34.079238	36.635181	39.382820	42.336531	45.511771	48.925154	52.594541	56.539132
<b>Supervising Landscape Architct   001898   MGMT</b>														
A MGTE	160	09/20/2025	50.468170	71.013785	104973.79	147708.67	50.468170	52.991579	55.641158	58.423216	61.344377	64.411596	67.632176	71.013785
<b>Supervising Legal Secretary   010816   CONF</b>														
A CONF	028	09/20/2025	34.686173	48.806928	72147.24	101518.41	34.686173	36.420482	38.241506	40.153581	42.161260	44.269323	46.482789	48.806928
<b>Supervising Plant Operator   015040   L39C</b>														
A SUPV	019	09/20/2025	50.401415	70.919853	104834.94	147513.29	50.401415	52.921486	55.567560	58.345938	61.263235	64.326397	67.542717	70.919853
<b>Supervising Police Clerk   015041   L39C</b>														
A SUPV	020	09/20/2025	25.698632	36.160555	53453.16	75213.95	25.698632	26.983564	28.332742	29.749379	31.236848	32.798690	34.438624	36.160555
<b>Supervising Property Assistant   015062   L39C</b>														
A SUPV	031	09/20/2025	31.153463	43.836051	64799.20	91178.99	31.153463	32.711136	34.346693	36.064028	37.867229	39.760590	41.748620	43.836051
<b>Supervising Surveyor   015065   L39C</b>														
A SUPV	033	09/20/2025	43.343800	60.989079	90155.10	126857.28	43.343800	45.510990	47.786539	50.175866	52.684659	55.318892	58.084837	60.989079
<b>Supervising Water Quality Chem   015035   L39C</b>														
A SUPV	016	09/20/2025	42.870442	60.323018	89170.52	125471.88	42.870442	45.013964	47.264662	49.627895	52.109290	54.714755	57.450493	60.323018
<b>Support Services Manager   001834   MGMT</b>														
A MGTE	115	09/20/2025	48.062386	67.628604	99969.76	140667.50	48.062386	50.465505	52.988780	55.638219	58.420130	61.341137	64.408194	67.628604
<b>Survey Party Chief   015102   L39C</b>														
A SUPV	058	09/20/2025	35.614547	50.113245	74078.26	104235.55	35.614547	37.395274	39.265038	41.228290	43.289705	45.454190	47.726900	50.113245
<b>Survey Technician I   003924   L39A</b>														
A OPMT	069	09/20/2025	23.312743	32.803370	48490.50	68231.01	23.312743	24.478380	25.702299	26.987414	28.336785	29.753624	31.241305	32.803370
<b>Survey Technician II   003925   L39A</b>														
A OPMT	070	09/20/2025	26.364668	37.097735	54838.51	77163.29	26.364668	27.682901	29.067046	30.520398	32.046418	33.648739	35.331176	37.097735
<b>Systems Engineer   010714   CONF</b>														
A CONF	014	09/20/2025	43.458176	61.150018	90393.01	127192.04	43.458176	45.631085	47.912639	50.308271	52.823685	55.464869	58.238112	61.150018
<b>Telecommunications Engineer I   011023   WCOE</b>														
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
<b>Telecommunications Engn II   011025   WCOE</b>														
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

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
<b>Telecommunications Engn III   011026   WCOE</b>												
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
<b>Telecommunications SysAnls I   017029   L39A</b>												
A PROF	017	09/20/2025	35.679933 50.205249	74214.26 104426.92	35.679933	37.463930	39.337127	41.303983	43.369182	45.537641	47.814523	50.205249
<b>Telecommunications SysAnls II   017030   L39A</b>												
A PROF	018	09/20/2025	39.249497 55.227984	81638.95 114874.21	39.249497	41.211972	43.272571	45.436200	47.708010	50.093410	52.598080	55.227984
<b>Telecommunications SysAnls III   017035   L39A</b>												
A PROF	022	09/20/2025	43.173088 60.748869	89800.02 126357.65	43.173088	45.331742	47.598329	49.978245	52.477157	55.101015	57.856066	60.748869
<b>Telecommunications Tech I   003683   L39A</b>												
A OPMT	054	09/20/2025	35.192263 49.519049	73199.91 102999.62	35.192263	36.951876	38.799470	40.739444	42.776416	44.915237	47.160999	49.519049
<b>Telecommunications Tech II   003684   L39A</b>												
A OPMT	055	09/20/2025	36.951955 51.995113	76860.07 108149.84	36.951955	38.799553	40.739531	42.776508	44.915333	47.161100	49.519155	51.995113
<b>Telecommunications Tech Trnee   003682   L39A</b>												
A OPMT	053	09/20/2025	29.966271 42.165554	62329.84 87704.35	29.966271	31.464585	33.037814	34.689705	36.424190	38.245400	40.157670	42.165554
<b>Ticket Seller (Exempt)   009010   TEMP</b>												
A TEMP	010	12/13/2025	16.900000 16.900000	35152.00 35152.00								
<b>Traffic Ctrl&amp;Light Supv   015045   L39C</b>												
A SUPV	022	09/20/2025	41.018010 57.716459	85317.46 120050.24	41.018010	43.068910	45.222356	47.483474	49.857648	52.350530	54.968056	57.716459
<b>Traffic Ctrl&amp;Light Tech I   003637   L39A</b>												
A OPMT	021	09/20/2025	30.711094 43.213592	63879.08 89884.27	30.711094	32.246649	33.858981	35.551930	37.329526	39.196002	41.155802	43.213592
<b>Traffic Ctrl&amp;Light Tech II   003636   L39A</b>												
A OPMT	020	09/20/2025	33.786091 47.540423	70275.07 98884.08	33.786091	35.475396	37.249166	39.111624	41.067205	43.120565	45.276593	47.540423
<b>Traffic Ctrl&amp;Light Tech Trnee   003635   L39A</b>												
A OPMT	019	09/20/2025	27.282271 38.388896	56747.12 79848.90	27.282271	28.646385	30.078704	31.582639	33.161771	34.819860	36.560853	38.388896
<b>Traffic Investigator I   016202   L39A</b>												
A OFFT	072	09/20/2025	25.014357 35.197712	52029.86 73211.24	25.014357	26.265075	27.578329	28.957245	30.405107	31.925362	33.521630	35.197712
<b>Traffic Investigator II   016203   L39A</b>												
A OFFT	073	09/20/2025	28.173781 39.643339	58601.46 82458.14	28.173781	29.582470	31.061593	32.614673	34.245407	35.957677	37.755561	39.643339
<b>Traffic Investigator III   016204   L39A</b>												
A OFFT	074	09/20/2025	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
<b>Traffic Supervisor   015109   L39C</b>												
A SUPV	069	09/20/2025	33.018706 46.460634	68678.91 96638.12	33.018706	34.669641	36.403123	38.223279	40.134443	42.141165	44.248223	46.460634
<b>Traffic Worker I   008001   TRAF</b>												
A TRAF	001	01/10/2026	25.313643 35.618838	52652.38 74087.18	25.313643	26.579325	27.908291	29.303706	30.768891	32.307336	33.922703	35.618838
<b>Traffic Worker II   008002   TRAF</b>												
A TRAF	002	01/10/2026	27.835802 39.167770	57898.47 81468.96	27.835802	29.227592	30.688972	32.223421	33.834592	35.526322	37.302638	39.167770
<b>Traffic Worker III   008003   TRAF</b>												
A TRAF	003	01/10/2026	29.579586 41.621448	61525.54 86572.61	29.579586	31.058565	32.611493	34.242068	35.954171	37.751880	39.639474	41.621448
<b>Traffic Worker Trainee   008005   TRAF</b>												
A TRAF	005	01/10/2026	22.206232 31.246399	46188.96 64992.51	22.206232	23.316544	24.482371	25.706490	26.991814	28.341405	29.758475	31.246399
<b>Training Specialist   001857   MGMT</b>												
A MGTE	129	09/20/2025	39.418875 55.466317	81991.26 115369.94	39.418875	41.389819	43.459310	45.632276	47.913890	50.309585	52.825064	55.466317
<b>Treasury Analyst   010827   CONF</b>												
A CONF	048	09/20/2025	39.806877 56.012273	82798.30 116505.53	39.806877	41.797221	43.887082	46.081436	48.385508	50.804783	53.345022	56.012273
<b>Treasury Analyst   014016   MSUP</b>												
A MSUP	016	09/20/2025	39.806877 56.012273	82798.30 116505.53	39.806877	41.797221	43.887082	46.081436	48.385508	50.804783	53.345022	56.012273
<b>Treasury Assistant   010715   CONF</b>												
A CONF	033	09/20/2025	28.509594 40.115862	59299.96 83440.99	28.509594	29.935074	31.431828	33.003419	34.653590	36.386270	38.205583	40.115862
<b>Treasury Manager   001801   MGMT</b>												
A MGTE	085	09/20/2025	71.241149 100.243450	148181.59 208506.38	71.241149	74.803206	78.543366	82.470534	86.594061	90.923764	95.469952	100.243450
<b>Tree Maintenance Supervisor   015046   L39C</b>												
A SUPV	023	09/20/2025	32.000454 45.027852	66560.94 93657.93	32.000454	33.600477	35.280501	37.044526	38.896752	40.841590	42.883669	45.027852
<b>Tree Maintenance Worker   003660   L39A</b>												
A OPMT	041	09/20/2025	24.586688 34.595939	51140.31 71959.55	24.586688	25.816022	27.106823	28.462164	29.885272	31.379536	32.948513	34.595939
<b>Tree Maintenance Worker Trnee   003917   L39A</b>												
A OPMT	065	09/20/2025	21.062559 29.637136	43810.12 61645.24	21.062559	22.115687	23.221471	24.382545	25.601672	26.881756	28.225844	29.637136
<b>Tree Pruner I   003639   L39A</b>												
A OPMT	023	09/20/2025	23.203835 32.650125	48263.98 67912.26	23.203835	24.364027	25.582228	26.861339	28.204406	29.614626	31.095357	32.650125
<b>Tree Pruner II   003640   L39A</b>												
A OPMT	024	09/20/2025	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
<b>Tree Pruner Supervisor   015047   L39C</b>												
A SUPV	024	09/20/2025	31.372901 44.144822	65255.63 91821.23	31.372901	32.941546	34.588623	36.318054	38.133957	40.040655	42.042688	44.144822
<b>Tree Pruner Trainee   003638   L39A</b>												
A OPMT	022	09/20/2025	20.275323 28.529415	42172.67 59341.18	20.275323	21.289089	22.353543	23.471220	24.644781	25.877020	27.170871	28.529415
<b>Urban Design Manager   001894   MGMT</b>												
A MGTE	156	09/20/2025	56.949841 80.134146	118455.67 166679.02	56.949841	59.797333	62.787200	65.926560	69.222888	72.684032	76.318234	80.134146
<b>Util Operations &amp; Maint Supt   001841   MGMT</b>												
A MGTE	120	09/20/2025	55.441556 78.011838	115318.44 162264.62	55.441556	58.213634	61.124316	64.180532	67.389559	70.759037	74.296989	78.011838
<b>Utilities Locator   007010   L447</b>												
A WATR	006	07/12/2025	32.415062 45.611247	67423.33 94871.39	32.415062	34.035815	35.737606	37.524486	39.400710	41.370746	43.439283	45.611247
<b>Utilities O&amp;M Leadworker   007002   L447</b>												
A WATR	002	07/12/2025	34.808080 48.978463	72400.81 101875.20	34.808080	36.548484	38.375908	40.294703	42.309438	44.424910	46.646155	48.978463
<b>Utilities O&amp;M Serviceworker   007001   L447</b>												
A WATR	001	07/12/2025	31.624449 44.498776	65778.85 92557.45	31.624449	33.205671	34.865955	36.609253	38.439716	40.361702	42.379787	44.498776
<b>Utilities O&amp;M Supervisor   015103   L39C</b>												
A SUPV	059	09/20/2025	40.111603 56.441053	83432.13 117397.39	40.111603	42.117183	44.223042	46.434194	48.755904	51.193699	53.753384	56.441053
<b>Utilities O&amp;M SvcWrk App   007901   L447</b>												
A WATR	003	07/01/2023	22.450854 27.227273	46697.78 56632.73	22.450854	23.573396	24.752066	27.227273				
<b>Utilities Ops and Maint Mgr   001842   MGMT</b>												
A MGTE	198	09/20/2025	60.599464 85.269531	126046.88 177360.62	60.599464	63.629437	66.810909	70.151454	73.659027	77.341978	81.209077	85.269531
<b>Utility Construction Coord   001839   MGMT</b>												
A MGTE	118	09/20/2025	46.815053 65.873481	97375.31 137016.84	46.815053	49.155806	51.613596	54.194276	56.903990	59.749190	62.736649	65.873481
<b>Utility Services Inspector   016099   L39A</b>												
A OFFT	056	09/20/2025	22.247343 31.304246	46274.47 65112.83	22.247343	23.359710	24.527696	25.754081	27.041785	28.393874	29.813568	31.304246
<b>Utility Worker   003602   L39A</b>												
A TEMP	011	12/13/2025	16.900000 17.462016	35152.00 36320.99								
<b>Vehicle Service Attendant   012005   IAMA</b>												
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
<b>Veterinarian   001875   MGMT</b>												
A MGTE	140	09/20/2025	46.054936 64.803919	95794.27 134792.15	46.054936	48.357683	50.775567	53.314345	55.980062	58.779065	61.718018	64.803919

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<b>Water Conservation Rep   016978   L39A</b>												
A OFFT	139	09/20/2025	22.247343 31.304246	46274.47 65112.83	22.247343	23.359710	24.527696	25.754081	27.041785	28.393874	29.813568	31.304246
<b>Water Conservation Specialist   016975   L39A</b>												
A OFFT	135	09/20/2025	24.994869 35.170291	51989.33 73154.20	24.994869	26.244612	27.556843	28.934685	30.381419	31.900490	33.495515	35.170291
<b>Water Conservation Supervisor   015107   L39C</b>												
A SUPV	072	09/20/2025	28.131065 39.583233	58512.62 82333.12	28.131065	29.537618	31.014499	32.565224	34.193485	35.903159	37.698317	39.583233
<b>Water Cross Conn Ctrl Spclst   007902   L447</b>												
A WATR	004	07/12/2025	40.024277 56.318177	83250.50 117141.81	40.024277	42.025491	44.126766	46.333104	48.649759	51.082247	53.636359	56.318177
<b>Water Quality Chemist   017008   L39A</b>												
A PROF	005	09/20/2025	37.721469 53.077895	78460.66 110402.02	37.721469	39.607542	41.587919	43.667315	45.850681	48.143215	50.550376	53.077895
<b>Water Quality Lab Tech   016080   L39A</b>												
A OFFT	043	09/20/2025	25.291713 35.587981	52606.76 74023.00	25.291713	26.556299	27.884114	29.278320	30.742236	32.279348	33.893315	35.587981
<b>Website Administrator   001904   MGMT</b>												
A MGTE	170	09/20/2025	51.066951 71.856329	106219.26 149461.16	51.066951	53.620299	56.301314	59.116380	62.072199	65.175809	68.434599	71.856329
<b>Workers Comp Claims Asst I   010818   CONF</b>												
A CONF	037	09/20/2025	27.917882 39.283264	58069.20 81709.19	27.917882	29.313776	30.779465	32.318438	33.934360	35.631078	37.412632	39.283264
<b>Workers Comp Claims Asst II   010819   CONF</b>												
A CONF	038	09/20/2025	30.709670 43.211591	63876.11 89880.11	30.709670	32.245154	33.857412	35.550283	37.327797	39.194187	41.153896	43.211591
<b>Workers Comp Claims Mgr   001927   MGMT</b>												
A MGTE	195	09/20/2025	55.782990 78.492268	116028.62 163263.92	55.782990	58.572139	61.500746	64.575783	67.804572	71.194801	74.754541	78.492268
<b>Workers' Comp Claims Rep   001943   MGMT</b>												
A MGTE	215	09/20/2025	43.693077 61.480547	90881.60 127879.54	43.693077	45.877731	48.171618	50.580199	53.109209	55.764669	58.552902	61.480547
<b>Workers' Comp Claims Supervr   001942   MGMT</b>												
A MGTE	214	09/20/2025	48.062386 67.628604	99969.76 140667.50	48.062386	50.465505	52.988780	55.638219	58.420130	61.341137	64.408194	67.628604
<b>Youth Aide   009068   TEMP</b>												
A TEMP	037	12/13/2025	16.900000 16.900000	35152.00 35152.00								
<b>Zoning Investigator   016213   L39A</b>												
A OFFT	080	09/20/2025	35.855735 50.452621	74579.93 104941.45	35.855735	37.648522	39.530948	41.507495	43.582870	45.762014	48.050115	50.452621
<b>Zoo Attendant I   003642   L39A</b>												
A OPMT	026	09/20/2025	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: April 14, 2026

<a href="#">Sal Plan</a>	<a href="#">Grade</a>	<a href="#">Effective Date</a>	<a href="#">Hourly Min/Max</a>	<a href="#">Annual Min/Max</a>	<a href="#">Step 1</a>	<a href="#">Step 2</a>	<a href="#">Step 3</a>	<a href="#">Step 4</a>	<a href="#">Step 5</a>	<a href="#">Step 6</a>	<a href="#">Step 7</a>	<a href="#">Step 8</a>
<b>Zoo Attendant II   003643   L39A</b>												
A OPMT	027	09/20/2025	23.290173 32.771613	48443.56 68164.96	23.290173	24.454682	25.677416	26.961287	28.309351	29.724819	31.211060	32.771613