

Agency Rpt
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SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

March 7, 1983

APPROVED
SACRAMENTO HOUSING AUTHORITY
CITY OF SACRAMENTO

RECEIVED
CITY MANAGER'S OFFICE
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY
CITY OF SACRAMENTO
MAR 9 1983

Housing Authority of the
City of Sacramento
Redevelopment Agency of the
City of Sacramento
MAR 15 1983

MAR 15 1983

Honorable Members in Session:

SUBJECT: 1983/1984 Compensation Recommendation - Sacramento Housing and Redevelopment Agency Employees' Association (SHRAEA)

SUMMARY

This report, together with the attached exhibits, sets forth the 1983/1984 compensation recommendations for the positions covered in the Administrative and Technical Unit and represented by the Sacramento Housing and Redevelopment Agency Employees' Association (SHRAEA).

A detailed outline of existing and recommended benefits is included as Attachment I.

ECONOMIC PACKAGE

On February 7, 1983 the Agency and the Sacramento Housing and Redevelopment Agency Employees' Association (SHRAEA) reached tentative settlement on a two-year agreement covering 60 employees in the Administrative and Technical Unit. On March 2, 1983, the SHRAEA membership ratified the tentative agreement. A copy of this Agreement is included with this report as Attachment II.

The economic package for the Administrative and Technical Unit is as follows:

A. Calendar Year 1983

Agency to pick up 3½% of 7% employee contribution to PERS. \$ 52,934

Health Benefits (Medical/Dental) increased to \$175.29/month, 2-1-83. 12,944

3-15-83

All Districts

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SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the
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Calendar Year 1983 (Continued)

Optional 1 x annual salary life insurance (pay from Medical/Dental allowance)	\$ 4,637
Implementation of compensation study 6-25-83.	<u>36,709</u>
	\$107,224

Change vacation schedule to allow accumulation at the rate of 15 days/year after completion of three years of service.

Deletion of Property Rehabilitation Specialist III classification from the Administrative and Technical Unit and placing the classification in the Management, Supervisory and Confidential Unit.

B. Calendar Year 1984

4% wage increase, 1-21-84	\$ 73,587
Compensation Study (2nd half costs)	<u>38,096</u>
	\$111,683

Increase the insurance cap by the amount of premium increase for full family Kaiser and dental. A \$10 monthly increase in premium would amount to approximately \$7,800 annually.

Increase the vacation accumulation by 3/10 hour per bi-weekly pay period at all levels which amounts to approximately one day per year.

Regarding the Agency Shop proposal, SHRAEA has the right to call for an Agency Shop election within the Administrative and Technical Unit within 30 days from the official adoption of the Agreement. If a majority of the employees in the unit approve the Agency Shop, that provision shall be effective as of the date of the election.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

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FINANCIAL DATA

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

Calendar Year 1983	\$107,224
Calendar Year 1984	\$111,683

Funding for the 1983 economic package is included in the Agency Administrative Contingency in the 1983 Agency Budget. This agreement coupled with the AFSCME and unrepresented packages is still within the overall parameters established by the Governing Boards.

RECOMMENDATIONS

The staff recommends the Governing Board:

1. Adopt the attached resolutions which ratify the Agreement with SHRAEA, covering the Administrative and Technical Employees for the period of December 25, 1982 to December 21, 1984.
2. Adopt the attached resolutions which delete the Property Rehabilitation Specialist III classification from the Administrative and Technical Unit, and place the classification in the Management, Supervisory and Confidential Unit, effective December 25, 1982, retitling to Property Rehabilitation Supervisor, effective June 25, 1983.

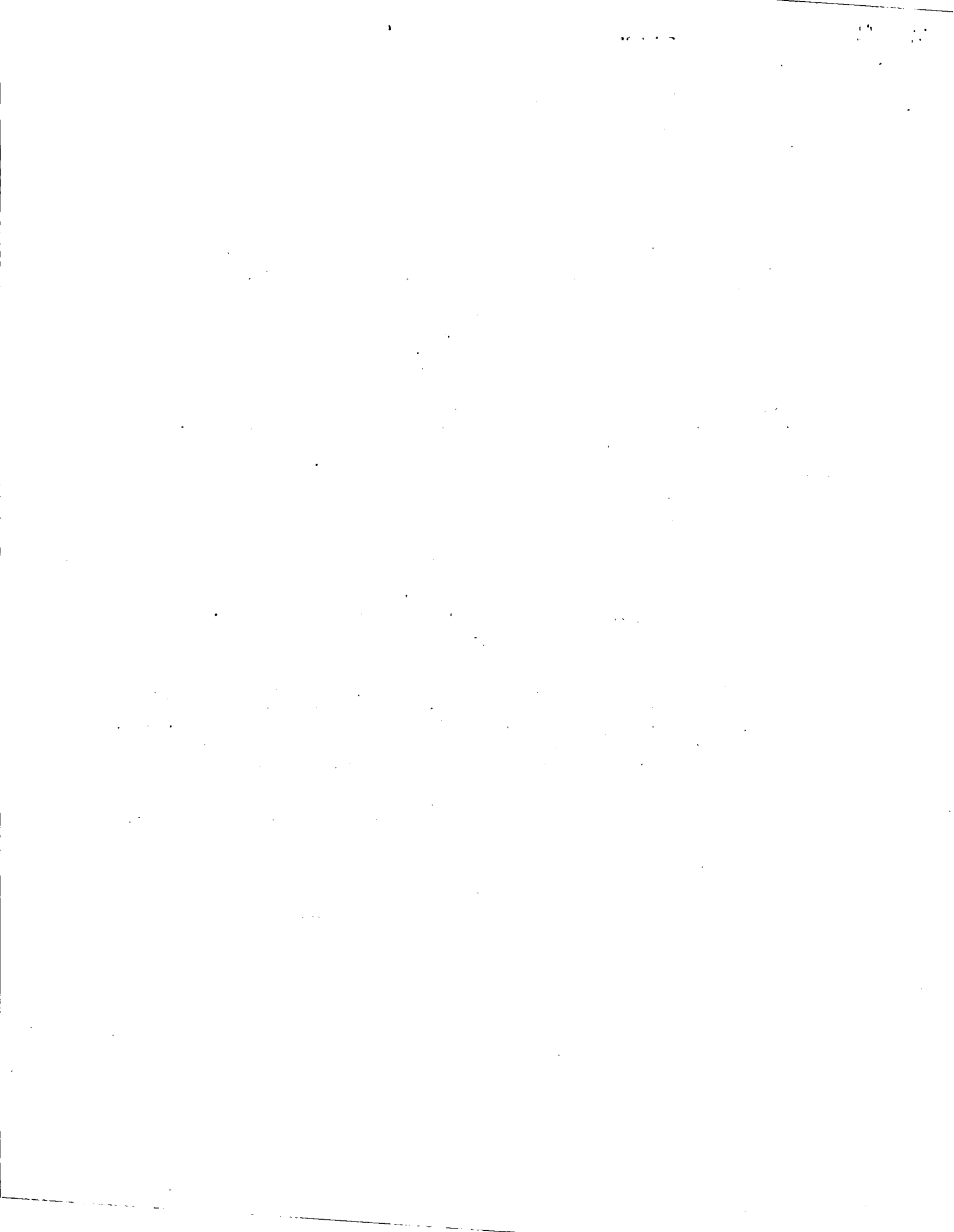
Respectfully submitted,

William H. Edgar

WILLIAM H. EDGAR
Executive Director

APPROVAL RECOMMENDED:

Walter J. Slipe, Jr.
WALTER J. SLIPE
City Manager



COMPARISON OF BENEFITSADMINISTRATIVE AND TECHNICAL UNIT (SHRAEA REPRESENTED)

	<u>Present</u>	<u>Proposed</u>
<u>HEALTH BENEFITS:</u> (Medical/Dental)	\$157.42/month	\$175.29/month, 2-1-83
<u>LIFE INSURANCE:</u>	\$5,000; Optional 1 x annual salary.	\$5,000; Optional 1 x annual salary. (May pay from medical/dental allowance)
<u>RETIREMENT:</u>	Highest 3 years PERS. Employee contribution: 7% of salary over \$133.33 per month.	Agency pick up 3½% of the 7% employee contribution, 12-25-82.
<u>SOCIAL SECURITY:</u>	Regular employer contribution.	Same.
<u>SICK LEAVE:</u>	12 days/year. Employee may request to be paid for 25% earned previous year after 60 days accumulation. Pay for 1/3 of accumulated upon termination with 2 years of service.	Same.
<u>VACATION:</u>	1-5 years: 10 days/year 6-15 years: 15 days/year 16+ years: 20 days/year 1/ Max. accrual - 2 x yearly allotment. Bought back at 100% upon leaving SHRA.	(1983) Change vacation schedule to accumulate at the rate of 15 days/year after 3 years of service. (1984) Additional .3 hour vacation per bi-weekly pay period.
<u>HOLIDAYS:</u>	12½ days/year	Same.
<u>PARKING:</u>	\$12 monthly reimbursement.	Same.
<u>BUS PASS:</u>	50% reimbursement.	Same.
<u>DEFERRED COMPENSATION:</u>	Yes.	Review for increased opportunities and plans available.

1/ Employee may take 1 week of accrual in equivalent pay.

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ADMINISTRATIVE AND TECHNICAL UNIT (SHRAEA REPRESENTED)

	<u>Present</u>	<u>Proposed</u>
<u>TUITION REIMBURSEMENT:</u>	\$50/semester; \$150/year	\$150/year
<u>DISABILITY INSURANCE:</u>	SDI, maximum \$175/week Cost to employee: .8% of first \$17,000.	Same.
<u>ON-CALL PAY:</u>	NO.	No.
<u>VEHICLE ALLOWANCE:</u>	Reimbursed for official mileage.	Same.

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AGREEMENT BETWEEN
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY EMPLOYEES ASSOCIATION
AND
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY
December 25, 1982 - December 21, 1984

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PREAMBLE

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

ARTICLE 1 ENTIRE AGREEMENT

1.1 ENTIRE AGREEMENT

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

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

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

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ARTICLE 2
RIGHTS OF MANAGEMENT

2.1 RIGHTS OF MANAGEMENT

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

ARTICLE 3
ASSOCIATION RIGHTS

3.1 ASSOCIATION RECOGNITION

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

- Accountant
- Administrative Assistant I
- Assistant Housing Manager
- Assistant Land Agent
- Assistant to the Director, FGP
- Associate Planner
- Community Development Specialist
- Community Planner
- Community Services Assistant
- Community Services Coordinator
- Community Services Specialist
- Community Services Supervisor
- Economic Development Coordinator
- Housing Policy/Program Analyst
- Junior Draftsperson
- Legal Assistant
- Management Analyst
- PAC Director

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Programmer Trainee
 Property Rehabilitation Specialist II
 Property Rehabilitation Specialist I
 Rehabilitation Supervisor
 Senior Accountant
 Storekeeper
 Technical Specialist III
 Technical Specialist II
 Technical Specialist I
 Technical Supervisor

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

Accountant III
 Accountant II
 Accountant I
 Assistant Planner
 Associate Planner
 Community Development Coordinator II
 Community Development Coordinator I
 Community Planner
 Community Services Specialist II
 Community Services Specialist I
 Drafting Technician
 Economic Development Coordinator
 Financial Analyst
 Housing Inspector
 Housing Manager
 Housing Policy/Program Analyst
 Legal Assistant
 Loan Specialist II
 Loan Specialist I
 PAC Director
 Program Analyst
 Programmer
 Programmer Analyst
 Programmer Trainee
 Property Rehabilitation Specialist II
 Property Rehabilitation Specialist I
 Relocation Specialist
 Storekeeper II
 Technical Assistant III
 Technical Assistant II
 Technical Assistant I

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

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

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

Limited-Term: The status of an employee hired for a limited duration, up to a maximum of eighteen (18) months, because of seasonal workloads, special projects, or other reason. Such employee must work within one year from each date of employment, at least 1,040 hours during a continuous period of at least six (6) months.

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

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

Limited-Term: A position stipulated to be of limited duration, up to a maximum of eighteen (18) months, because of seasonal workloads, special projects, or other reason, and which are typically filled by employees with limited-term status. A limited-term position must be of such duration to require an employee to work within one year of each date of employment, at least 1,040 hours during a continuous period of employment of more than six (6) months.

Part-Time: A position where the work schedule calls for a minimum of forty (40) hours but less than eighty (80) hours during a bi-weekly pay period, either on an intermittent or regular basis. A part-time position must be of such duration to require an employee to work, within one year of each date of employment, at least 1,040 hours during a continuous period of employment of more than six (6) months.

e. The Agency will not utilize limited-term positions to circumvent the establishment of regular positions.

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

3.2 PAYROLL DEDUCTIONS

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

- 1) the normal and regular monthly membership dues;
- 2) the service fees for non-members as set forth in Section 3.3 of this Agreement;

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- 3) insurance premiums for plans to which the Agency is not a contracting party, including Association-sponsored disability insurance premiums and automobile insurance premiums; and
- 4) charitable contributions.

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

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

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

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

3.3 AGENCY SHOP

a. Agency Shop Election

Within thirty (30) days from official adoption of this Agreement a secret ballot election shall be held amongst all eligible employees in the Administrative and Technical Unit to determine the employees' desire to be covered by a full agency shop. Eligible employees shall include all employees

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in the Unit on the effective date of this Agreement. The secret ballot election shall be supervised by the State Mediation Service. In the event a majority of the employees in the Unit vote in the affirmative for the full agency shop, the remaining provisions of this Section shall become effective with the beginning of the third full pay period following the date of the election.

b. Service Fee

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

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

c. Religious Objection

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

- United Way
- Firefighters Pacific Burn Institute
- Children's Receiving Home

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

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d. Disclosure and Reporting

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

e. Hold Harmless

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

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

f. Change of Law

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

g. Discipline Procedure

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

- 1) The Association first has notified the employee by letter, explaining that he/she is delinquent in not tendering the required service fee, or payment in lieu of service fee pursuant to subsections (b) and (c) above, specifying the current amount of the delinquency, and warning the employee that unless such service fee, or payment in lieu of service fee, is tendered within thirty (30) calendar days, the employee will be reported to the Agency for termination as provided in this Section; and

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- 2) The Association has furnished the Agency with written proof that the procedure of subsection (1) above has been followed, or has supplied the Agency with a copy of the letter sent to the employee and notice that he/she has not complied with the request. The Association must further provide, when requesting the Agency to terminate the employee, the following written notice:

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

h. Duty of Fair Representation

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

i. Employee Rights

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

3.4 ASSOCIATION STEWARDS AND ASSOCIATION REPRESENTATION

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

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

c. The number of Association Stewards shall not exceed four (4). Any change in the number of Stewards shall be made by written consent of both parties.

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

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

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

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

h. Notwithstanding the provisions of this Article and Article 4, Grievance and Arbitration Procedure, on all matters relating to grievances and the interpretation of this Agreement, the Agency shall deal with only the accredited Association Stewards and those Association Officers elected by the general membership. Further, the provisions of Section 3.4(d) shall apply to only such persons (including a representative of the Association).

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

3.5 ASSOCIATION BUSINESS

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

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

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

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3.6 BULLETIN BOARDS

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

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

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

3.7 USE OF FACILITIES AND INTER-OFFICE MAIL

a. The Association can use Agency conference rooms and similar facilities for meetings with employees. Use of Agency meeting facilities requires reasonable advance notice to the appropriate Agency official and is subject to Agency use of such facilities. The Agency may establish reasonable regulations governing the use of Agency facilities as provided by this Section.

ARTICLE 4 GRIEVANCE AND ARBITRATION PROCEDURE

4.1 DEFINITION

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

4.2 INTENT

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

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4.3 PROCEDURE

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

4.4 INFORMAL GRIEVANCE

The aggrieved employee or group of employees or a representative of the Association shall orally present the grievance to the employee's appropriate supervisor or his/her designated representative within five (5) working days following the occurrence of events on which the grievance is based. The supervisor shall give his/her answer within five (5) working days of the date of presentation of the grievance.

4.5 FORMAL GRIEVANCE - STEP 1

If the grievance is not resolved under Section 4.4, it may be reduced to writing, setting forth the alleged facts or circumstances giving rise to the grievance, the applicable section of the Agreement asserted to have been violated and the remedy or correction requested of the Agency. The written grievance must be dated and signed by the aggrieved employee. The written grievance must be presented to the aggrieved employee's Department Head or the Department Head's designated representative, within five (5) working days after the supervisor's answer under Section 4.4. The Department Head or designated representative shall establish a time for a grievance meeting with the aggrieved employee and/or the Association Representative to occur within five (5) working days after receipt of the written grievance in an attempt to resolve the matter. At the grievance meeting, the Department Head or designated representative shall receive such evidence relevant to the grievance as the aggrieved employee and/or Association Representative may wish to introduce. The Department Head or designated representative shall then consider the evidence received and render a written decision within five (5) working days after the grievance meeting.

4.6 FORMAL GRIEVANCE - STEP 2

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

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

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4.7 FORMAL GRIEVANCE - ARBITRATION

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

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

c. The fees and necessary expenses of any arbitration proceedings shall be shared equally by both parties, except that each party shall pay the fees of its own counsel and/or representative. The Agency agrees that employees shall not suffer loss of compensation for time spent as a witness at an arbitration hearing held pursuant hereto. The Association agrees that the number of witnesses requested to attend and their scheduling shall be kept to a reasonable minimum.

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

ARTICLE 5
SALARIES

5.1 WAGE AND SALARY ADJUSTMENTS

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

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

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

5.2 SALARY STEP INCREASE

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

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

c. An employee's step increase date shall be the first day of the first bi-weekly pay period.

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

5.3 GREEN CIRCLE

Those employees who are reallocated to classifications where the maximum rate of pay is less than the employee's salary immediately prior to the reallocation, and such reallocations are made pursuant to the Agency-wide classification and pay study to be effective June 25, 1983, shall have their salary frozen at the rate in effect on June 24, 1983, but shall remain eligible for all future general salary increases to be applied to all classifications covered by this Agreement. New employees hired on June 25, 1983, or later shall not be affected by this provision.

ARTICLE 6
EMPLOYEE BENEFITS

6.1 HEALTH INSURANCE

a. Effective February 1, 1983, all employees assigned to the Administrative and Technical Unit shall receive an additional \$17.87 per month medical and dental group insurance contribution bringing the Agency contribution up to \$175.29 per month.

b. To be eligible for the Agency contribution under this Article the part-time employee must be paid for a minimum of forty (40) hours of work during the bi-weekly pay period for which the Agency contribution is made. If an

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employee fails to meet this criterion the Agency shall deduct from the employee's paycheck the amount equal to the Agency contribution, in addition to any other employee deductions for health and dental insurance. If this deduction from the employee's paycheck cannot be made in its entirety, it is the responsibility of the individual employee to pay for the remaining amount. Failure to do so before the end of the calendar month, including such paycheck(s), shall automatically drop the employee from the health and dental insurance program until the next open enrollment period.

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

6.2 LIFE INSURANCE

The Agency shall provide \$5,000 life insurance for probationary and permanent employees covered by this Agreement. The Agency shall also allow these employees to purchase additional life insurance in an amount equal to their annual salary either at their own expense and/or by utilizing any excess portion of the Agency contribution for medical and dental insurance.

6.3 OPTICAL INSURANCE

The Agency shall sponsor an optical insurance plan which employees may purchase at their own expense and/or by utilizing any excess portion of the Agency contribution for medical and dental insurance; provided, however, if the employee participation requirements of the insurance carrier cannot be met by the employees in this Unit within thirty (30) calendar days from the effective date of this Agreement, no such optical insurance plan shall be sponsored by the Agency during the term of this Agreement.

6.4 RETIREMENT CONTRIBUTION

Effective December 25, 1982, the Agency will pay the first three and one-half percent (3-1/2%) of an employee's seven percent (7%) Public Employees' Retirement System contribution, which currently is an amount equal to one-half (1/2) of the employee's retirement contribution. For employees not covered by the Public Employees' Retirement System, the Agency shall contribute an equal amount towards their retirement contribution.

6.5 OTHER EMPLOYEE BENEFITS

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

- a) State Unemployment Insurance

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

ARTICLE 7
HOURS OF WORK AND OVERTIME

7.1 HOURS OF WORK

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

b. The current regular schedule for employees consists of work to be performed Monday through Friday. The Agency shall give the Association thirty (30) days notice prior to changing this current regular schedule.

7.2 OVERTIME

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

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

7.3 COMPENSATORY TIME OFF (CTO)

a. Compensatory time off instead of cash compensation for overtime shall be granted at the request of the employee at the rate of one and one-half (1-1/2) hours paid leave for each overtime hour worked. The Agency shall have the right to deny an employee's request for cash payment and instead compensate overtime through compensatory time off. Compensatory time off may be accrued up to a maximum of sixty (60) hours through the last full pay period in December of each year. All compensatory time off not used by the end of this pay period will be paid to the employee in cash. This cash payment will be included in the second paycheck in January.

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

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7.4 PART-TIME EMPLOYMENT

a. This Section applies to employees in part-time positions or full-time employees who request to be employed on a part-time basis. Approval of requests for part-time employment lies within the discretion of the Agency.

b. Employees working part-time shall be scheduled to work a minimum of forty (40) hours in a bi-weekly pay period.

c. If a request to convert from full-time to part-time is approved, the employee will be assigned on a part-time basis as soon as practicable.

d. A part-time employee may request to change to full-time employment by giving written notice to the Personnel Division. Employees submitting such written request will be changed to full-time employment as vacancies in regular positions occur within their current classification. The part-time employee who has the earliest dated request to change to full-time employment will be given the first available vacancy.

e. The salary of part-time employees shall be pro-rated based on the number of hours worked. Vacation, sick leave, holiday and insurance benefits will be as stated in those sections of this Agreement.

ARTICLE 8
HOLIDAYS AND LEAVES

8.1 HOLIDAYS

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

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

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<u>Holiday</u>	<u>Date</u>
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Fourth Friday in November
Christmas Eve Day (4 hours)	Last working day prior to observance of Christmas Day holiday
Christmas Day	December 25
Friday (4 hours)	Friday before Easter

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

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

d. Part-time employees shall receive the holiday benefit on a pro-rata basis.

8.2 ANNUAL LEAVE

a. Effective December 25, 1982, all employees shall earn annual leave at the following rate:

- 1) 3.08 hours per bi-weekly pay period through three (3) years of service;
- 2) 4.62 hours per bi-weekly pay period from four (4) through fifteen (15) years of service;
- 3) 6.15 hours per bi-weekly pay period after fifteen (15) years of service.

b. Effective December 24, 1983, all employees shall earn annual leave at the following rate:

- 1) 3.38 hours per bi-weekly pay period through three (3) years of service;
- 2) 4.92 hours per bi-weekly pay period from four (4) through fifteen (15) years of service;
- 3) 6.45 hours per bi-weekly pay period after fifteen (15) years of service.

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

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d. During any year in which an employee is accruing annual leave at the rate of 6.15 hours per bi-weekly pay period, or 6.45 hours per bi-weekly pay period effective December 24, 1983, he/she may elect to take one week of his/her accrual in equivalent pay.

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

f. This Section shall apply to part-time employees except that the bi-weekly accrual rate under Section 8.2(a) and 8.2(b) shall be computed on a pro-rata basis.

g. Employees must have six (6) months of service to be eligible to use accrued vacation.

8.3 SICK LEAVE

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

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

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

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

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

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

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

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

i. An employee who, while on vacation, is bedridden for five (5) or more days, or hospitalized for one (1) or more days, due to an illness or injury may have such days charged to sick leave provided the employee submits appropriate written verification from the treating physician or the hospital in which he/she was confined.

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

8.4 COURT LEAVE

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

8.5 LEAVES OF ABSENCE WITHOUT PAY

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

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

b. Any leave of absence granted under Section 8.5(a)(1) above shall be only for the actual period of illness, disability, or pregnancy-related disability. Any request for a leave of absence longer than the actual period of illness, disability, or pregnancy-related disability, up to the one (1) year

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maximum from the date the initial leave began under Section 8.5(a)(1), must be approved by the Executive Director, and will be considered a leave under Section 8.5(a)(5).

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

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

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

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

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

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

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

ARTICLE 9 SPECIAL ALLOWANCES

9.1 CALL-IN PAY

An employee who has completed their regular shift and has left Agency premises and is called back to work for unscheduled overtime work, shall receive a minimum of two hours pay at time and one-half (1-1/2) their base rate of pay.

9.2 NIGHT-SHIFT DIFFERENTIAL

All employees of the Agency covered by this Agreement who work five-eighths (5/8) or more of their regular shift in the period extending from

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

9.3 TEMPORARY WORK IN A HIGHER CLASS

a. When an employee is assigned to perform essentially all the duties of a position in a higher classification, payment shall begin after the completion of one working day in the higher classification. Payment for such out-of-classification work shall be five percent (5%) above the regular base pay of the employee, providing such pay shall be a minimum of the "A" step of the higher class, and no more than the maximum of "E" step of the higher classification. No position will be filled by "temporary work in a higher class" for more than forty-five (45) consecutive days, except as follows:

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

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

9.4 LONGEVITY PAY

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

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

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

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ARTICLE 10
PERSONNEL ACTIONS

10.1 SELECTION OF VACANCIES

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

b. For an employee to be considered for transfer under Section 10.1(a), a written transfer request, on a form provided by the Agency, must be filed with the Agency Personnel Department. Such transfer request shall be valid through December 31 of each calendar year.

c. Whenever the names of the top candidates are given an interview for a vacancy pursuant to Section 10.2(d), the names of employees who have submitted transfer requests for that opening shall also be given an interview for that vacancy. However, in no event shall more than five (5) employees requesting transfer be given such interview, with the employees who submitted their transfer request on the earliest date being given preference.

d. After a period of sixty (60) calendar days from the date a permanent vacancy was filled, an employee who was interviewed for such vacancy pursuant to subsection (c) shall have the right to meet with the appointing authority to discuss why his/her transfer request was not approved.

10.2 PROMOTIONS

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

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

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

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

e. Any employee who is promoted and subsequently released from that new job classification while serving the probationary period shall be reinstated to the job classification from which promoted, unless reason for release would be just cause for dismissal from agency service pursuant to Article 10.4, but said released but not dismissed employee shall be entitled to file a grievance at the second step of the grievance procedure, but shall have no right to take such grievance to Step 3 (arbitration).

f. After a period of sixty (60) calendar days from the date a promotional vacancy was filled, an employee who was interviewed for such vacancy pursuant to subsection (d) shall have the right to meet with the appointing authority to discuss why he/she was not appointed to the promotional position.

10.3 TRANSITION

a. Upon approval of the Executive Director or his/her designee, any employee with limited-term status may be granted permanent status without further examination provided the employee has worked the equivalent of twenty-six (26) weeks of full-time service. Such permanent status shall be granted only to the employee's current job classification where limited-term status is held or to any entry-level classification covered by this Agreement.

b. Any employee with limited-term status who has worked the maximum allowable eighteen (18) months, shall either be granted permanent status without further examination in the job classification where limited-term status is held or shall be terminated from employment with the Agency.

10.4 DISCIPLINARY ACTION

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

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

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b. Any employee without permanent status (only probationary status or limited-term status) may be terminated without right of appeal under this Agreement. Any employee with permanent status serving a probationary period may be released from that probationary period without right of appeal except as provided in Section 10.1(e).

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

d. A written reprimand and any written rebuttal submitted by the employee shall be removed from an employee's personnel files if the employee has worked for a three (3) consecutive year period, subsequent to receipt of the written reprimand, without receipt of any additional disciplinary action as listed under Section 10.4(a).

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

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

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

10.5 CITIZENS COMPLAINT

a. The Agency agrees not to take any disciplinary action against any employee under Article 10.4 of this Agreement based upon a complaint from a tenant or other member of the public unless and until such complaint is reduced to writing and signed by the complainant. Such written complaint shall specifically contain what acts, by an employee, are being alleged.

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

10.6 EMPLOYEE PERSONNEL RECORDS

a. Employee personnel records shall be subject to inspection only by the employee concerned and authorized Agency personnel except as otherwise provided by law. Upon notification and approval of the employee's supervisor, an employee shall be entitled to make an appointment for and review his/her personnel records at the appropriate personnel office for a reasonable time during Personnel Department hours. Upon proper request, such permission shall not be unreasonably withheld. No persons shall be allowed other than those

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stated in this Section, to inspect an employee's personnel record without the express written authorization of the employee.

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

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

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

ARTICLE 11 SENIORITY AND LAYOFF

11.1 SENIORITY

a. Agency Service Seniority: Agency service seniority shall be defined as the effective date of appointment to the employee's current regular, part-time, or limited-term position with the Agency, or as the effective date of appointment to any regular, part-time, or limited-term position(s) with the Agency which preceded, in continuous service, the appointment to the employee's current regular, part-time, or limited-term position, whichever is greater.

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

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

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

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

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

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

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

11.2 LAYOFF

a. PURPOSE

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

b. DEFINITIONS

- 1) Layoff: A layoff shall be defined as the dismissal of at least one (1) employee due to lack of work, lack of funds, or abolishment of position.
- 2) Seniority: Seniority shall be defined as in Article 11, Section 11.1.
- 3) Downgrade: A downgrade shall be defined as a change in job classification to which the top rate of pay (Step E) is the

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same or less than the top rate of pay (Step E) of the employee's present classification, due to a layoff. A downgrade shall only be allowed to the appropriate classification within the employee's regression ladder, except as provided in Section 11.2(c)(4) of this Article.

- 4) Regression Ladder: A regression ladder shall be defined as a classification series through which an employee may downgrade. The regression ladders are as set forth in Exhibit D and Exhibit E.

c. PROCEDURE

- 1) Within each job classification in which a layoff occurs, employees shall be laid off in the following order: first, employees with limited-term status in order of Agency service seniority; second, all other employees in order of classification seniority. The first employees affected by a layoff within each of these categories shall be the employee with the least applicable seniority.
- 2) Any employee with probationary status who is affected by a layoff or displaced by a downgrading employee shall return to the former job classification where the employee held permanent status, if any. Said employee shall also return to the same department and type position which the employee left immediately prior to the probationary appointment. If a probationary employee does not hold permanent status in another job classification, he/she will be laid off without any right for recall.
- 3) Within a job classification, any employee with permanent status who is to be laid off or displaced shall have the right to downgrade, in descending order, to job classifications within his/her regression ladder, if any, provided that the employee meets the qualifications of the lower classification and can displace an employee in the lower classification as follows:
 - a) If there are employees with limited-term status, the downgrading employee shall first displace such limited-term employee with the least Agency service seniority.
 - b) If there are no employees with limited-term status, the downgrading employee shall then displace the employee with probationary status with the least classification seniority.
 - c) If there are no employees with limited-term or probationary status, the downgrading employee shall then displace the employee with permanent status with the

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least seniority, provided the downgrading employee has greater seniority. Classification seniority shall be utilized as the applicable seniority for downgrading purposes except that Agency service seniority shall be utilized to downgrade into the following classifications:

- Property Rehabilitation Specialist I
- Technical Assistant I
- Community Services Assistant
- Community Services Specialist
- Junior Draftsperson
- Accountant
- Administrative Assistant I
- Assistant Planner

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

- Property Rehabilitation Specialist I
- Technical Specialist I
- Community Services Specialist I
- Accountant I
- Program Analyst
- Loan Specialist I
- Programmer Trainee
- Assistant Planner
- Community Development Coordinator I

- 4) If an employee with permanent status is unable to downgrade into any job classification within the appropriate regression ladder, he/she shall be laid off.
- 5) For any classification not listed in a regression ladder, the employee with permanent status shall have the right to downgrade, in the same manner as provided in Section 11.2(c)(3) to the last classification in which permanent status was held, if any, provided such classification is covered by this Agreement. If such a downgrade is to a classification within a regression ladder, the employee shall have the right to downgrade through that new regression ladder only. If such a downgrade is not possible, the employee shall then be laid off.
- 6) An employee may accept layoff in lieu of the opportunity to downgrade by notifying the Personnel Division within three (3) working days of receiving notice of layoff. Where the employee accepts a layoff in lieu of a downgrade, said employee shall forfeit all recall rights except to a vacancy within the same classification from which the employee was laid off.

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- 7) If two (2) or more employees have an equal amount of classification seniority, the senior employee shall be determined on the basis of greater Agency service seniority. If two (2) or more employees have an equal amount of Agency service seniority, the senior employee shall be determined on the basis of earliest hire date with the Agency, or by chance draw in the event of a tie.
 - 8) The application of this procedure is not intended to extend job assignment, work organization, or departmental preference to any employee affected by a layoff.

d. NOTICE OF LAYOFF

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

e. SALARY IN EVENT OF DOWNGRADE

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

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- 4) Salary as referred to in this Article shall be the monthly salary range and respective salary step for the affected classification as set forth in Exhibits "A", "B", and "C" of this Agreement.

f. FRINGE BENEFITS

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

g. RECALL

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

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- 4) The Agency shall only be obligated to recall eligible laid off or downgraded employees with permanent status to regular positions. The Agency shall offer part-time or limited-term employment (not recall) to eligible laid off or downgraded employees with permanent status, but if such employee(s) accepts or refuses such employment offer there shall be no effect on the original duration of the two (2) consecutive year recall period. The Agency shall not be obligated to offer employment or recall any employee(s) to any temporary position.

h. EMPLOYEES NOT COVERED BY THIS AGREEMENT

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

i. ALTERNATIVE LAYOFF REOPENER

The Agency or the 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 and/or alternative layoff procedures. The Agency, however, retains the right to proceed with layoffs according to the procedures set forth in this Agreement at any time including, but not limited to that time, if any, during which an impasse on layoff alternatives is being resolved.

ARTICLE 12
REIMBURSEMENTS

12.1 TUITION REIMBURSEMENT

Employees with probationary or permanent status shall be eligible for tuition reimbursement up to \$150.00 per year for coursework related to their employment with the Agency for which the employee receives no other funds from any other source (G. I. Bill, Scholarships, etc.). Such reimbursement shall only be applicable for the actual cost of the tuition of the course and other mandatory student fees and shall not include other items such as books, materials, non-mandatory fees, parking, etc. Reimbursement shall be made only for coursework completed at accredited high schools, colleges, universities, and correspondence schools. Employees must receive Agency approval of the coursework prior to the start of such course and must receive a grade of "C" or it's numerical equivalent or better to be eligible for the tuition reimbursement.

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12.2 REGIONAL TRANSIT BUS PASS

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

12.3 PARKING

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

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

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

12.4 MILEAGE REIMBURSEMENT

a. The Agency shall pay mileage reimbursement to all employees required to utilize their private vehicles for use for official Agency business in lieu of using an Agency-owned vehicle. The reimbursement shall be paid monthly upon the filing of a claim by an employee.

b. There shall be no minimum monthly allowance.

c. The private mileage reimbursement rate may be adjusted quarterly due to changes in the cost of gasoline as described below. The following rules shall govern the adjustment:

- 1) The "cost of gasoline" shall be the per gallon average cost of unleaded gasoline in Northern California, as reported in the Fuel Gage Report issued by the California State Automobile Association;
- 2) The base cost shall be 95¢ per gallon;
- 3) The adjustment for each calendar quarter (April 1, July 1, October 1, and January 1) shall be determined by the cost of gasoline as reported in the first report issued in the month preceding the beginning of each calendar quarter;

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4) The adjustment formula shall be as follows:

<u>Cost of Gasoline Per Gallon</u>	<u>Mileage Reimbursement</u>	
	<u>First 600 Miles Per Month</u>	<u>Miles Over 600 Per Month</u>
.95	.25	.11
1.05	.26	.12
1.24	.27	.13
1.43	.28	.14
1.62	.29	.15

ARTICLE 13
SAFETY AND UNIFORMS

13.1 SAFETY

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

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

13.2 SAFETY EQUIPMENT

The Agency agrees to provide employees with required safety equipment.

13.3 UNIFORMS

The Agency agrees that if employees covered by this Agreement are required to wear uniforms, the Agency shall first meet and confer with the Association regarding the effects, if any, of this uniform requirement upon employees.

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ARTICLE 14
MISCELLANEOUS

14.1 DISCRIMINATION CLAUSE

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

14.2 SAVING CLAUSE

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

14.3 STRIKES AND LOCKOUTS

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

14.4 CLASSIFICATION STRUCTURE CHANGES

The Agency shall give the Association forty-five (45) calendar days notice prior to revising an existing classification covered by this Agreement or establishing a new classification to be covered by this Agreement. During this forty-five (45) day period the Association shall have the right to meet with the Agency to discuss the new or revised classification. After the forty-five (45) day period has expired, the Agency shall have the right to establish or revise such classification.

14.5 POLYGRAPH EXAMINATION

The Agency may require an employee to take a polygraph examination as a part of a formal investigation with the following restrictions:

a. An employee shall be provided sufficient advance notice of the scheduling of such polygraph examination in order to allow the employee to exercise his/her representational rights.

b. An employee shall be entitled to have counsel at all steps of the polygraph examination process except during the actual administration of a polygraph examination.

c. An employee may refuse to take a polygraph examination without discipline being imposed upon him/her if any of the proceeding safeguards are not adhered to.

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14.6 TERM

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

DATED:

SACRAMENTO HOUSING AND REDEVELOPMENT
AGENCY EMPLOYEES ASSOCIATION

SACRAMENTO HOUSING AND
REDEVELOPMENT AGENCY

Mike Notestine
Mike Notestine

William H. Edgar
William H. Edgar
Executive Director

Marty Monseur
Marty Monseur

Cherie O'Boyle
Cherie O'Boyle

Larry Kraemer
Larry Kraemer

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SALARY SCHEDULE A
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY
1983

ADMINISTRATIVE AND TECHNICAL

Rates Effective December 25, 1982

Salary Schedule: Monthly Rate
 Bi-weekly Rate
 Hourly Rate

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Administrative Assistant I	1849 853.52 10.669	1943 896.56 11.207	2041 941.76 11.772	2143 989.28 12.366	2252 1039.20 12.990
Assistant Housing Manager	1455 671.52 8.394	1528 705.36 8.817	1605 740.96 9.262	1686 778.32 9.729	1772 817.60 10.220
Assistant to the Director, FGP	1607 741.84 9.273	1688 779.28 9.741	1774 818.56 10.232	1863 859.84 10.748	1957 903.20 11.290
Associate Planner	2039 941.04 11.763	2142 988.48 12.356	2250 1038.32 12.979	2363 1090.64 13.633	2482 1145.60 14.320
Community Development Specialist	1864 860.24 10.753	1958 903.60 11.295	2056 949.12 11.864	2160 996.96 12.462	2269 1047.20 13.090
Community Planner	2250 1038.32 12.979	2363 1090.64 13.633	2482 1145.60 14.320	2607 1203.36 15.042	2739 1264.00 15.800
Community Services Assistant	1307 603.28 7.541	1373 633.68 7.921	1442 665.60 8.320	1515 699.12 8.739	1591 734.40 9.180
Community Services Coordinator	1466 676.80 8.460	1540 710.96 8.887	1618 746.80 9.335	1700 784.48 9.806	1785 824.00 10.300
Community Services Specialist	1307 603.28 7.541	1373 633.68 7.921	1442 665.60 8.320	1515 699.12 8.739	1591 734.40 9.180
Community Services Supervisor	2123 979.76 12.247	2230 1029.12 12.864	2342 1081.04 13.513	2460 1135.52 14.194	2584 1192.80 14.910
Economic Development Specialist	2147 990.88 12.386	2255 1040.88 13.011	2369 1093.36 13.667	2488 1148.48 14.356	2614 1206.40 15.080
Housing Policy/Program Analyst	2250 1038.32 12.979	2363 1090.64 13.633	2482 1145.60 14.320	2607 1203.36 15.042	2739 1264.00 15.800
Junior Draftsperson	1432 660.96 8.262	1504 694.32 8.679	1580 729.36 9.117	1660 766.16 9.577	1744 804.80 10.060
Legal Assistant	1283 592.08 7.401	1348 621.92 7.774	1415 653.28 8.166	1487 686.24 8.578	1562 720.80 9.010
Management Analyst	1918 885.04 11.063	2014 929.68 11.621	2116 976.56 12.207	2223 1025.84 12.823	2335 1077.60 13.470
PAC Director	1849 853.52 10.669	1943 896.56 11.207	2041 941.76 11.772	2143 989.28 12.366	2252 1039.20 12.990
Programmer Trainee	1454 670.88 8.386	1527 704.72 8.809	1604 740.24 9.253	1685 777.60 9.720	1770 816.80 10.210

ADMINISTRATIVE AND TECHNICAL

SCHEDULE A - 1983

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	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Property Rehabilitation Specialist I	1283 592.08 7.401	1348 621.92 7.774	1415 653.28 8.166	1487 686.24 8.578	1562 720.80 9.010
Property Rehabilitation Specialist II	1753 808.88 10.111	1841 849.68 10.621	1934 892.48 11.156	2031 937.52 11.719	2134 984.80 12.310
Rehabilitation Supervisor	2311 1066.48 13.331	2427 1120.24 14.003	2550 1176.72 14.709	2678 1236.08 15.451	2813 1298.40 16.230
Senior Accountant	1744 804.96 10.062	1832 845.52 10.569	1924 888.16 11.102	2021 932.96 11.662	2123 980.00 12.250
Storekeeper	1317 607.84 7.598	1383 638.48 7.981	1453 670.64 8.383	1526 704.48 8.806	1603 740.00 9.250
Technical Assistant I	1283 592.08 7.401	1348 621.92 7.774	1415 653.28 8.166	1487 686.24 8.578	1562 720.80 9.010
Technical Assistant II	1753 808.88 10.111	1841 849.68 10.621	1934 892.48 11.156	2031 937.52 11.719	2134 984.80 12.310
Technical Assistant III	2073 956.80 11.960	2178 1005.04 12.563	2287 1055.68 13.196	2403 1108.88 13.861	2524 1164.80 14.560
Technical Supervisor	2311 1066.48 13.331	2427 1120.24 14.003	2550 1176.72 14.709	2678 1236.08 15.451	2813 1298.40 16.230

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SALARY SCHEDULE B
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY
1983

ADMINISTRATIVE AND TECHNICAL

Rates Effective June 25, 1983

	Salary Schedule:				
	A	B	C	D	E
Accountant I	1579 728.80 9.110	1659 765.52 9.569	1742 804.08 10.051	1830 844.64 10.558	1922 887.20 11.090
Accountant II	1737 801.68 10.021	1825 842.08 10.526	1917 884.56 11.057	2013 929.12 11.614	2115 976.00 12.200
Accountant III	1912 882.48 11.031	2008 926.96 11.587	2110 973.68 12.171	2216 1022.80 12.785	2328 1074.40 13.430
Assistant Planner	1699 783.92 9.799	1784 823.44 10.293	1874 864.96 10.812	1969 908.56 11.357	2068 954.40 11.930
Associate Planner	2039 941.04 11.763	2142 988.48 12.356	2250 1038.32 12.979	2363 1090.64 13.633	2482 1145.60 14.320
Community Development Coordinator I	1699 783.92 9.799	1784 823.44 10.293	1874 864.96 10.812	1969 908.56 11.357	2068 954.40 11.930
Community Development Coordinator II	2039 941.04 11.763	2142 988.48 12.356	2250 1038.32 12.979	2363 1090.64 13.633	2482 1145.60 14.320
Community Planner	2250 1038.32 12.979	2363 1090.64 13.633	2482 1145.60 14.320	2607 1203.36 15.042	2739 1264.00 15.800
Community Services Specialist I	1122 517.34 6.473	1179 543.92 6.799	1238 571.36 7.142	1300 600.16 7.502	1366 630.40 7.880
Community Services Specialist II	1345 620.96 7.762	1413 652.24 8.153	1484 685.12 8.564	1559 719.68 8.996	1638 756.00 9.450
Drafting Technician	1395 644.00 8.050	1466 676.48 8.456	1540 710.56 8.882	1617 746.40 9.330	1699 784.00 9.800
Economic Development Specialist	2147 990.88 12.386	2255 1040.88 13.011	2369 1093.36 13.667	2488 1148.48 14.356	2614 1206.40 15.080
Financial Analyst	2446 1128.88 14.111	2569 1185.84 14.823	2699 1245.60 15.570	2835 1308.40 16.355	2978 1374.40 17.180
Housing Inspector	1395 644.00 8.050	1466 676.48 8.456	1540 710.56 8.882	1617 746.40 9.330	1699 784.00 9.800
Housing Manager	1704 786.48 9.831	1790 826.16 10.327	1880 867.84 10.848	1975 911.60 11.395	2075 957.60 11.970
Housing Policy/Program Analyst	2250 1038.32 12.979	2363 1090.64 13.633	2482 1145.60 14.320	2607 1203.36 15.042	2739 1264.00 15.800
Legal Assistant	1268 585.44 7.318	1332 614.96 7.687	1400 646.00 8.075	1470 678.56 8.482	1544 712.80 8.910
Loan Specialist I	1395 644.00 8.050	1466 676.48 8.456	1540 710.56 8.882	1617 746.40 9.330	1699 784.00 9.800

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ADMINISTRATIVE AND TECHNICAL

SCHEDULE B - 1983

	A	B	C	D	E
Loan Specialist II	1576 727.44 9.093	1656 764.08 9.551	1739 802.64 10.033	1827 843.12 10.539	1919 885.60 11.070
PAC Director	2039 941.04 11.763	2142 988.48 12.356	2250 1038.32 12.979	2363 1090.64 13.633	2482 1145.60 14.320
Program Analyst	1948 998.88 11.236	2046 944.24 11.803	2149 991.84 12.398	2257 1041.84 13.023	2371 1094.40 13.680
Programmer	1583 730.64 9.133	1663 767.52 9.594	1747 806.24 10.078	1835 846.88 10.586	1928 889.60 11.120
Programmer Analyst	1743 804.32 10.054	1831 844.88 10.561	1923 887.44 11.093	2020 932.16 11.652	2122 979.20 12.240
Programmer Trainee	1441 665.04 8.313	1514 698.56 8.732	1590 733.76 9.172	1670 770.72 9.634	1754 809.60 10.120
Property Rehabilitation Specialist I	1576 727.44 9.093	1656 764.08 9.551	1739 802.64 10.033	1827 843.12 10.539	1919 885.60 11.070
Property Rehabilitation Specialist II	1812 836.48 10.456	1904 878.64 10.983	2000 922.96 11.537	2101 969.52 12.119	2207 1018.40 12.730
Relocation Specialist	2039 941.04 11.763	2142 988.48 12.356	2250 1038.32 12.979	2363 1090.64 13.633	2482 1145.60 14.320
Storekeeper II	1395 644.00 8.050	1466 676.48 8.456	1540 710.56 8.882	1617 746.40 9.330	1699 784.00 9.800
Technical Specialist I	1576 727.44 9.093	1656 764.08 9.551	1739 802.64 10.033	1827 843.12 10.539	1919 885.60 11.070
Technical Specialist II	1812 836.48 10.456	1904 878.64 10.983	2000 922.96 11.537	2101 969.52 12.119	2207 1018.40 12.730
Technical Specialist III	2084 962.00 12.025	2189 1010.48 12.631	2300 1061.44 13.268	2416 1114.96 13.937	2538 1171.20 14.640

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SALARY SCHEDULE C
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY
1984

ADMINISTRATIVE AND TECHNICAL

Rates Effective January 21, 1984

	Salary Schedule:				
	Monthly Rate	Bi-weekly Rate	Hourly Rate		
	A	B	C	D	E
Accountant I	1643 758.32 9.479	1726 796.56 9.957	1813 836.72 10.459	1904 878.88 10.986	2000 923.20 11.540
Accountant II	1807 833.84 10.423	1898 875.92 10.949	1994 920.08 11.501	2094 966.48 12.081	2200 1015.20 12.690
Accountant III	1989 917.92 11.474	2089 964.24 12.053	2195 1012.88 12.661	2305 1063.92 13.299	2422 1117.60 13.970
Assistant Planner	1767 815.44 10.193	1856 856.56 10.707	1950 899.76 11.247	2048 945.12 11.814	2151 992.80 12.410
Associate Planner	2121 979.12 12.239	2228 1028.48 12.856	2341 1080.32 13.504	2459 1134.80 14.185	2583 1192.00 14.900
Community Development Coordinator I	1767 815.44 10.193	1856 856.56 10.707	1950 899.76 11.247	2048 945.12 11.814	2151 992.80 12.410
Community Development Coordinator II	2121 979.12 12.239	2228 1028.48 12.856	2341 1080.32 13.504	2459 1134.80 14.185	2583 1192.00 14.900
Community Planner	2341 1080.32 13.504	2459 1134.80 14.185	2583 1192.00 14.900	2713 1252.08 15.651	2850 1315.20 16.440
Community Services Specialist I	1167 538.72 6.734	1226 565.92 7.074	1288 594.48 7.431	1353 624.48 7.806	1421 656.00 8.200
Community Services Specialist II	1400 645.92 8.074	1470 678.48 8.481	1544 712.72 8.909	1622 748.64 9.358	1704 786.40 9.830
Drafting Technician	1452 670.24 8.378	1525 704.00 8.800	1602 739.52 9.244	1683 776.80 9.170	1768 816.00 10.200
Economic Development Specialist	2234 1030.96 12.887	2346 1082.96 13.537	2465 1137.60 14.220	2589 1194.96 14.937	2720 1255.20 15.690
Financial Analyst	2544 1174.24 14.678	2672 1233.44 15.418	2807 1295.60 16.195	2949 1360.96 17.012	3098 1429.60 17.870
Housing Inspector	1452 670.24 8.378	1525 704.00 8.800	1602 739.52 9.244	1683 776.80 9.170	1768 816.00 10.200
Housing Manager	1772 818.00 10.225	1862 859.28 10.741	1956 902.64 11.283	2054 948.16 11.852	2158 996.00 12.450
Housing Policy/ Program Analyst	2341 1080.32 13.504	2459 1134.80 14.185	2583 1192.00 14.900	2713 1252.08 15.651	2850 1315.20 16.440
Legal Assistant	1320 609.12 7.614	1386 639.84 7.998	1456 672.08 8.401	1530 706.00 8.825	1607 741.60 9.270
Loan Specialist I	1452 670.24 8.378	1525 704.00 8.800	1602 739.52 9.244	1683 776.80 9.710	1768 816.00 10.200

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ADMINISTRATIVE AND TECHNICAL

SCHEDULE C 1984

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Loan Specialist II	1640 757.04 9.463	1723 795.20 9.940	1810 835.28 10.441	1901 877.36 10.967	1997 921.60 11.520
PAC Director	2121 979.12 12.239	2228 1028.48 12.856	2341 1080.32 13.504	2459 1134.80 14.185	2583 1192.00 14.900
Program Analyst	2026 935.12 11.689	2128 982.24 12.278	2236 1031.76 12.897	2348 1083.76 13.547	2467 1138.40 14.230
Programmer	1647 760.32 9.504	1730 798.64 9.983	1818 838.88 10.486	1909 881.20 11,015	2006 925.60 11.570
Programmer Analyst	1812 836.48 10.456	1904 878.64 10.983	2000 922.96 11.537	2101 969.52 12.119	2207 1018.40 12.730
Programmer Trainee	1499 692.00 8.650	1575 726.88 9.086	1654 763.52 9.544	1738 802.00 10.025	1825 842.40 10.530
Property Rehabilitation Specialist I	1640 757.04 9.463	1723 795.20 9.940	1810 835.28 10.441	1901 877.36 10.967	1997 921.60 11.520
Property Rehabilitation Specialist II	1885 870.00 10.875	1980 913.84 11.423	2080 959.92 11.999	2185 1008.32 12.604	2295 1059.20 13.240
Relocation Specialist	2121 979.12 12.239	2228 1028.48 12.856	2341 1080.32 13.504	2459 1134.80 14.185	2583 1192.00 14.900
Storekeeper II	1452 670.24 8.378	1525 704.00 8.800	1602 739.52 9.244	1683 776.80 9.170	1768 816.00 10.200
Technical Specialist I	1640 757.04 9.463	1723 795.20 9.940	1810 835.28 10.441	1901 877.36 10.967	1997 921.60 11.520
Technical Specialist II	1885 870.00 10.875	1980 913.84 11.423	2080 959.92 11.999	2185 1008.32 12.604	2295 1059.20 13.240
Technical Specialist III	2168 1000.72 12.509	2278 1051.20 13.140	2393 1104.24 13.803	2513 1159.92 14.499	2640 1218.40 15.230

REGRESSION LADDERS
(Through June 24, 1983)

1. Rehabilitation Supervisor
Property Rehabilitation Specialist II
Property Rehabilitation Specialist I
2. Technical Supervisor
Technical Assistant III
Technical Assistant II
Technical Assistant I
3. Community Services Supervisor
Assistant to the Director, FGP
Community Services Coordinator
Assistant Housing Manager
Community Services Assistant/Specialist
4. Senior Draftsperson
Junior Draftsperson
5. Senior Accountant
Accountant
6. Management Analyst
Administrative Assistant I
7. Associate Planner
Community Development Specialist
8. Housing Policy/Program Analyst/Community Planner
Economic Development Specialist
Community Development Specialist

REGRESSION LADDERS
(Effective June 25, 1983)

1. Property Rehabilitation Specialist II
Property Rehabilitation Specialist I
2. Technical Specialist III
Technical Specialist II
Technical Specialist I
3. Housing Manager
Housing Inspector
Community Services Specialist II
Community Services Specialist I
4. Accountant III
Accountant II
Accountant I
5. Financial Analyst
Program Analyst
6. Associate Planner/Community Development Coordinator II
Assistant Planner/Community Development Coordinator I
7. Loan Specialist II
Loan Specialist I
8. Programmer Analyst
Programmer
Programmer Trainee
9. Housing Policy/Program Analyst/Community Planner
Economic Development Specialist
Community Development Coordinator I

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RESOLUTION NO. 83-014

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

RATIFICATION AND ADOPTION OF AGREEMENT WITH
THE SACRAMENTO HOUSING AND REDEVELOPMENT
AGENCY EMPLOYEES' ASSOCIATION (SHRAEA)
DECEMBER 25, 1982 - DECEMBER 21, 1984

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

Section 1. The attached Agreement by and between the Sacramento Housing and Redevelopment Agency on behalf of its constituent entities, the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, the Redevelopment Agency of the City of Sacramento and the Redevelopment Agency of the County of Sacramento, and Sacramento Housing and Redevelopment Agency Employees' Association (SHRAEA), the recognized representative organization for the Administrative and Technical Unit, is hereby ratified and approved as attached.

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

CHAIRMAN

ATTEST:

SECRETARY

APPROVED
SACRAMENTO HOUSING AUTHORITY
CITY OF SACRAMENTO

MAR 1 2 1983

MAR 15 1983

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RESOLUTION NO. 83-020

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

RATIFICATION AND ADOPTION OF AGREEMENT WITH
THE SACRAMENTO HOUSING AND REDEVELOPMENT
AGENCY EMPLOYEES' ASSOCIATION (SHRAEA)
DECEMBER 25, 1982 - DECEMBER 21, 1984

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

Section 1. The attached Agreement by and between the Sacramento Housing and Redevelopment Agency on behalf of its constituent entities, the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, the Redevelopment Agency of the City of Sacramento and the Redevelopment Agency of the County of Sacramento, and Sacramento Housing and Redevelopment Agency Employees' Association (SHRAEA), the recognized representative organization for the Administrative and Technical Unit, is hereby ratified and approved as attached.

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

CHAIRMAN

ATTEST:

SECRETARY

APPROVED
SACRAMENTO REDEVELOPMENT AGENCY
CITY OF SACRAMENTO

MAR 15 1983

MAR 2 1983

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RESOLUTION NO. 83-015

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

DELETION OF PROPERTY REHABILITATION SPECIALIST
III CLASSIFICATION FROM THE ADMINISTRATIVE AND
TECHNICAL UNIT AND PLACING THE CLASSIFICATION IN
THE MANAGEMENT, SUPERVISORY AND CONFIDENTIAL UNIT

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

Section 1. The Property Rehabilitation Specialist III
classification is hereby deleted from the Administrative and
Technical Unit and placed in the Management, Supervisory and
Confidential Unit, effective December 25, 1982, with the follow-
ing salary Range:

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Property	2073	2178	2287	2403	2524
Rehabilitation	956.80	1005.04	1055.68	1108.88	1164.80
Specialist III	11.960	12.563	13.196	13.861	14.560

Section 2. The Property Rehabilitation Specialist III
is hereby retitled to Property Rehabilitation Supervisor, effec-
tive June 25, 1983, with the following salary range:

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Property	2084	2189	2300	2416	2538
Rehabilitation	962.00	1010.48	1061.44	1114.96	1171.20
Supervisor	12.025	12.631	13.268	13.937	14.640

APPROVED
SACRAMENTO HOUSING AUTHORITY
CITY OF SACRAMENTO

CHAIRMAN

ATTEST:

MAR 15 1983

SECRETARY

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RESOLUTION NO. 83-021

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

DELETION OF PROPERTY REHABILITATION SPECIALIST
III CLASSIFICATION FROM THE ADMINISTRATIVE AND
TECHNICAL UNIT AND PLACING THE CLASSIFICATION IN
THE MANAGEMENT, SUPERVISORY AND CONFIDENTIAL UNIT

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

Section 1. The Property Rehabilitation Specialist III
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Technical Unit and placed in the Management, Supervisory and
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tive June 25, 1983, with the following salary range:

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Property	2084	2189	2300	2416	2538
Rehabilitation	962.00	1010.48	1061.44	1114.96	1171.20
Supervisor	12.025	12.631	13.268	13.937	14.640

APPROVED
SACRAMENTO REDEVELOPMENT AGENCY
CITY OF SACRAMENTO

CHAIRMAN

ATTEST:

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APPROVED
SACRAMENTO REDEVELOPMENT AGENCY
CITY OF SACRAMENTO

SECRETARY

MAR 15 1983