

RESOLUTION NO. 16-014

A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF EL PASO DE ROBLES  
AUTHORIZING EXECUTION OF MEMORANDUMS OF UNDERSTANDING  
AND/OR ADMINISTRATIVE AGREEMENTS WITH FIRE (IAFF), POLICE (POA),  
UNREPRESENTED CONFIDENTIAL, PROFESSIONAL & MANAGEMENT FULL TIME  
EMPLOYEE GROUPS, AND PART TIME EMPLOYEES THROUGH DECEMBER 31, 2016

WHEREAS, labor contracts with all employee groups were set to expire December 2014 and the City has been in formal discussions with all fulltime groups to meet and confer; and

WHEREAS, since the onset of the recession in 2008, employee groups deferred wage and benefit adjustments for a cumulative total of three (3) Years and three (3) Months; and

WHEREAS, cost savings measures have been implemented by labor groups, such as: less costly second and third tier retirement plans for all future employees, vacation accrual caps, and a less costly health plan in January 2015; and

WHEREAS, the City's Financial Forecasting projects a modest operating surplus in coming years, and the financial recovery is projected to strengthen through 2018; and

WHEREAS, the City Council authorized negotiation parameters in closed sessions on February 17 and August 18, 2015, and all contracts have adhered to the parameters set forth by City Council; and

WHEREAS, the City adhered to State law and engaged in the meet and confer process with its employee groups over these matters that affect wages, benefits, terms and conditions of employment; and

WHEREAS, the negotiated changes to employee contracts can be accommodated within current and projected operating surplus in both General and Enterprise Funds.

NOW, THEREFORE, LET IT BE RESOLVED by the City Council of the City of El Paso de Robles to authorize the City Manager to execute Memorandums of Understanding (MOU) with the IAFF (Exhibit A), with the POA (Exhibit B) subject to their membership ratification, and execute administrative action with those Unrepresented Confidential, Professional and Management (Exhibit C), and Part Time (Exhibit D) employees attached herein.

PASSED AND ADOPTED by the City Council of the City of el Paso de Robles this 16<sup>th</sup> day of February 2016 by the following vote:

AYES: Gregory, Strong, Reed, Martin

NOES:

ABSENT: Hamon

ABSTAIN:

  
\_\_\_\_\_  
Steven W. Martin, Mayor

ATTEST:

  
\_\_\_\_\_  
Kristen L. Buxkemper, Deputy City Clerk

**MEMORANDUM OF AGREEMENT BETWEEN  
THE CITY OF EL PASO DE ROBLES  
AND THE  
PASO ROBLES PROFESSIONAL FIREFIGHTERS  
IAFF, LOCAL 4148**

January 1, 2015 to December 31, 2016

**Approved on February 16, 2016 via City Council Resolution 16-014**

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AND THE  
PASO ROBLES PROFESSIONAL FIREFIGHTERS  
IAFF, LOCAL 4148**

January 1, 2015 to December 31, 2016

**ARTICLE I - TERM OF MEMORANDUM OF AGREEMENT**

The term of the Memorandum of Agreement shall be for 24 months commencing on January 1, 2015, and expiring on December 31, 2016. Meet and confer shall commence no later than December 1, 2016.

- a) It is agreed and understood that during the negotiations which culminated in this Agreement, each party enjoyed and exercised without restraint, except as provided by law, the right and opportunity to make demands and proposals or counter-proposals with respect to any matter subject to “meet and confer” and that the understandings and agreement arrived at after the exercise of that right are set forth in this Agreement. The parties agree, therefore, that the other shall not be required to negotiate with respect to any subject matter, whether referred to or not in this Agreement.
- b) Any provisions, alteration, understanding, waiver or modification of any of the terms or provisions contained in this Agreement shall not be binding on the parties unless made and signed in writing by all of the parties to this Agreement, and if required, approved, and implemented by the City Council.
- c) The waiver of any breach, term, or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

**ARTICLE II – UNION RIGHTS**

**1. AGENCY SHOP**

Pursuant to legislation enacted by SB 739 and amendment to the Meyers-Milias-Brown Act, the City and the Union agree to abide by the following provisions as they relate to an agency shop.

- 1. Agency Shop as defined under Meyers-Milias-Brown means “an arrangement that requires an employee, as a condition of continued employment, either to join the recognized employee organization, or to pay the organization a service fee in an amount not to exceed the standard initiation fee, periodic dues, general assessments of the organization.” The City and the Union agree that an agency shop arrangement between the City and Union has been placed in effect pursuant to a secret ballot election of bargaining unit members:

2. Any employee who is a member of a bona fide religion, body, or sect that has historically held conscientious objections to joining or finally support public employee organizations shall not be required to join or financially support any public employee organization as a condition of employment. Such employees shall be required, in lieu of periodic dues, initiation fees, or agency fees, to pay sums equal to the dues, initiation fees, or agency fees to a nonreligious, nonlabor charitable fund exempt from taxation under Section 501(C)(3) of the Internal Revenue Code, chosen by the employee from a list approved by the City for the purpose of payroll deductions. Proof of the payments shall be made on a bi-weekly deduction report to the Union as a condition of continued exemption from the requirement of financial support to the Union.
  - (a) To qualify for the religious exemption, the employee must provide to the Union, with a copy to the City, a written request for the exemption, along with verifiable evidence of membership in a religious body as described above. The City will implement the religious exemption within thirty (30) days of the written request unless notified by the Union that the requested exemption is not valid.
3. Covered employees shall execute written authorization for either Union dues deductions, the agency fee, or, if eligible, the charitable contribution. In the absence of a written authorization, the City shall deduct the agency fee from the employees pay check. The City agrees to promptly remit to the union all monies deducted accompanied by a "Bi-weekly Agency Fee Deduction report" to include the names, social security numbers and amounts of deductions in the same manner and timeframes as the current provision of the dues deduction reports.
4. This agency shop provision may be rescinded by a majority vote of all the employees in the unit covered by the Memorandum of Understanding, provided that:
  - (a) A request for such a vote is supported by a petition of at least 30% of the employees in the bargaining unit;
  - (b) The vote is by secret ballot;
  - (c) The vote may be taken at any time during the term of the Memorandum of Understanding, but in no event shall there be more than one vote taken during the term.
5. An agency shop arrangement shall not apply to management, confidential, or supervisory employees.
6. The Union shall keep an adequate itemized record of its financial transactions and shall make available annually, to the City and to the employees who are members of the organization, within 60 days after the end of its fiscal year, a detailed written financial report thereof in the form of a balance sheet and an opening

statement, certified as to accuracy by its president and treasurer or corresponding principal officer, or a certified public accountant.

7. The Union shall indemnify and hold the City harmless against any liability arising from any claims, demands, or other action relating to the City's compliance with the agency shop obligation. The Union shall comply with all statutory and legal requirements with respect to Agency Shop.

## **2. DUES DEDUCTIONS**

The City and Union agree that requests for, changes in, and cancellations of Union dues and other deductions referenced in this Article, shall be promptly processed through the Union and put into effect at the employee's, or in the case of authorized changes pursuant to the Union's bylaws at the Union's request. Deductions may vary by employee. Changes will be processed as soon as practical. Deductions shall be made from each pay check and remitted to the Union biweekly.

The City agrees to promptly provide to the Union a list of employees hired or transferred into the unit including; at a minimum, the name, class title, department, and division location.

The Union agrees to indemnify and hold the City harmless from any liabilities which may arise as a result of the application of this Article. Requests for deductions shall be made on Union Authorized cards in accordance with applicable State law. Changes to the Union authorized card shall require approval by the City in advance.

## **3. UNION BUSINESS**

The City shall allow employees who are members of the Executive Board or their designated representatives of the Paso Robles Professional Firefighters, Local 4148, to conduct business on paid City time for such items as negotiations, grievance resolution, and/or any meetings with either City Administration or the Fire Department Management on matters within the scope of representation. Remaining Union business should be scheduled outside of normal work hours, (i.e. 0800 to 1700 hours), except employee lunch periods and breaks.

The City will allow paid time off for up to forty-eight (48) hours per quarter for officers of Local 4148. This time will be used for official Union business representing Local 4148.

- a. Interoffice Mail, E-Mail, Bulletin Boards, and Computers:

The Union shall have access to interoffice mail, existing bulletin boards, e-mail, and computers in the department employee work areas, for the purpose of posting, transmitting, or distributing notices or announcements that pertain to Local 4148 official business. Such permission is given with the understanding that no political inflammatory, or derogative information will be distributed.

b. Use of Meeting Places:

The Union shall have the right to reserve City meeting and conference rooms. Such meeting places will be made available in conformity with the City regulations and subject to the limitations of prior commitment. The Union shall have the right to use Fire Stations for Union meetings with notification made to the Fire Chief or his/her designee at least three (3) days in advance of any regular or special meeting, and at least one (1) day in advance of any emergency meeting conducted within the City facility. There shall be no more than one (1) regular meeting per month. All meetings shall be conducted outside of the normal "work day". The City will allow out-of-district meetings, while remaining in service within the City of Paso Robles for on-duty personnel for up to three (3) hours, unless otherwise approved by a Chief Officer.

**4. MANAGEMENT RIGHTS**

In order to ensure that the City shall continue to carry out its public health and safety functions, programs, and responsibilities to the public imposed by law, and to maintain efficient service for the citizens of El Paso de Robles, the City continues to reserve and retain solely and exclusively all management rights, regardless of the frequency of use, including those rights set forth in the City's Personnel Rules and Regulations Ordinance and including, but not limited to, the following rights:

- a) To manage all City department and determine policies and procedures and the right to manage the affairs of those departments.
- b) To determine the existence or non-existence of facts which are the basis of the management decision in compliance with State Law.
- c) To determine the necessity, organization, implementation, and termination of any service or activity conducted by the City or other Government jurisdictions and to expand or diminish municipal services as needed.
- d) To direct, supervise, recruit, select, hire, evaluate, promote, transfer, discipline, discharge, terminate, demote, reduce, suspend, reprimand, withhold salary increases and benefits for disciplinary reasons, or otherwise discipline employees in accordance with City Rules, Regulations, and Ordinances.
- e) To determine the nature, manner, means, extent, type, times, quantity, technology, standard, and level of municipal services to be provided to the public.
- f) To require performance of other health and safety services not specifically stated herein in the event of emergency or disaster, as deemed necessary by the City.

- g) To lay-off employee of the City because of lack of work or funds or under conditions where continued work would be inefficient or non-productive or not cost effective, as determined by the City.
- h) To determine and/or change the City facilities, methods, technology, equipment, operations to be performed, organizational structure, and allocate and assign work by which the City operations and services are to be conducted.
- i) To determine the method of financing.
- j) To plan, determine, and manage the City's budget which includes, but is not limited to, changes in the number of relocations, and types of operations, processes, and materials to be used in carrying out all City functions and the right to contract or subcontract any work or operations of the municipal services.
- k) To determine the size and composition of the City's work force, assign work to employees of the City in accordance with requirements determined by the City and to establish and require compliance to work hours and changes to work hours, work schedules, including call back, standby and overtime, and other work assignments, except as otherwise limited by this agreement, or subsequent agreements.
- l) To establish and modify goals and objectives related to productivity and performance programs and standards, including but not limited to, quality and quantity, and require compliance therewith.
- m) To determine qualifications, skills, abilities, knowledge, selection procedures and standards, job classification, job specifications and to reallocate and reclassify employees in accordance with City Rules and Regulations.
- n) To determine the issues of public policy and overall goals and objectives of the City and to take necessary action to achieve the goals and objectives of the City.
- o) To hire, transfer intra or inter Department/Division, promote, reduce in pay grade, demote, reallocate, terminate, and take other personnel action for non-disciplinary reasons in accordance with Department and/or City Rules, Regulations, and Ordinances.
- p) To determine policies, procedures, and standard for recruiting, selecting, training, and promoting employees.
- q) To establish, implement, and/or modify rules and regulations, policies, and procedures related to productivity, performance, efficiency, personal appearance standards, code of ethics and standards of conduct, safety, health and order, and to require compliance therewith.

- r) To maintain order and efficient City facilities and operation.
- s) To restrict the activity of an employee organization on City facilities and operations.
- t) To take any and all necessary steps and actions to carry out the service requirements and mission of the City in emergencies or any other time deemed necessary by the City not specified above.

Should the City's exercise of its rights under this section substantively impact matters within the scope of representation, it will give notice to Local 4148 and upon request meet and confer on the impact of its discussion(s).

### **ARTICLE III – DEPARTMENT POLICIES AND PROCEDURES**

1. New or revised policies, procedures, and guidelines shall continue to be prepared at the Chief's direction.
2. Each new or revised policy, procedure, or guideline written shall be provided to the Union at least 15 days prior to its scheduled implementation.
3. If a new or revised policy, procedure, or guideline materially impacts any matter within the scope of representation, the parties agree to promptly meet and confer, upon the request of the Union.
4. Notice of the Union's desire to meet and confer shall be made within the 15 day period.
5. During the meet and confer process, the parties will attempt to reach a mutually acceptable resolution of any disputed item.
6. Failure to reach an agreement on any matter within scope shall result in the matter being referred to the City's impasse procedure.

### **ARTICLE IV – WORK HOURS**

#### **1. DEFINITIONS**

Fire Platoon Duty Personnel: Fire personnel hired to perform specific duties on a Fire Department Work Schedule.

#### **2. WORK PERIOD**

Fire platoon duty personnel shall be scheduled for a twenty-four (24) day work period and will be assigned 24 hours shifts (8 in 24 schedule). The schedule shall be a repeating two (2) day on four (4) day off cycle. Shifts will start and end at 0800 hours. Fire platoon duty personnel will work 182 hours per work period and will be paid within the

guidelines of the Fair Labor Standards Act (FLSA). At the discretion of the Fire Chief, the work schedule may be revised to provide alternate scheduling of days on/off. If necessary, the FLSA work period may be modified to accommodate this change. Fire Platoon Duty Personnel shall continue to work the equivalent of a 56 hour week. Newly hired personnel may be assigned to a forty (40) hour week for training purposes. Appropriate adjustments will be made to the hourly rate, handling of leaves, etc.

**3. WORK SHIFT**

The work shift shall be twenty-four (24) hours.

**4. PAY DAYS**

During the term of the MOA, the City will pay regular pay checks on a bi-weekly basis. Each pay check will include one twenty-sixth (1/26th) of the assigned yearly salary rate in compensation for 112 standard/straight time hours with appropriate adjustments. Regular checks shall be available after 1200 hours on the designated pay days.

Direct deposit shall be mandatory for all employees.

**ARTICLE V – COMPENSATION**

**1. SALARIES**

Salaries shall be increased by 2% effective the pay period commencing January 1, 2016 for the term of this agreement. Should another sworn group receive total compensation increases in excess of 2% the City will provide Local 4148 with an equivalent increase. Unit classifications shall be assigned to salary ranges as presented in Exhibit A.

Any pay rate changes effective with this agreement shall be made to each employees pay check on or before the second pay date following Council adoption of this agreement.

Any retro-active pay related to pay increases shall be calculated and paid to each employee no later than 90-days following Council adoption of this agreement.

**2. EDUCATIONAL REIMBURSEMENT POLICY**

The maximum fiscal year reimbursement shall be \$3000.00. Other provisions of the Educational Reimbursement Policy shall remain unchanged for the term of the agreement.

**3. OVERTIME**

All authorized overtime in excess of one hundred eighty-two (182) hours over a twenty-four (24) day work period shall be compensated in pay or compensatory time off at the

rate of time and one half. Overtime over eight (8) minutes but less than thirty-eight (38) minutes shall be rounded to the thirty (30) minutes.

**4. COMPENSATORY TIME OFF**

Employees shall be allowed to elect compensatory time off to a maximum accrual of 144 hours:

Time off will be scheduled by mutual agreement of the employee and the Fire Chief. It is understood that compensatory time off will not be approved in the absence of qualified replacement personnel, in cases of high fire danger, when personnel are out of area due emergency assistance to other agencies, and as established within Departmental policy parameters. Employees denied requested compensatory time off may, at their option, receive pay in lieu.

**5. CONSTANT STAFFING**

Fire Platoon Duty Personnel may be required to work at the discretion of management to ensure adequate department staffing.

**6. EMERGENCY RECALL**

If Fire Platoon Duty Personnel are called back in an emergency, they shall be compensated with a minimum of two (2) hours at time and one-half.

**7. BILINGUAL PAY**

The City agrees to pay One Hundred (\$100) Dollars per month for verbal only bilingual skills and an additional twenty-five (\$25) Dollars per month for written bilingual skills (a combined maximum of \$125 per month for both verbal and written) per qualified employee to provide bilingual services. Employees shall be required to pass qualifying examinations administered by the City to determine the proficiency for bilingual assignments, including recertification every 5 years.

**8. COURT PAY**

Unit personnel may be assigned on call for court appearances by their supervisor. When assigned, the employee(s): 1) must be immediately available by telephone; 2) must be able to respond to court within thirty (30) minutes; 3) will receive two (2) hours pay at straight time for morning court assignments; and if held over an additional two (2) hours pay for afternoon court assignments.

Employees are responsible for calling in to determine if they have been released from court on-call assignment.

If called to Court, the firefighter will receive normal compensation for time worked.

**9. WORKING OUT OF CLASS PAY**

When an employee covered by the provisions of this agreement is temporarily assigned in writing to and performs all of the duties of a higher, vacant position in a higher classification whose salary range is at least five (5%) percent higher than the range of the employee’s regular classification, that employee shall be compensated at the lowest step in the higher classification that provides an increase to the assigned employee of at least five (5%) percent.

Firefighters selected to and assigned to work as Acting Captains shall be eligible for compensation pursuant to this section effective the first working day of the assignment.

The City will develop a sixteen (16) hour training program which eligible individuals must complete prior to being placed in an acting Fire Captain position.

Concurrent with sixteen (16) hour training program, individual shall complete at least ten (10) emergency calls during which the City will monitor their performance.

The City will conduct a Fire Captain examination every eighteen (18) months.

**10. INCENTIVE PAYS**

Unit employees possessing the certification and assigned to work as Hazardous Materials Specialists shall receive additional compensation of two (2%) percent of base pay.

Effective January 1, 2014 Unit employees possessing certification of a Driver/Operator shall receive additional compensation of three and one quarter (3.25%) percent of base pay. The City and IAFF will explore folding Driver/Operator compensation into base pay.

Unit employees possessing certification as a Fire Officer shall receive additional compensation of Sixty (\$60) Dollars or one (1%) percent of base pay.

In a case where the conversion to percentage incentive pay would be less than the static monthly rate already received by an employee, the higher rate shall apply.

**ARTICLE VI – LEAVES**

**1. VACATION LEAVE**

Vacation leave with pay shall be in accordance with the following schedule:

YEARS OF SERVICE	VACATION ACCRUALS
0-2 years	96.00 hours
3-4 years	120.00 hours

5-6 years	144.00 hours
7-8 years	168.00 hours
9-10 years	192.00 hours
11-12 years	216.00 hours
13+ years	240.00 hours

Employees who have accrued vacation and/or compensatory time off at least equal to three weeks (168 hours) shall have the option of receiving pay in lieu of time off for one week (56 hours) of the accrued time per year, provided that they are taking one consecutive week of vacation and/or compensatory time off, and including the one consecutive week, will have taken two weeks off during the year. Payment shall be made at straight time.

**2. SICK LEAVE**

Fire Platoon Duty Personnel are granted sick leave at the rate of eleven point one seven (11.17) hours per month.

- A. Absence Requirements. Sick leave with pay shall be granted by the Fire Chief in case of a bona fide illness or disability or disability of the employee or in the event of illness or death of a relative (meaning spouse, parent, child, sister, brother, grandparent, or grandchild and the corresponding relative by marriage).
- B. Bereavement. Fire Platoon Duty Personnel shall receive 48 hours per occurrence of Bereavement Leave.
- C. Workers Compensation/SDI. Employees receiving temporary payments from either of these programs may use accumulated sick leave, normal vacation and/or CTO in order to maintain, but not exceed, his/her regular base pay.
- D. Personal Leave. Fire Platoon Duty Personnel shall be eligible for 36 hours of Personal Leave.

Personal leave may be requested throughout the year to handle matters which cannot reasonably be schedule off duty. Except as determined by the Fire Chief, personal leave may not be taken if it would require backfill. Personal leave requests shall be made directly to the Duty Chief (on-duty chief officer).

**3. HOLIDAYS**

Fire Platoon Duty Personnel shall be granted eleven (11) hours holiday pay per month. Holiday pay will be paid at the rate of 5.077 hours per pay period. For the 2013 calendar year only, holiday pay will be increased by 11.2 hours (.43 hours per pay period).

**4. FAMILY LEAVE**

Personnel rule language shall be consistent with State and Federal Law.

**5. MILITARY LEAVE**

Military Leave is governed by State and Federal Law.

**ARTICLE VII – FRINGE BENEFITS**

**1. INSURANCE**

A. Life Insurance. During the term of the MOA, the City shall pay to the insurance carrier one hundred (100%) percent of all employee’s premiums payable. All eligible employees shall be covered by a \$40,000 coverage plan with double indemnity.

Medical Effective January 1, 2016

Employees will have the choice of available plans offered by CalPERS. The City will pay up to the following total monthly amounts for selected plans.

Employee only	\$674.19
Employee +1	\$1,111.77
Employee +2	\$1,444.11

These amounts are inclusive of the CalPERS minimum medical insurance contribution. The balance is designated as a cafeteria plan contribution.

Employees providing evidence of other medical insurance coverage and opting out of CalPERS medical coverage will receive a cash payment of \$300 per month.

C. Dental. The Delta Dental Plan will be offered to all units. City and employee contributions will be as follows:

Employee Only	City pays 100%	
Family	City pays \$91.72;	Employee pays \$6.28

D. Vision Coverage. During the term of this Memorandum of Understanding the City shall provide a vision insurance plan for all unit employees. City and employee contribution will be as follows:

Employee Only	City pays 100%	
Family	City pays \$25.40;	Employee pays \$.00

For the term of this agreement, for both health and dental insurance, the City will modify its maximum dollar contribution by an amount equal to 100% of the employee only premium and three quarters (3/4) of premium increases for employee and dependent(s). Employees shall be responsible for the remaining one quarter (1/4) of any increases. The PERS Choice plan will be used for calculating the change in medical premiums along with the City's Delta Dental plan.

### Benefits

For the term of this agreement, for both health and dental insurance, the City will modify its maximum dollar contribution by an amount equal to 100% of the employee only premium and three quarters (3/4) of premium increases for employee and dependent(s). Employees shall be responsible for the remaining one quarter (1/4) of any increases.

Benefits shall be those in effect on the ratification date of this agreement or as subsequently agreed to by the parties.

The City shall maintain and pay for all existing levels of insurance benefits for twelve (12) months for the surviving family of an employee who dies in the line of duty.

## **2. RETIREMENT**

- A. Fire Platoon Duty Personnel are currently under the Public Employees Retirement System (PERS) of the State of California. The contract for PERS is for Safety Employees, the 3% at 55 single highest year formula.

Retirement for employees hired on or after May 27, 2012 but before January 1, 2013, and those hired on or after January 1, 2013 who meet the definition of current member pursuant to the California Public Employee's Pension Reform Act of 2013 (PEPRA), shall be as follows:

1. 3@55
2. 36 highest consecutive months

Pursuant to the California Public Employees' Pension Reform Act of 2013 (PEPRA), effective January 1, 2013, employees hired who meet the definition of new member under PEPRA, will be covered by the 2.7% @ 57 retirement formula with the 36 highest months final compensation provision, and shall pay a member contribution rate of fifty (50) percent of the expected normal cost rate, which currently is 11.5%,

- B. Effective July 1, 2012 the City ceased contributing the nine (9%) percent employee retiree contribution on behalf of the employee. Concurrently, employees commenced making this payment on a tax deferred basis pursuant to IRS Code Section 414 (h)2. In exchange, the City increased salaries by nine (9%) percent.
- C. Effective with the January 1, 2015 implementation of CalPERS medical insurance the City began paying toward retiree medical insurance for all retirees an amount eventually equal to the CalPERS minimum medical insurance contribution. The amount paid will begin at \$1.00 per month then increase by 5% of minimum contribution annually until the full minimum is reached. Eligible employees shall also receive the amounts set forth below, inclusive of the amounts being paid towards the minimum contribution.

The City agrees to provide the following Retiree Health Benefits provided that retirees have retired from the City of Paso Robles under established PERS Benefit package, and have a minimum of Ten (10) years City service. This provision applies to all regular, full-time City employees.

The City agrees to reimburse the retiree for retiree and/or retiree's dependent health (medical/dental/ vision) insurance premiums, disability insurance, long-term health care or life insurance premiums, provided that retiree has retired under established P.E.R.S. benefit package, up to five hundred (\$500) dollars per month maximum.

Employees with a hire date of 1/1/12 and thereafter with at least twenty (20) years of City service will receive five hundred (\$500) dollars per month maximum **only** until Medicare eligible (age 65).

As soon as possible the City will provide reimbursement through a Retiree Health Savings account.

## **ARTICLE VIII – MISCELLANEOUS**

### **1. PROBATIONARY PERIOD**

Fire Platoon Duty Personnel shall complete a twelve (12) month probationary period prior to being granted regular status.

### **2. UNIFORMS**

- A. Fire Platoon Duty Personnel shall wear approved uniforms. A uniform allowance shall be paid at the annual rate of One Thousand Two Hundred (\$1200.00)

Dollars which is for the complete maintenance and replacement of pants, shirts, jackets, belts, and accessories. The City will separately purchase and provide Wildland equipment. Wildland equipment consists of 2 long sleeve shirts, 2 pairs of Nomex pants and One pair Danner Rain Forest boots or equivalent as determined by the Department, or provide \$270 towards the cost of more expensive models that comply with all Federal, State and Department safety standards. This equipment will be replaced or repaired on an as needed basis as determined by the Fire Chief.

- B. Newly hired employees shall be advanced one year's uniform allowance. Annual payments shall commence with the second year of employment. Newly hired employees leaving the City service prior to completion of their first year shall return all uniform items purchased with the uniform allowance.
- C. The annual payment shall be in one lump sum on the first pay period of December.
- D. Class A uniforms may be obtained and maintained by employees on a voluntary basis.
- E. The Department shall issue the following additional structural fire response equipment at the time of hire and will repair or replace as needed, as determined by the Battalion Chief:
  - 1. One pair Warrington Pro or equivalent as determined by the Department, or provide \$330 towards the cost of more expensive models that comply with all Federal, State and Department safety standards.
- F. The Department shall periodically survey boot costs and make adjustments to the allotment allowances.

### **3. EMPLOYEE ASSISTANCE PROGRAM**

The City agrees to establish and maintain in effect for the term of this agreement an Employee Assistance Program as recommended by the City Health Committee.

### **4. RECLASSIFICATION STUDIES**

Reclassification requests will be handled in accordance with existing City Policy. Employees will be notified of the results of reclassification studies.

### **5. STAFFING**

It is the City's long-term goal to achieve staffing at a ratio of .8 to 1.0 sworn Fire personnel for every 1,000 residents consistent with the Council's adopted Emergency

Services Growth Management Plan; with an initial future goal of staffing Engine companies with at least three (3) Fire Suppression Personnel.

**6. REOPENER**

The City and Union agree to reopen negotiations on the City's draft Personnel Rules.

**7. PERSONNEL FILES**

Employees of the Department may initiate an appeal to the Chief to remove from their personnel files any notice of deficiency or letter of reprimand not involving serious disciplinary matters (i.e., suspensions, demotions and dismissal) two years from the date that the notice of deficiency was placed in the file. Given that there are no similar occurrences of the deficiency which have occurred within the two year period, the Chief may authorize removal of the negative material.

**8. RESERVE PROGRAM**

Local 4148 acknowledges the City's establishment of a Reserve Firefighter Program. The City does not intend to use reserves to replace permanent positions. Permanent employee shifts may temporarily be filled by reserves in extraordinary circumstances.

**9. COMPARISON AGENCIES**

The following agencies will be utilized for compensation comparisons:

- a. Santa Maria
- b. Salinas
- c. San Luis Obispo
- d. Atascadero
- e. Morro Bay
- f. Five Cities (Pismo/AG/Grover)

## **ARTICLE IX – GRIEVANCE PROCEDURE**

### **1. PURPOSE**

- A. This grievance procedure shall be the exclusive process to resolve grievances as the term is defined herein below.
- B. The purpose of this procedure is:
  - 1. To resolve grievances informally at the lowest possible level.
  - 2. To provide an orderly procedure for reviewing and resolving grievances promptly.

### **DEFINITIONS:**

- A. "Grievance" means a complaint by an employee or group of employees concerning the interpretation or application of the provisions of this Agreement or of rules or regulations, or resolutions, or ordinances governing personnel practices or terms and conditions of employment which complaint has not been resolved satisfactorily in an informal manner between the employee and his/her immediate supervisor.
- B. As used in this procedure the term "immediate supervisor" means the individual so designated by City management who assigns, reviews and directs the work of an employee.

### **TIME LIMITS:**

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

### **STEP 1:**

The grievance initially shall be personally discussed between the employee and his/her immediate supervisor. Within seven (7) days, the immediate supervisor shall give his decision or response.

### **STEP 2:**

- A. If the grievance is not informally resolved to the satisfaction of the grievant in Step 1, a formal grievance may be initiated. A formal grievance must be initiated no later than:

1. Thirty (30) days after the event of circumstances occasioning the grievance;  
or
  2. Within seven (7) calendar days of the Step 1 decision rendered in the informal grievance procedure, whichever is later.
- B. However, if the Step 1 informal grievance procedure is not initiated within the period specified in subsection 1, above, the period in which to bring the grievance shall not be extended by subsection 2 above.
- C. A Step 2 grievance shall be initiated in writing on a form prescribed by the City and shall be filed with the persons designated by the City management as the first level of appeal. The employee may be represented by a representative of his/her choice.
- D. The grievant shall cite the specific provision(s) of the then currently effective Memorandum of Understanding, ordinance, resolution or written rule claimed to have been violated, set forth the facts that purportedly constitute such violation, and the specific remedy sought.
- E. Within seven (7) days after the initiation of the Step 2 grievance, the first level of appeal shall investigate the grievance, and give his decision in writing to the grievant.

**STEP 3:**

- A. If the grievant is not satisfied with the decision rendered pursuant to Step 2, he/she may appeal the decision within seven (7) days to the City Manager or his designated representative.

The employee may be represented by a representative of his/her choice.

- B. The City Manager or his designated representative shall respond in writing within fourteen (14) days to the grievant. If the City Manager or his designated representative determines it is desirable, he/she shall hold conference(s) or otherwise investigate the matter.

**STEP 4:**

- A. If the grievant is not satisfied with the decision rendered pursuant to Step 3, he/she may appeal the decision within fourteen (14) days to the City Council. The employee may be represented by a representative of his/her choice.
- B. The determination of the City Council shall be the final and binding step of the grievance procedure.

## **ALTERNATIVE DISPUTE RESOLUTION PROCESS:**

As an alternative of Step 4 of the grievance procedure and disciplinary appeals to the City Council, including termination appeals; employees may elect the following dispute resolution procedure. This procedure shall involve use on an outside hearing officer who shall have final and binding authority to settle the dispute as set forth below.

## **HEARING OFFICER:**

1. Upon election of the hearing officer option; the City and the employee (or the employees representative shall attempt to mutually agree on an impartial hearing officer. Should the parties fail to reach agreement on selection of a hearing officer within fifteen (15) days; they shall jointly request a list of five qualified hearing officers from the California State Mediation and Conciliation Service. If the mutual selection cannot be made from the list received within five (5) days, the parties shall select the hearing officer by alternatively striking names until only one name remains; that person shall serve as the hearing officer. The party which strikes the first name from the list of hearing officers shall be determined by a toss of a coin.
2. In cases where the employee elects the hearing officer option; the City shall bear the cost of the hearing officer. Each side shall bear its own cost of representation; including preparation and post hearing briefs, if any.
3. Decisions by hearing officers on matters properly before them shall be final and binding on the parties to the extent permitted by law. No hearing officer shall hear, decide, or make recommendations on any dispute unless the dispute involves matters within the definition of grievances set forth in the Memorandum of Understanding or discipline as defined by the City's Personnel Rules.

Advisory decisions of the Hearing Officer involving appeals of termination actions may be reheard by the City Council within 60 days of the decision if the Council finds by simple majority vote, that the Hearing Officer exceeded their authority or, the decision does not properly interpret the MOU or the submissions of the parties.

4. No hearing officer shall have the power to amend or modify this Memorandum of Understanding or a law, ordinance, resolution, regulation or rule which is in the authority of the City Council or other legislative body or to establish any new terms and conditions of employment. Any order of a hearing officer not involving an appeal from discipline requiring a City expenditure of more than \$ 15,000 shall require the approval of the City Council and shall have no force and effect until

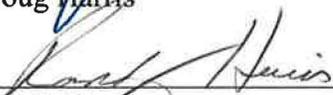
and unless such Council approval is given. If the City Council does not approve an award pursuant to this section; it shall rehear the matter and issue its own decision on the merits.

CITY OF EL PASO DE ROBLES

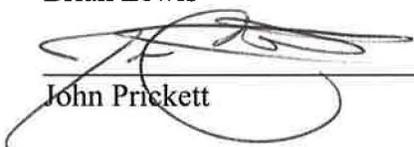
  
\_\_\_\_\_  
Thomas Frutchey, City Manager

PASO ROBLES CITY FIRE PLATOON  
DUTY PERSONNEL

  
\_\_\_\_\_  
Doug Harris

  
\_\_\_\_\_  
Randy Harris

  
\_\_\_\_\_  
Brian Lewis

  
\_\_\_\_\_  
John Prickett

**Exhibit A - Paso Robles Professional Firefighters MOU**  
**Paso Robles Professional Firefighters**  
**(Based on 56 hour work week)**

Compensation

Effective upon adoption of this amendment wage rates shall be set in accordance with salary ranges as presented below.

<u>Effective Date</u>	<u>1/1/2015</u>					
<u>Classification</u>	<u>Range</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Captain/Paramedic	423	7,042	7,476	7,938	8,428	8,949
Captain	403	6,372	6,765	7,184	7,627	8,098
Firefighter/Paramedic	363	5,219	5,541	5,883	6,246	6,631
Firefighter	344	4,748	5,041	5,351	5,681	6,031
 <u>Effective Date 1/1/16</u>						
<u>Classification</u>	<u>Range</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Captain/Paramedic	423a	7,183	7,626	8,097	8,597	9,128
Captain	403a	6,500	6,901	7,328	7,780	8,260
Firefighter/Paramedic	363a	5,324	5,652	6,001	6,371	6,764
Firefighter	344a	4,843	5,142	5,459	5,795	6,152

**POA MOU 2015-2016**

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE CITY OF EL PASO DE ROBLES  
AND THE PASO ROBLES POLICE ASSOCIATION (POA)**

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**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF EL PASO DE ROBLES  
AND  
THE PASO ROBLES POLICE ASSOCIATION**

January 1, 2015 - December 31, 2016

**1. RECOGNITION**

As provided in the City of Paso Robles (hereinafter “City”) Resolution No. 2030, dated April 5, 1976, City recognizes the Paso Robles Police Association (hereinafter “Association”) as the representative of the employees in the Law Enforcement Unit (hereinafter “Unit”) on classifications as listed in Section 5 (Salaries).

**2. TERM**

The term of this Agreement shall be two (2) years, commencing January 1, 2015 and shall remain in effect until December 31, 2016; and also from year to year thereafter unless and until one of the parties fulfills the conditions of Section 3, Renegotiations.

**3. RENEGOTIATIONS**

The Association shall present its request for a new agreement by September 30, 2016. Meeting and conferring shall commence no later than October 15, 2016.

**4. PAYCHECKS**

During the term of the Memorandum of Understanding, the City will pay regular checks on a bi-weekly basis. Regular checks shall be available at the end of each shift, but not before noon, on the Friday one week following the end of each pay period.

The City will make every reasonable effort to correct pay check errors as soon as possible. When pay checks are issued on a Friday, employees shall be given the opportunity to see or be told the amount of their pay check at noon in order to have a reasonable time to have errors corrected. The foregoing shall not be interpreted to allow any disruption of normal work schedules and/or procedures.

**5. SALARIES**

Unit classifications shall be assigned to salary ranges as presented in Appendix A. Salary increases for the term of this agreement shall be as follows:

Unit Classifications

Sworn:

January 1, 2016        2.0%

Non-Sworn:

January 1, 2016        4.0% (with Classic Tier 1 employee pickup of 2% of the employee retirement contribution)

- A. Any pay rate changes effective with this agreement shall be made to each employees pay check on or before the second pay date following Council adoption of this agreement.
- B. Any retro-active pay related to pay increases shall be calculated and paid to each employee no later than 90-days following Council adoption of this agreement.
- C. Salary ranges shall be divided into a five (5) step range. Eligibility for step advancement shall be upon six (6) months of satisfactory service between the first and second steps and thereafter twelve (12) months of satisfactory service at the previous step.

**6. EDUCATION**

- A. Education Incentive. Educational incentive payments shall be made for POST certificates only. The amounts payable are two and a half (2.5%) percent of base pay for an intermediate certificate and one (1.0%) percent for an advanced certificate, for a combined maximum of three and a half (3.5%) percent.
- B. Education Incentive for Dispatchers. Dispatchers who obtain and maintain an Emergency Medical Dispatcher (EMD) and CPR certifications will receive an additional stipend of one hundred (\$100) dollars per month.
- C. Effective following Council adoption of this agreement: 1) Dispatchers are eligible for POST Education Incentive retro-active back to the first of the pay period in which they were awarded their certificate, and 2) On a prospective basis only Dispatchers may opt to receive incentive pay pursuant to either A or B above, but not both.
- D. Educational Reimbursement Policy. The educational reimbursement policy shall be consistent with the Citywide Policy revision: the maximum annual reimbursement shall be three thousand (\$3000.00) dollars. Other provisions of the Educational Reimbursement Policy shall remain unchanged for the term of the agreement.

7. **OVERTIME**

A. Non-Sworn Employees

All authorized time worked in excess of forty (40) hours per calendar week shall be compensated at the rate of time-and-one-half. All paid time off shall be considered time worked for overtime compensation purposes. Overtime of less than eight (8) minutes in any workday shall not be included in determining the total number of hours worked. Thereafter, overtime shall be computed to the nearest fifteen (15) minutes.

Sworn Employees

All authorized time worked in excess of eighty (80) hours biweekly shall be compensated at the rate of time-and-one-half. All paid time off shall be considered time worked for overtime compensation purposes. Overtime of less than eight (8) minutes in any workday shall not be included in determining the total number of hours worked. Thereafter, overtime shall be computed to the nearest fifteen (15) minutes.

At the request of any employee eligible for overtime pay, the Chief of Police may provide that in lieu of cash payment for any overtime, the employee may be allowed time-and one-half off with pay for each hour of overtime worked. Any such time off shall be taken at a time mutually agreed upon by the employee and the Chief of Police. Employees may accrue a maximum of one hundred eighty (180) hours of compensatory time. In the event that such time off is not taken by the employee, he/she shall be given cash payment for the overtime hours worked at the time-and-one-half overtime rate based on the employee's regular rate of pay.

B. Individuals assigned as Canine Officers shall receive three (3) hours of overtime for each week of canine duty. This payment is in recognition of the additional duties and responsibilities involved in being a canine officer. Employees shall not spend more than three (3) hours per week of overtime on canine responsibilities without the express direction of the Chief of Police or his designee.

8. **PHYSICAL FITNESS PROGRAM**

The City agrees to provide a fifty (\$50) dollars per month incentive for those unit personnel who successfully pass the advanced physical fitness program (based on the 1997/1998 standards). The standards will be pre-approved by the Chief of Police; there will be semi-annual testing. This program is voluntary and employees will participate on their own time without compensation from the City and no IOD ("injury on duty") claims (injuries incurred) while participating in the program will be honored. Failure to pass semi-annual test will result in discontinuing of monthly incentive pay.

**9. UNIFORMS**

The uniform allowance shall be paid at the annual rate of one thousand (\$1000) dollars per year for the Police Department Unit as defined by Resolution No. 2008, Section 9, which is for the complete maintenance and replacement of pants, shirts, hat, and jacket. If said employees, during the normal course of their duties, are involved in an incident within their scope of employment wherein their personal property or equipment is damaged, destroyed, or taken as a direct result of the incident, the employee may request the Chief of Police to investigate the facts surrounding the incident. If the Chief of Police is satisfied that the facts of the incident occurred within the scope of employment, and the employee was exercising good judgment at the time of the incident, he shall forward to the City Manager a report recommending just compensation and upon approval of the report by the City Manager, he shall order payment.

Newly hired employees shall be advanced one year's uniform allowance. Annual payments shall commence with the second year of employment. Newly hired employees leaving the City service prior to the completion of their first year shall return all uniform items purchased with the uniform allowance.

Individuals shall not be allowed to borrow against uniform allowance payments.

Uniform payments shall be paid by separate check at the first pay period in December of each calendar year.

**10. HOLIDAYS**

Employees shall receive credit for holidays at the rate of one (1) 8-hour day per month for a total of twelve (12) holidays a year. Employees may accumulate up to forty (40) hours of holiday time; employees may receive holiday time off at their request subject to the approval of the Department Head. Staffing needs of the department and the efficient operation of the City shall be considered prior to granting holiday time off. Holiday time accrued in excess of forty (40) hours and not taken off by the employee shall be paid off at straight time, on an hour-for-hour basis.

**11. SICK LEAVE**

All eligible employees shall accrue one (1) working day eight (8) hours of sick leave with pay for each month of service with unlimited accumulation.

A. Absence Requirements. Sick leave with pay shall only be granted upon the recommendation of the Chief of Police in case of bona fide illness or disability, or in the event of illness or death of a relative (meaning spouse, parent, child, sister, brother, grandparent, or grandchild and the corresponding relative by marriage). In the latter case, allowable sick leave shall not exceed three (3) days but may be granted five (5) days where out-of-state travel is necessary.

- B. Absence Procedure. Sick leave may be used only for the reasons described above. If an employee uses sick leave, he/she must follow the absence procedure determined by the Chief of Police.
- C. Bereavement. Absence for bereavement pursuant to Section 11.A above, shall not be chargeable to sick leave or other paid leave. Paid bereavement leave shall be granted pursuant to Section 11.A. above.
- D. Personal Leave. An employee may use three (3) sick days (24-36 hours per year depending upon shift, i.e. 24 hours for an 8 hour shift, 36 hours for a 12 hour shift, etc.) which shall be designated as “personal leave days”. In no case shall personal leave days be taken in excess of three (3) in any one calendar year. Personal leave days shall not be counted against an employee’s sick time usage for evaluation purposes.

**12. VACATION**

Vacation leave shall accrue in accordance with the following schedule:

<u>Yrs of Service</u>	<u>Rate Earned</u>	<u>Vacation Accrual</u>
0 to 3 yrs. *	10/12 per mo.	80 hrs.
4 to 5 yrs. **	12/12 per mo.	96 hrs.
6 to 7 yrs.	14/12 per mo.	112 hrs.
8 to 9 yrs.	16/12 per mo.	128 hrs.
10 to 11 yrs.	18/12 per mo.	144 hrs.
12 & over	20/12 per mo.	160 hrs.

\* = From the date of initial employment to the anniversary date concluding the third full year of employment, ten-twelfths (10/12) of a (8 hour) day vacation per month shall be accrued.

\*\*= From the anniversary date concluding the third full year of employment to the anniversary date of the conclusion of the fifth year of employment, twelve-twelfths (12/12) of a (8 hour) day vacation per month shall be accrued and so forth.

Effective February 1, 2016 two vacation banks shall be established:

- 1) A historical bank to include all hours on the books as of February 1, 2016 . These hours shall remain in the employee's bank until used or paid off.
- 2) A new bank to include all newly accrued hours. The maximum accrual shall be two times the employee's annual maximum. Accrual to cease if maximum is reached.

Employees who have accrued vacation and/or compensatory time off at least equal to three weeks shall have the option of receiving pay in lieu of time off for one week of the accrued time per year. Payment shall be made at straight time.

Effective July 2016, employees shall have the option of receiving pay in lieu of time off for two weeks of the accrued time per year and effective July 2017, employees shall have the option of receiving pay in lieu of time off for three weeks of the accrued time per year. Payment shall be made at straight time.

**13. JURY DUTY**

Employees shall be granted leave with full pay when called for jury duty. The employee shall be responsible for notifying his/her supervisor as soon as possible upon receiving notice to appear for jury duty, make every reasonable effort to keep his/her supervisor advised as to the anticipated length of service, and return to work on the first day following the end of jury duty service.

**14. INSURANCE**

A. Life Insurance. During the term of this Memorandum of Understanding, the City shall pay to the insurance carrier 100% of all employees' premiums payable. All eligible employees shall be covered by a forty thousand (\$40,000) Dollar coverage plan with double indemnity.

B. Medical and Dental Insurance

Medical Effective January 1, 2016

Employees will have the choice of available plans offered by CalPERS. The City will pay up to the following total monthly amounts for selected plans.

Employee only	\$674.19
Employee +1	\$1,111.77
Employee +2	\$1,444.11

These amounts are inclusive of the CalPERS minimum medical insurance contribution. The balance is designated as a cafeteria plan contribution.

Employees providing evidence of other medical insurance coverage and opting out of CalPERS medical coverage will receive a cash payment of \$300 per month.

Dental

The Delta Dental Plan will be offered to all units. City and employee contributions will be as follows:

Employee Only                      City pays 100%  
Family                                      City pays \$91.72;      Employee pays \$6.28

Future Premium Rate Changes

For the term of this agreement, for both health and dental insurance, the City will modify its maximum dollar contribution by an amount equal to 100% of the employee only premium and three quarters (3/4) of premium increases for employee and dependent(s). Employee shall be responsible for the remaining one quarter (1/4) of any increases. The PERS Choice plan will be used for calculating the change in medical premiums along with the City's Delta Dental plan.

Benefits

Benefits shall be those in effect on the ratification date of this side letter agreement or as subsequently agreed to by the parties.

- C. Vision Coverage. For the term of this Agreement, the City agrees to pay a maximum of twenty five and 65/100 dollars (\$25.65) per month toward the existing vision coverage. The City will modify its maximum dollar contributions above by an amount equal to three-quarters (3/4) of any future vision premium increases becoming effective during the term of this agreement.

**15. RETIREMENT**

- A. The employees of the City of Paso Robles are currently under the Public Employees Retirement System of the State of California. The contract with P.E.R.S., as approved by the City Council for Safety Employees, for sworn employees hired prior to May 27, 2012 is the 3% @ 50 formula with employees paying the 9% employee contribution. The formula for miscellaneous employees hired prior to May 27, 2012 is the 2.5% @ 55 formula with employees paying 2% of the employee contribution effective January 1, 2016.

Employees shall be allowed, at their expense, to purchase retirement credit for military service time.

Safety

Retirement for safety employees hired on or after May 27, 2012 but before January 1, 2013, and those hired on or after January 1, 2013 who meet the definition of classic member pursuant to the California Public Employees' Pension Reform Act of 2013 (PEPRA) shall be as follows:

1. 3% @ 55
2. 36 highest consecutive months.
3. Employees shall pay the 9% employee contribution

Retirement for safety employees hired on or after January 1, 2013 who meet the definition of new member pursuant to PEPRA shall be as follows:

1. 2.7% @ 57
2. 36 highest months final compensation provision
3. Employees shall pay a member contribution rate of fifty (50) percent of the expected normal cost rate, which currently is 11.5%.

Miscellaneous (Non-sworn)

Retirement for employees hired on or after May 27, 2012 but before January 1, 2013, and those hired on or after January 1, 2013 who meet the definition of classic member pursuant to PEPRA shall be as follows:

1. 2% @ 60
2. 36 highest consecutive months
3. Employees shall pay the 7% employee contribution

Retirement for miscellaneous employees hired on or after January 1, 2013 who meet the definition of new member under PEPRA shall be as follows:

1. 2% @ 62
2. 36 highest months final compensation provision
3. Employees shall pay a member contribution rate of fifty (50) percent of the expected normal cost rate, which currently is 6.25%.

The City and Association agree to work towards increasing and equalizing employee contributions toward retirement costs.

B.

Effective with the January 1, 2015 implementation of CalPERS medical insurance the City began paying toward retiree medical insurance for all retirees an amount eventually equal to the CalPERS minimum medical insurance contribution. The amount paid will begin at \$1.00 per month then increase by 5% of minimum contribution annually until the full minimum is reached. Eligible employees shall also receive the amounts set forth below, inclusive of the amounts being paid towards the minimum contribution.

The City agrees to provide the following Retiree Health Benefits provided that retirees have retired from the City of Paso Robles under established PERS Benefit package, and have a minimum of Ten (10) years City service. This provision applies to all regular, full-time City employees.

The City agrees to reimburse the retiree for retiree and/or retiree's dependent health (medical/dental/ vision) insurance premiums, disability insurance, long-

term health care or life insurance premiums, provided that retiree has retired under established P.E.R.S. benefit package, up to five hundred (\$500) dollars per month maximum.

Employees with a hire date of 1/1/12 and thereafter with at least twenty (20) years of City service will receive five hundred (\$500) dollars per month maximum **only** until Medicare eligible (age 65).

As soon as possible the City will provide reimbursement through a Retiree Health Savings account.

- C. Effective July 1, 2012 the City ceased contributing the nine (9%) percent sworn employee retiree contribution on behalf of the employee. Concurrently, employees commenced making this payment on a tax deferred basis pursuant to IRS Code Section 414 (h)2.

**16. PROBATIONARY PERIOD**

The probationary period for the Unit, as defined by Resolution No. 2008, Section 9, shall be a eighteen (18) months for newly hired employees and twelve (12) months for promoted employees upon date of ratification and signing of this contract.

**17. HOURS OF WORK**

Non-Sworn Employees

All employees in the Police Department Unit will work forty (40) hours per week as scheduled by management, included in such hours, one-half (1/2) hour per shift for the purpose of eating shall be permitted, except as otherwise provided by law, all employees in the City shall be entitled to one (1) fifteen (15) minute rest period for each four (4) hours worked. Nothing contained herein shall be construed to prevent the City Council or Chief of Police from scheduling individual employees’ rest breaks so as to provide for the proper and efficient administration of the department and functions.

Sworn Employees

All Sworn employees in the Police Department Unit will work eighty (80) hours biweekly as scheduled by management, included in such hours, one-half (1/2) hour per shift for the purpose of eating shall be permitted, except as otherwise provided by law, all employees in the City shall be entitled to one (1) fifteen (15) minute rest period for each four (4) hours worked. Nothing contained herein shall be construed to prevent the City Council or Chief of Police from scheduling individual employees’ rest breaks so as to provide for the proper and efficient administration of the department and functions.

**18. ASSOCIATION RIGHTS**

**A. Dues Deductions**

The City agrees to deduct Association dues for employees covered by this Agreement, when authorized in writing by the individual employee concerned, on forms acceptable to the City. It is further understood and agreed that the City shall not be required to deduct said dues or remit same to Association when any employee covered by this Agreement requests, in writing, that City cease such deductions.

It is also agreed that the Association shall indemnify and save the City harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken by the City for the purpose of complying with the provisions of this Section. It is further agreed and understood by the parties that dues deduction privileges as set forth in this Section may be revoked by the City if the provisions of Section 26, Peaceful Performance, are violated by the Association.

**B. Use of City Space**

Subject to prior approval of the City, the Association may utilize City meeting room space to conduct Association meetings. Such meetings shall not disrupt the operation of any City department or activity.

**C. Association Leave**

Unit members will be allowed to contribute accumulated compensatory time off to a special account for the use of Association executive officers. Association officers or their designee may, subject to all normal approvals and restrictions for time off requirements, receive up to forty (40) hours per fiscal year off for attendance at meetings, seminars, etc. on behalf of the Association.

At no time may the Association compensatory time account contain more than a total of one hundred (100) accrued hours.

**D. Association Representatives**

The City authorizes the Paso Robles Police Association to appoint five (5) "association representatives" and one chief representative, any of which may represent an employee subject to the City's grievance procedure.

The Association shall provide the Municipal Employee Relations Officer with a list of all authorized association representatives, and the list shall be kept current.

An employee and/or his/her "association representative" representative may, when and to the extent necessary, take official City time without loss of compensation in order to participate in the investigation and processing of a grievance as provided for in Article 7, upon notification and approval of the Municipal Employee Relations Officer or his designee.

The Municipal Employees Relations Officer will approve employee and/or association representative taking official City time to investigate and process a grievance when and to the extent necessary and only if it will in no event adversely affect the operational, security or safety requirements of the City.

**E. Agency Shop**

This section will become effective upon the affirmation vote of the Association membership concurrent with the MOU ratification process.

Pursuant to legislation enacted by SB 739 and amendment to the Meyers-Milias-Brown Act, the City and the Association agree to abide by the following provisions as they relate to an agency shop.

1. Agency Shop as defined under Meyers-Milias-Brown means “an arrangement that requires an employee, as a condition of continued employment, either to join the recognized employee organization, or to pay the organization a service fee in an amount not to exceed the standard initiation fee, periodic dues, general assessments of the organization.” The City and the Association agree that an agency shop arrangement between the City and Association has been placed in effect pursuant to a secret ballot election of bargaining unit members:
2. Any employee who is a member of a bona fide religion, body, or sect that has historically held conscientious objections to joining or finally support public employee organizations shall not be required to join or financially support any public employee organization as a condition of employment. Such employees shall be required, in lieu of periodic dues, initiation fees, or agency fees, to pay sums equal to the dues, initiation fees, or agency fees to a nonreligious, nonlabor charitable fund exempt from taxation under Section 501(C)(3) of the Internal Revenue Code, chosen by the employee from a list approved by the City for the purpose of payroll deductions. Proof of the payments shall be made on a bi-weekly deduction report to the Association as a condition of continued exemption from the requirement of financial support to the Association .
  - (a) To qualify for the religious exemption, the employee must provide to the Association , with a copy to the City, a written request for the exemption, along with verifiable evidence of membership in a religious body as described above. The City will implement the

religious exemption within thirty (30) days of the written request unless notified by the Association that the requested exemption is not valid.

3. Covered employees shall execute written authorization for either Association dues deductions, the agency fee, or, if eligible, the charitable contribution. In the absence of a written authorization, the City shall deduct the agency fee from the employees paycheck. The City agrees to promptly remit to the Association all monies deducted accompanied by a “Bi-weekly Agency Fee Deduction report” to include the names, and amounts of deductions in the same manner and timeframes as the current provision of the dues deduction reports.
4. This agency shop provision may be rescinded by a majority vote of all the employees in the unit covered by the Memorandum of Understanding, provided that:
  - (a) A request for such a vote is supported by a petition of at least 30% of the employees in the bargaining unit;
  - (b) The vote is by secret ballot;
  - (c) The vote may be taken at any time during the term of the Memorandum of Understanding, but in no event shall there be more than one vote taken during the term.
5. An agency shop arrangement shall not apply to management, confidential, or supervisory employees.
6. The Association shall keep an adequate itemized record of its financial transactions and shall make available annually, to the City and to the employees who are members of the organization, within 60 days after the end of its fiscal year, a detailed written financial report thereof in the form of a balance sheet and an opening statement, certified as to accuracy by its president and treasurer or corresponding principal officer, or a certified public accountant.
7. The Association shall indemnify and hold the City harmless against any liability arising from any claims, demands, or other action relating to the City’s compliance with the agency shop obligation. The Association shall comply with all statutory and legal requirements with respect to Agency Shop.

**19. UNAUTHORIZED ABSENCE**

Any employee absent from his/her position without leave for three (3) or more working days without written notification or prior permission of his/her Department Head may be considered to have automatically terminated his/her

employment with the City. Such termination may be appealed upon the return of the employee and a final determination will be based upon the reasons furnished by the employee to the appointing authority for not having obtained prior permission.

**20. ACTING WATCH COMMANDER**

Individuals in the Police Officer classification assigned as Acting Watch Commander shall be paid 2.5% of base pay per shift. Payment will be made only upon specific assignment by the Chief of Police or his designee and only when the Watch Commander is absent for four (4) hours of a full shift or longer.

**21. TRAINING PAY**

Individuals in the classification of Police Officer or Dispatcher who are assigned as a Trainee as part of a formal training program shall be paid 2.5% of base pay per shift. Payment will be made only upon specific assignment by the Chief of Police or his/her designee.

**22. DETECTIVES**

It is mutually understood and agreed that the detectives' assignment is made by the Chief of Police on a rotational basis. Reassignment of an individual from detective to patrol or other assignment shall not be considered disciplinary; unless the reassignment is done for disciplinary reasons.

**23. ON CALL PAY - MISCELLANEOUS ASSIGNMENTS**

Standby is that circumstance which requires an employee to: 1) be ready to respond immediately to a call for service; 2) be readily available at all hours by telephone or other agreed upon communication equipment; and 3) refrain from activities which might impair his/her assigned duties upon call. The parties agree that employees on standby as defined above, are "waiting to be engaged". Court standby shall be treated separately as described below:

A. Compensation For Standby: All covered employees placed on standby shall receive one hour's pay at straight time for each eight (8) hours of standby time, with a minimum of three (3) hours of pay when placed on standby.

**24. ON CALL PAY - COURT ASSIGNMENTS**

Officers may be assigned on call for court appearances by their supervisor. When assigned, the officers: 1) must be immediately available by telephone; 2) must be able to respond to court within thirty (30) minutes; 3) will receive two (2) hours pay at straight time for morning court assignments; and if held over an additional two (2) hours pay for afternoon court assignments.

Officers are responsible for calling in to determine if they have been released from court on-call assignment.

If called to Court, the officer will receive normal compensation for time worked.

**25. ON CALL PAY - DETECTIVE ASSIGNMENTS**

Detectives may be assigned on call responsibility. Assignments may vary, as directed by the Chief of Police or his/her designee, with the assigned individual assuming responsibility for being on call during all off duty hours during the assignment period.

Compensation for Detective standby shall be one (1) hour's pay at straight time per standby day assigned.

It is understood that assignment of detectives to on call responsibility shall be at the sole discretion of the Chief of Police.

**26. GRIEVANCE PROCEDURE**

**PURPOSE:**

- A. This grievance procedure shall be the exclusive process to resolve grievances as the term is defined herein below.
- B. The purpose of this procedure is:
  - 1. to resolve grievances informally at the lowest possible level.
  - 2. to provide an orderly procedure for reviewing and resolving grievances promptly.

**DEFINITIONS:**

- A. "Grievance" means a complaint by an employee concerning the interpretation or application of the provisions of this Agreement or of rules or regulations governing personnel practices or conditions which complaint has not been resolved satisfactorily in an informal manner between the employee and his/her immediate supervisor.
- B. As used in this procedure the term "immediate supervisor" means the individual so designated by the Chief of Police who assigns, reviews and directs the work of an employee.

**TIME LIMITS:**

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

STEP 1:

The grievance initially shall be personally discussed between the employee and his/her immediate supervisor. Within seven (7) days, the immediate supervisor shall give his decision or response.

STEP 2:

- A. If the grievance is not informally resolved to the satisfaction of the grievant in Step 1, a formal grievance may be initiated. A formal grievance must be initiated no later than:
  - 1. Thirty (30) days after the event of circumstances occasioning the grievance;  
or
  - 2. Within seven (7) calendar days of the Step 1 decision rendered in the informal grievance procedure, whichever is later.
- B. However, if the Step 1 informal grievance procedure is not initiated within the period specified in subsection 1, above, the period in which to bring the grievance shall not be extended by subsection 2 above.
- C. A Step 2 grievance shall be initiated in writing on a form prescribed by the City and shall be filed with the persons designated by the City management as the first level of appeal. The employee may be represented by a representative of his/her choice.
- D. The grievant shall cite the specific provision(s) of the then currently effective Memorandum of Understanding, ordinance, resolution or written rule claimed to have been violated, set forth the facts that purportedly constitute such violation, and the specific remedy sought.
- E. Within seven (7) days after the initiation of the Step 2 grievance, the first level of appeal shall investigate the grievance, and give his decision in writing to the grievant.

STEP 3:

- A. If the grievant is not satisfied with the decision rendered pursuant to Step 2, he/she may appeal the decision within seven (7) days to the Chief of Police or his designated representative. The employee may be represented by a representative of his/her choice.
- B. The Chief of Police or his designated representative shall respond in writing within fourteen (14) days to the grievant. If the Chief of Police or his designated representative determines it is desirable, he/she shall hold conference(s) or otherwise investigate the matter.

STEP 4:

- A. If the grievant is not satisfied with the decision rendered pursuant to Step 3, he/she may appeal the decision within fourteen (14) days to the City Council. The employee may be represented by a representative of his/her choice.
- B. The determination of the City Council shall be the final and binding step of the grievance procedure.

**27. ALTERNATIVE DISPUTE RESOLUTION PROCESS**

As an alternative of Step 4 of the grievance procedure and disciplinary appeals to the City Council, excluding termination appeals; employees may elect the following dispute resolution procedure. This procedure shall involve use of an outside hearing officer who shall have final and binding authority to settle the dispute as set forth below.

Hearing Officer

1. Upon election of the hearing officer option; the City and the employee (or the employees representative shall attempt to mutually agree on an impartial hearing officer. Should the parties fail to reach agreement on selection of a hearing officer within fifteen (15) days; they shall jointly request a list of five qualified hearing officers from the California State Mediation and Conciliation Service. If the mutual selection cannot be made from the list received within five (5) days, the parties shall select the hearing officer by alternatively striking names until only one name remains; that person shall serve as the hearing officer. The party which strikes the first name from the list of hearing officers shall be determined by a toss of a coin.
2. In cases where the employee elects the hearing officer option; the City shall bear the cost of the hearing officer. Each side shall bear its own cost of representation; including preparation and post hearing briefs, if any.
3. Decisions by hearing officers on matters properly before them shall be final and binding on the parties to the extent permitted by law. No hearing officer shall

hear, decide, or make recommendations on any dispute unless the dispute involves matters within the definition of grievances set forth in the Memorandum of Understanding or discipline as defined by the City's Personnel Rules.

4. No hearing officer shall have the power to amend or modify this Memorandum of Understanding or a law, ordinance, resolution, regulation or rule which is in the authority of the City Council or other legislative body or to establish any new terms and conditions of employment. Any order of a hearing officer requiring a City expenditure of more than \$10,000 shall require the approval of the City Council and shall have no force and effect until and unless such Council approval is given. If the City Council does not approve an award pursuant to this section; it shall rehear the matter and issue its own decision on the merits.
5. Election of the hearing officer is in lieu of all other City appeals processes.

**28. BILINGUAL PAY**

The City agrees to pay one hundred (\$100.00) dollars per month per qualified employee to provide verbal only bilingual services. The City agrees to pay one hundred and twenty-five (\$125.00) dollars per month per qualified employee to provide verbal and written bilingual services. Employees shall be required to pass qualifying examinations administered by the City to determine the proficiency for bilingual assignments, and be retested for proficiency every five (5) years. Upon the request of an employee, the City will schedule the test on an annual basis. The City will use a standard proficiency test provided by an outside service that is approved by the Chief.

**29. COMPARISON CITIES**

The City and Association agree that the following agencies will be used for compensation comparison purposes:

Arroyo Grande  
Atascadero  
Grover Beach  
Hollister  
Morro Bay  
Pismo Beach  
Salinas  
San Luis Obispo  
Santa Maria

**30. PEACEFUL PERFORMANCE**

- A. Apart from, and in addition to, existing legal restrictions upon work stoppages, the Association hereby agrees that neither it nor its officers, agents, or representatives shall invite, encourage, or participate in any strike, walkout,

slowdown, speed up, or other work stoppage during the life of this Agreement for any cause or dispute whatsoever, either with the Association or with any other person or organization. In the event of work stoppage as enumerated above, the Association, its officers, agents, and representatives shall do everything within their power to end or avert the same. Violation hereof will subject the violator to legal and equitable judicial relief.

- B. Any employee engaging in or assisting any work stoppage as enumerated above, or refusing to perform duty assigned services in violation of this Section, shall be subject to discipline up to and including termination.

### **31. MANAGEMENT FUNCTIONS**

All management rights and functions, except those which are clearly and expressly limited in this Memorandum of Understanding, shall remain vested exclusively in the employer. It is expressly recognized merely by way of illustration and not by way of limitation that such rights and functions include, but are not limited to:

1. Manage the City.
2. Schedule working hours.
3. Establish, modify, or change work schedules or standards.
4. Institute changes in procedures.
5. Direct the work force, including the right to hire, promote, demote, transfer, suspend, discipline, or discharge any employee.
6. Determine the location of any new facilities, building, department, divisions or subdivision thereof, and the relocation, sale, leasing, or closing of facilities, departments, divisions or subdivisions thereof.
7. Determine service to be rendered.
8. Determine the layout of buildings and equipment and materials to be used therein.
9. Determine processes, techniques, methods and means of performing work.
10. Determine the size, character, and use of inventories.
11. Determine financial policy including accounting procedure.
12. Determine the administrative organization of the system.
13. Determine the selection, promotion, or transfer of employees.

14. Determine the size and characteristics of the work force.
15. Determine the allocation and assignment of work to employees.

**32. EMERGENCY**

Nothing herein shall be construed to limit the authority of the City to do whatever it decides is necessary to prepare for or to meet an emergency.

All full-time employees are responsible for reporting to work upon call at all times outside their regular work week for response in time of emergency, civil disorder, or a disaster, and to be compensated for the extra work.

**33. PROVISIONS OF LAW**

It is understood and agreed that this Agreement is subject to all current and future applicable federal, state, and county laws. If any part of this Agreement is in conflict with, or inconsistent with, the above applicable laws or is otherwise held to be invalid or enforceable by any court of competent jurisdiction, such part shall be suspended or superseded by such applicable law and the remainder of this Agreement shall not be affected.

**34. PERSONNEL FILES**

The City concurs that employees of the Department may initiate an appeal to the Chief to remove from their personnel files any notice of deficiency or letter of reprimand not involving serious disciplinary matters (i.e., suspensions, demotions and dismissal) two years from the date that the notice of deficiency was placed in the file. Given that there are no similar occurrences of the deficiency which have occurred within the two year period, the Chief may authorize removal of the negative material.

**35. FURTHER REDUCTIONS**

The City will not layoff nor involuntarily reduce unit employees hours during the term of this agreement.

**36. FULL UNDERSTANDING**

- A. It is intended that this Agreement set forth the full and entire understanding of the parties regarding the matters set forth herein and other topics subject to meet and confer and, therefore, any other prior or existing understanding or agreement by the parties, whether formal or informal, written or unwritten, regarding such matters is hereby superseded or terminated in its entirety.

- B. It is agreed and understood that during the negotiations which culminated in this Agreement, each party enjoyed and exercised without restraint, except as provided by law, the right and opportunity to make demands and proposals or counter proposals with respect to any matter subject to meet and confer and that the understandings and agreements arrived at after the exercise of that right are set forth in this Agreement.

The parties agree, therefore, that the other shall not be required to negotiate with respect to any subject or matter, whether referred to or not in this Agreement.

- C. Any agreement, alteration, understanding, waiver, or modification of any of the terms or provisions contained in this Agreement shall not be binding on the parties unless made and signed in writing by all of the parties to this Agreement, and if required, approved and implemented by the City Council.
- D. The waiver of any breach, term, or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

CITY OF EL PASO DE ROBLES

PASO ROBLES POLICE ASSOCIATION

Thomas Frutchey  
Thomas Frutchey, City Manager

Eric Azarvand  
Eric Azarvand

3-4-16  
Date

UNAVAILABLE TO SIGN SA 4/19/16  
Tod Rehner

Donna King  
Donna King

Nick Heuer  
Nick Heuer

022916  
Date

APPENDIX A  
PASO ROBLES POLICE ASSOCIATION  
BASE SALARY RANGE

**Compensation**

Effective upon adoption of this agreement, wage rates shall be set in accordance with salary ranges as presented below.

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**Effective Date 1/1/15**

Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5
Sergeant	421	\$6,972	\$7,402	\$7,859	\$8,345	\$8,860
Officer	361	\$5,169	\$5,486	\$5,825	\$6,184	\$6,565
Dispatcher	306	\$3,929	\$4,171	\$4,428	\$4,701	\$4,991

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**Effective Date 1/1/16**

Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5
Sergeant	421a	\$7,112	\$7,551	\$8,017	\$8,512	\$9,038
Officer	361a	\$5,273	\$5,596	\$5,942	\$6,308	\$6,697
Dispatcher	306a	\$4,087	\$4,338	\$4,606	\$4,890	\$5,191

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January 28, 2016

**SUBJECT: Unrepresented Confidential, Professional and Management Group  
Letter of Understanding with City of Paso Robles**

The Paso Robles Unrepresented Confidential, Professional and Management Group (Management Group) met on December 3, 2015 at which time there were a quorum of its members. At that meeting, a city proposal was considered and agreed upon by a majority vote of those present. The terms and conditions of that proposal are as follows:

1. Contract Term – 24 months (January 1, 2015 through 12/31/16)
2. Wages – Per attached exhibit, 2% across the board effective January 1, 2016.

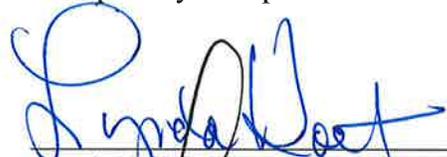
Any pay rate changes effective with this agreement shall be made to each employees pay check on or before the second pay date following Council adoption of this agreement.

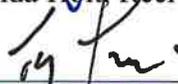
Any retro-active pay related to pay increased shall be calculated and paid to each employee no later than 90-days following Council adoption of this agreement.

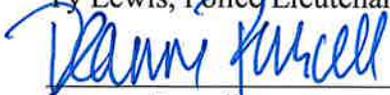
Accepted by the City:

  
\_\_\_\_\_  
Thomas Frutchet, City Manager

Accepted by Unrepresented Group:

  
\_\_\_\_\_  
Lynda Holt, Recreation Manager

  
\_\_\_\_\_  
Ty Lewis, Police Lieutenant

  
\_\_\_\_\_  
Deanne Purcell, Finance Manager

## COMPENSATION & BENEFIT PLAN SALARY AMENDMENTS

Confidential, Professional & Management Employees<sup>1</sup>

<u>CLASSIFICATION</u>	<u>Current salary Range</u>		<u>Amended Salary Ranges</u>					<u>Range</u>
	<u>Effective 7/6/2014</u>	<u>Range</u>	<u>January 1, 2016</u>					
			<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	
Confidential Assistant	\$44,628 - 56,700	295	\$45,521	\$48,336	\$51,311	\$54,468	\$57,834	295a
Confidential Coordinator & Technician III (Info Tech)	\$55,572 - 70,596	339	\$56,684	\$60,184	\$63,881	\$67,822	\$72,008	339a
Executive Assistant	\$57,840 - 73,464	347	\$58,997	\$62,633	\$66,488	\$70,589	\$74,934	347a
Professional Manager II	\$79,572 - 101,136	411	\$81,164	\$86,195	\$91,507	\$97,162	\$103,159	411a
Professional Manager III	\$101,628 - 129,144	460	\$103,661	\$110,075	\$116,868	\$124,077	\$131,727	460a
Executive Manager	\$127,188 - 161,628	505	\$129,732	\$137,761	\$146,256	\$155,289	\$164,861	505a
Safety Professional Manager III	\$105,768 - 134,400	468	\$107,884	\$114,555	\$121,617	\$129,120	\$137,088	468a
Safety Executive Manager	\$132,372 - 168,204	513	\$135,020	\$143,368	\$152,217	\$161,605	\$171,569	513a

<sup>1</sup> NOTE: Position classifications are general categories of job types that include many different technical fields. Prof/Mgr II includes the positions of Associate Planner, Deputy Building Official, GIS Analyst, Water Conservation, Industrial Waste & Storm Water Managers, & Recreation Services Manager. Prof/Mgr III includes: Building Official, Capitol Projects Engineer, City Engineer, City Librarian, City Planner, Finance Manager, Housing Manager, Human Resources Manager, Information Systems Manager, Maintenance Superintendent, Waste Water & Water Resources Managers. Executive Manager includes all non-safety department heads. Safety Prof/Mgr III includes Fire Battalion Chief and Police Lieutenant. Safety Executive Manager includes the Fire and Police Chiefs.

## WAGE RATE AMENDMENTS Part-Time/Hourly Employees January 1, 2015 – December 31, 2016

CLASSIFICATION	Current Hourly Wage Range Established January 1, 2014		Amended Hourly Wage Ranges Effective January 1, 2016				
	Range		Range	Step 1	Step 2	Step 3	Step 4
Staff Aide	SA	\$11.00-12.00/hr.	SA	\$11.25	\$11.75	\$12.25	n/a
Staff Assistant I	SAI	\$12.50-14.00/hr.	SAIA	\$12.75	\$13.25	\$13.75	\$14.25
Staff Assistant II	SAII	\$15.25-16.75/hr.	SA2A	\$15.75	\$16.25	\$16.75	\$17.25
Staff Assistant III	SA3	\$18.25-19.75/hr.	SA3A	\$18.75	\$19.25	\$19.75	\$20.25
Staff Assistant IV	SA4	\$22.00-24.25/hr.	SA4A	\$22.50	\$23.25	\$24.00	\$24.75

*NOTE 1: Position classifications are general categories of job types that include many different types of work. Examples would include, but not be limited to:*

- *Staff Aide – Recreation; Maintenance; Clerical, &/or Customer Service Aide.*
- *Staff Asst. I – Lifeguard; Recreation Leader I; Library Assistant I; Unskilled Labor/Maintenance.*
- *Staff Asst. II – Water Safety Instructor; Police Cadet; Administrative Assistant I; Recreation Leader II; Library Assistant II; General Labor/Maintenance.*
- *Staff Asst. III – Asst. Pool Manager; Planning Intern; Administrative Assistant II; Library Assistant III; Skilled Labor/Maintenance; Event Staff, Asst. Police Dispatcher; Water Conservation Assistant.*
- *Staff Asst. IV – Pool Manager; Recreation or Library Coordinator; Police Officer Trainee, Level II Reserve Police Officer.*

*NOTE 2: Staff Aide and Staff Assistant I/II/III - Individual hourly wage rates may be adjusted in increments of \$.50 per hour within established wage ranges.  
Staff Assistant IV - Individual hourly may be adjusted in increments of \$.75 cents per hour within established ranges.*

*NOTE 3: Staff may become eligible for wage rate adjustment (in increments of \$.50/hr.or \$.75/hr) upon successful completion of each 12 months continuous service provided they have worked at least 600 hours and their performance for the period is rated at least "satisfactory."*

*NOTE 4: Level I Reserve Police Officers shall receive a wage rate commensurate with the entry level (step 1) of the regular Police Officer classification.*

*NOTE 5: Effective July 6, 2014 those part time employees who are PERS members shall begin contributing 2% of the employee retirement contribution.*