

RESOLUTION NO. 2021-74

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESCENT CITY
APPROVING AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF CRESCENT CITY AND THE CRESCENT CITY EMPLOYEES ASSOCIATION
FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2023**

WHEREAS, California Government Code Section 36506 requires that the City Council fix by resolution or ordinance the compensation of all appointive officers and employees; and

WHEREAS, pursuant to the City Council's direction, the City's bargaining team has negotiated in compliance with the Meyers-Milias-Brown Act and all other applicable laws to reach agreement with the Crescent City Employees Association ("CCEA"); and

WHEREAS, a majority of the bargaining unit members of the CCEA have voted in favor of the MOU; and

WHEREAS, the MOU has been reviewed by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crescent City, California that the attached Memorandum of Understanding Between the City of Crescent City and the Crescent City Employees Association for the period July 1, 2021 through June 30, 2023 (attached hereto) is hereby ratified and approved.

PASSED AND ADOPTED and made effective the same day by the City Council of the City of Crescent City on this 29th day of December 2021, by the following polled vote:


AYES: Council Members Altman, Smith, Wright, and Mayor Greenough

NOES: None

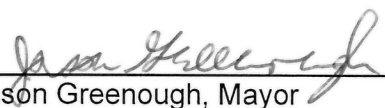
ABSTAIN: None

ABSENT: Council Member Inscore

ATTEST:



Robin Patch, City Clerk



Jason Greenough, Mayor

**Memorandum of Understanding
Between the
City of Crescent City
And the
Crescent City Employees Association
(CCEA)**

**Effective July 1, 2021
Through
June 30, 2023**



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MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CRESCENT CITY AND **THE CRESCENT CITY EMPLOYEES ASSOCIATION** REGARDING WAGES, HOURS, AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT AFFECTING CERTAIN MISCELLANEOUS EMPLOYEES OF THE CITY OF CRESCENT CITY FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2023.

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	General Information	Page 1
1.	Recognition	1
2.	Effect of MOU	1
	2.1 Duration and Amendments	1
	2.2 Severability and Continuation	1
	2.3 Waiver	1
	2.4 Procedure to Further Meet-and-Confer	2
3.	Employee Representation	2
	Association Release Time	2
4.	Management Rights	2
5.	Employer-Employee Relations Rules	2
6.	Non-Discrimination Clause	2
7.	Definitions	3
8.	Hours of Work	3
	8.1 General	3
	8.2 Work Day Described	3
	8.3 Breaks	4
	8.4 Flex Time	4
	8.5 Compensatory Time Off	4
	8.6 Reporting Time	4
9.	Compensation and Wages	5
	9.1 Wages Established	5
	9.2 Pay Period	5
	9.3 Overtime	5
	9.4 Holiday Pay	5
	9.5 Merit Plan	5
	9.6 Longevity Pay	6
	9.7 Emergency Call-Out (Call Back)	6
	9.8 On-Call Assignment Pay	7
	9.9 Field Safety Officer Pay	7
	9.10 Commercial License Pay	7
	9.11 Water Distribution Certificate Pay	8
	9.12 Backflow Prevention Program Certificate Pay	8
	9.13 Confined Space Rescue Team Pay	8
	9.14 Out of Class Pay	8

10.	Benefits	9
10.1	Public Employees' Retirement System (PERS) Program	9
10.2	Deferred Compensation	9
10.3	Physical Conditioning Program	9
10.4	Reimbursement for Damaged Property	10
10.5	Education Assistance Program	10
10.6	Boot Reimbursement	10
10.7	Prescription Safety Glasses	11
10.8	Uniform Shirts and Sweatshirts	11
11.	Health and Welfare Insurance	11
11.1	Employer Contribution for CalPERS Health Insurance	11
11.2	Flexible Benefit Plan	11
11.3	Medical Insurance Coverage	11
11.4	Dental Insurance Coverage	11
11.5	Vision Care Insurance Coverage	12
11.6	Air Ambulance Insurance Coverage	12
11.7	Life Insurance Coverage	12
11.8	Long-Term Disability Insurance Coverage	12
11.9	Benefits During Family Medical Leave	12
11.10	When Benefits Terminate	13
12.	Holidays	13
13.	Leaves	13
13.1	Vacation	14
13.2	Sick Leave	14
13.3	Occupational Medical Leave	16
13.4	Parenting Leave	16
13.5	Bereavement Leave	17
13.6	Jury Duty/Witness Testimony Leave	17
13.7	Military Leave	17
13.8	Leave of Absence Without Pay	17
13.9	Unauthorized Absence	17
13.10	Return to Work Requirements	18
13.11	Determination of Continuous Service	18
	Signature Page	19
	Pay Schedule – Exhibit A (FY 21-22)	20
	Pay Schedule – Exhibit A (FY 22-23)	22

General Information

The purpose of this Memorandum of Understanding (M.O.U.) is to describe certain agreements between the City of Crescent City, hereinafter referred to as “City” and the Crescent City Employees’ Association, hereinafter referred to as “CCEA,” regarding wages, hours, and other terms and conditions of employment for the City employees covered by this M.O.U. originally adopted by City Council Resolution 1988-42 and as amended by Resolution 1991-41 dated 7-15-91, Resolution 1992-26 dated 7-6-92, Resolution 1994-23 dated 7-18-94, Resolution 1996-27 dated 9-3-96, Resolution 1999-11 dated 11-1-99, Resolution 2002-25 dated 10-21-02, Resolution 2004-20 dated 7-19-04, Resolution 2006-38 dated 8-21-2006, Resolution 2011-01 dated 1/3/2011, Resolution 2013-09 dated 4-1-2013, Resolution 2015-31 dated 7-20-2015, Resolution 2016-53 dated 12-29-2016, Resolution 2018-25 dated 6/12/2018, Resolution 2019-43 dated 9/16/2019, and Resolution 2020-89 dated 11/16/2020.

It is understood and acknowledged by the City and CCEA that both parties met and conferred in good faith in accordance with Section 3500, et seq., of the California Government Code, and the following M.O.U. provisions represent the complete agreement that was reached as a result of that process.

1. Recognition

City recognizes CCEA as the recognized employee organization representing those City employees, who are members of CCEA at the time of the City’s adoption of this M.O.U., and those employees who become members of CCEA during the term of this M.O.U. This recognition supersedes any former recognition and continues for the term of this M.O.U. unless CCEA violates any terms or conditions of this M.O.U. or any City rule or regulation that causes the termination of this recognition by the City.

2. Effect of the MOU

As to any provision of an annual City Budget that is inconsistent with any provisions of this M.O.U., the provisions of this M.O.U. will prevail and upon City Council approval, will supersede other said inconsistent provisions or City Council Resolutions. Further, this M.O.U. affects the job titles listed on Exhibit “A” as attached hereto and by this reference made a part hereof.

2.1 Duration and Amendments. The parties hereto agree that this M.O.U. will be effective July 1, 2021 and will remain in full force and effect through June 30, 2023, as amended and referenced in General Information. It is further acknowledged by both parties that certain portions of this agreement may require amendments during the term of this M.O.U. if State and Federal statutes and regulations so direct.

2.2 Severability and Continuation. If any provision of this M.O.U. is held invalid, unenforceable or unconstitutional by a court of competent jurisdiction, such decision will have no effect on the validity of the remaining provisions of this M.O.U., and such remaining provisions will continue in full force and effect.

2.3 Waiver. The parties hereto acknowledge that during the negotiations that resulted in this M.O.U. each party had the unlimited right and opportunity to make proposals with respect to any subject or matter not removed by law from the area of consultation or meet-and-confer, and that the understandings arrived at by the parties after exercising that right and opportunity are set forth in this M.O.U. Therefore, the parties hereto, for the duration of this M.O.U., and subject to the exceptions contained under General Information, each voluntarily and unqualifiedly waives

the right, and each agrees that the other will not be obligated to meet-and-confer with respect to any subject or matter in this M.O.U.

2.4 Procedure to Further Meet-and-Confer. In the event that either party has requested to meet and confer, and the other party has consented to such discussions, the parties hereto agree that such additional discussions may result in amendments to this M.O.U.

2.4.1. Such amendments will be dated and numbered consecutively in order to assure proper understanding and authority for each amendment. Nothing contained herein prohibits the parties hereto from amending this agreement as authorized by applicable law.

3. Employee Representation

For purposes of meeting and conferring in good faith regarding wages, hours, and working conditions with a Certified Employee Organization, the City will provide time off with pay to no more than three (3) City employee members for each Representation Unit during their normal work hours. Meetings held outside of the employees' work hours will be on the employees' own time.

3.1 Association Representation (Release Time). The City agrees to establish a release time bank of forty (40) hours per year. Release time may be used by the CCEA President or designees to conduct Association business. Use of release time is subject to the advance approval of the City Manager.

3.2 Grievance Meetings. For purposes of grievance or appeal meetings, the City will provide time off with pay for the aggrieved employee plus one other employee during the employees' normal work hours. Meetings held outside of the employees' normal work hours will be on the employees' own time.

3.3 Witness. Additional employees called by either party may be present with pay during his or her normal work hours to serve as a resource person or as a witness for meetings described above for the limited time required to cover the subject. Meetings held outside of that employee's normal work hours will be on the employee's own time.

3.4 The political activity of CCEA members shall conform to pertinent provisions of State law.

4. Management Rights

Except as otherwise noted in this Agreement, the City retains all rights of management.

5. Employer-Employee Relations Rules

The parties hereto agree that the City's Employer-Employee Relations Rules, as included in the City's Municipal Code, continue in full force and effect for the term of this M.O.U.

6. Non-Discrimination Clause

The parties agree that there will be no discrimination against any applicant or employee based upon race, religion, sex, national origin, disability, medical condition, marital status, age, sexual orientation, association activity, political activity, or any other classification protected under State or Federal law.

7. Definitions

Except as otherwise provided herein, all words used in this M.O.U. have the same meaning as set forth in the City's Municipal Code, the City's Employer-Employee Relations Rules and the California Government Code.

8. Hours of Work

8.1 General. City agrees to maintain a forty (40) hour work week for its regular full-time positions. Employees on a forty (40) hour schedule must be assigned to work eighty (80) hours in each pay period in order to be classified as full-time employees.

8.1.1. Employees assigned to a position requiring less than full-time work will be considered part-time employees.

8.1.2. Permanent part-time employees working twenty (20) hours or more per week will be eligible for all benefits to be provided in accordance with this M.O.U. to all permanent employees (except for life insurance which requires the employee to work 30 hours or more per week).

8.1.3. For the purposes of determining vacation and sick leave benefits, permanent part-time employees will accrue vacation and sick leave at a rate equal to the normal rate for their service longevity times the percentage of full-time that their average work week represents.

8.1.4. Employees assigned to a position requiring less than twenty (20) hours of work in each work week on an annual basis, or requiring less than an annual work schedule (less than 1,040 hours), will be considered temporary or seasonal employees.

8.1.5. Employees assigned to a position requiring twenty (20) hours or more of work in a work week on an annual basis may be considered either permanent part-time or temporary employees.

8.1.6. The parties agree that the determination as to whether an employee works a standard, defined or alternative schedule is the management prerogative of the City Manager.

8.2 Work Day / Work Week Described. The parties hereto agree that the normal work day for City employees is one of the following according to the assigned schedule:

8.2.1. For a standard schedule: the normal workday is eight (8) hours in each single workday for five (5) days per week.

8.2.2. For a defined 9-80 schedule: the normal workday is nine (9) hours, Monday through Thursday, and eight (8) hours every other Friday.

8.2.3. For an alternative 4-10 schedule: the normal workday is ten (10) hours in each single workday for four (4) days per week.

8.2.4. The workweek for employees assigned to a standard schedule or an alternative 4-10 schedule will begin at 12:00 a.m. on Sunday and end at 11:59 p.m. on Saturday.

8.2.5. The workweek for employees assigned to an alternative 9-80 schedule will begin at 12:01 p.m. on Friday and end at 12:00 p.m. the following Friday.

8.2.6. The Department Head will provide to any employee having their work day or shift changed, a forty-eight (48) hour advanced notice, except in the case of emergencies. Should such notice not be properly provided, such time worked during the first two (2) work days on the new shift will be considered overtime.

8.3 Breaks. Employees assigned to an eight (8) hour or longer work day must have either a one (1) hour or one-half (1/2) hour lunch period as assigned by their Supervisor or Department Head, and two (2) separate fifteen (15) minute breaks per day with one (1) occurring before the lunch period and one occurring after the lunch period.

Employees will not be compensated for the lunch break during their normal workday assignment.

8.4 Flex Time. The City and CCEA agree that a flex-time program may be allowed within City departments as approved by the Department Head and City Manager. Such flex-time must not interfere with the orderly completion of the employee's workload or the number of hours worked per pay period. It is understood by the parties that implementation of a flex-time program constitutes a benefit to the employee. The City has the right to revoke said benefit at any time if it interferes with the orderly conduct of business, is abused by the employee, or is not providing adequate service to the public.

8.5 Compensatory Time-Off. This plan is intended to qualify under Section 3(s)(1)(C) of the Fair Labor Standards Act. This plan is subject to the following conditions and restrictions in addition to the limits set forth in Section 204.3 of the California Labor Code.

8.5.1. Authorized overtime hours worked by an employee may be converted to Compensatory Time Off at a rate of 1.5 hours per each overtime hour worked, upon approval of the employee's Department Head. The maximum accrual of compensatory time off will be eighty (80) hours.

8.5.2. The balance of accrued compensatory time off may not be carried over at the end of the City's fiscal year. Any unused comp time will be paid to the employee.

8.5.3. Use of accrued compensatory time off must occur before the use of floating holidays or vacation.

8.5.4. Use of accrued compensatory time off is subject to the same requirements as use of vacation and sick leave.

8.6 Reporting Time. Employees may, at the recommendation of their Department Head and upon approval from Human Resources, have one-quarter (1/4) of one hour reduced from their pay for each fifteen (15) minutes they report to work later than their normal starting time.

8.6.1. Continued tardiness for work may result in disciplinary action against the employee.

8.6.2. Employees leaving their work area early without the prior authorization of their Department Head will have their pay reduced in the same manner as is provided for employees who are late for work, and in addition, such absence may be considered as a refusal to work and as such may be considered as grounds for disciplinary action.

9. Compensation and Wages

9.1 Wages Established. City agrees to compensate the employees covered by this M.O.U. as described on Exhibit "A", attached hereto and by this reference made a part hereof. The City Manager and Department Head will, within the salary step plan, determine the compensation for positions based on performance or additional responsibilities and tasks that may be assigned during the term of this M.O.U.

9.2 Pay Period. The City agrees to continue the biweekly pay period for the term of this M.O.U. The pay period will be from the Sunday through the Saturday fourteen (14) calendar days thereafter, or from 12:01 p.m. Friday to 12:00 p.m. the Friday fourteen (14) calendar days following for employees on a 9-80 schedule. The pay date will be biweekly on Friday. Employees must be compensated for their services within seven (7) working days after the conclusion of a pay period.

9.3 Overtime. Non-exempt employees are eligible for overtime compensation as required by regulations of the U.S. Department of Labor with respect to the Fair Labor Standards Act (FLSA).

9.3.1. Any work in excess of forty (40) hours in a work week will be compensated at no less than 1.5 times the regular hourly rate of pay.

9.3.2. Holiday time off will count toward the employee's work week hours for computation of overtime hours, see Section 9.4.

9.3.3. Vacation and sick leave time off will not count towards the employee's work week hours for computation of overtime, except for when the leave is used to make an employee's 8-hour holiday a 9-hour holiday or 10-hour holiday per section 9.4.

9.3.4. Such overtime compensation will be provided upon the approval of the employee's Department Head and the City Manager.

9.4 Holiday Pay. An eligible employee who is required to work on a City designated holiday will be paid eight (8) hours of holiday pay and will also be paid their overtime hourly rate of pay for any hours actually worked on the designated holiday. If the holiday falls on a day that the employee would normally work nine (9) or ten (10) hours, the employee may (1) use one or two hours of vacation, comp time, or floating holiday; or (2) work one or two hours of makeup time during the same workweek so long as his or her supervisor approves in writing prior to the workweek. Such approval must be submitted to payroll with the employee's timesheet.

9.5 Merit Plan. Effective August 30, 2009, the City implemented a merit plan under which an employee may receive a special merit pay for exemplary job performance. The Department Head must submit the name of an eligible employee to the City Manager for approval. The submittal must contain justification for the special merit pay by including detailed examples of the employee's outstanding job performance and a copy of the employee's current year's annual performance evaluation.

The following specific standards and conditions apply:

9.5.1. The employee must have attained a performance rating of 4 (Exceeds Job Standards) or 5 (Outstanding) in all applicable rating categories during his or her current year's annual performance evaluation.

9.5.2. The employee must have worked a minimum of 1760 work hours during the annual performance evaluation period.

9.5.3. The employee must have attained the annual goals and objectives set for him or her by the Department Head

9.5.4. A special merit pay will not be paid to an employee who receives a performance rating of less than 4 or 5 in any rating category, or if a disciplinary action has been sustained against the employee.

9.5.5. An eligible employee must have at least two (2) years of full-time continuous service with the City.

9.5.6. A special merit pay will be five percent (5%) of the employee's base hourly rate, multiplied by the number of regular hours worked during the year immediately prior to his or her current year's annual evaluation due date.

9.5.7. A special merit pay will be paid once, in a lump sum, as an annual premium, to an eligible employee based on the date the employee's special merit pay is approved by the City Manager.

9.5.8. An employee must meet the above standards and conditions each year during his or her annual performance evaluation in order to qualify for any successive special merit pay.

The association recognizes that any special merit pay received by an employee prior to the effective date of this plan that does not comply with these provisions will not be reportable to PERS as special compensation.

9.6 Longevity Pay. Employees with ten (10) years of full-time continuous service or more will be compensated by an additional five percent (5%) of their base hourly pay. Employees with twenty (20) years of full-time continuous service or more will be compensated by an additional five percent (5%) of their base hourly pay. For the purposes of computing years of service, the anniversary of full-time employment will be used for qualification.

9.7 Emergency Call-Out Pay (Call Back). Employees, other than those in exempt positions, who are called back to work after having left the work site at the conclusion of their regular workday or called into work on their scheduled day off, including scheduled off City-designated holidays, will be entitled to a minimum of two (2) hours pay at the following overtime rates:

9.7.1. All hours worked between 10:00 p.m. and 6:00 a.m. at two times the employee's base hourly rate ("double time").

9.7.2. All other hours worked at 1.5 times the employee's base hourly rate ("time and one-half").

The following examples illustrate how Emergency Call-Out Pay will be applied.

<u>Start Time</u>	<u>Finish Time</u>	<u>Rate of Pay</u>
7:00 p.m.	10:00 p.m.	3 hours at time and one-half
9:00 p.m.	11:00 p.m.	1 hour at time and one-half and 1 hour at double time
10:00 p.m.	12:00 a.m.	2 hours at double time

Call Out Pay includes (1) an employee's return to work upon the City's request after the conclusion of the employee's normal work shift, provided that more than one hour has elapsed between the end of the normal work shift and the subsequent requested reporting time; and (2) employees called into work on their regular scheduled day off, including scheduled off City-designated holidays.

Call Out does not include scheduled requests that an employee report to work prior to the commencement of the employee's regular work shift.

9.8 On-Call Assignment Pay. The following eligible employees acknowledge and agree to provide on-call coverage on weekends and holidays during scheduled off work periods. Coverage is to be provided on an equitable, rotating basis among eligible employees, as approved by the Department Head. The following job classifications are eligible for On-Call Assignment Pay:

- Electrical Mechanical Operations Technician I, II
- Senior Electrical Mechanical Operations Technician
- Equipment Operator I, II
- Maintenance Worker I, II, III
- Senior Public Works Maintenance Worker
- Utility Mechanic

9.8.1. Eligible employees scheduled for on-call assignment will receive \$50.00 per day for which they are on-call. On-Call Assignment pay will be paid to an eligible employee in addition to Emergency Call Out pay for any actual call-out hours worked during a scheduled off work period.

9.8.2. Employees on on-call assignment are required to be accessible by telephone or pager, or other methods approved by the Department Head. Employees on on-call assignment must be available to acknowledge a call or page within ten (10) minutes and to respond to the on-call assignment within twenty (20) minutes.

9.9 Field Safety Officer Pay. The City will compensate any eligible employee who serves as Field Safety Officer an annual sum of \$5,200.00 (payable at \$200.00 per biweekly pay period). The position of Field Safety Officer may be assigned to a member of the CCEA upon approval of the City Manager.

9.10 Commercial License Pay. The City will compensate eligible employees who possess and maintain a Class A or Class B Commercial Driver's License issued by the California Department of Motor Vehicles an annual sum of \$1,560.00 (payable at \$60.00 per biweekly pay period). An employee is eligible for commercial license pay only if a Class A or Class B License is not a requirement of the employee's job classification. The following job classifications are eligible for commercial license pay:

- Electrical Mechanical Operations Technician I, II
- Equipment Operator I, II
- Maintenance Worker I, II, III
- Senior Public Works Senior Maintenance Worker
- Mechanic I, II
- Senior Mechanic

Additionally, the City will reimburse costs incurred by an employee in obtaining or maintaining a Commercial Driver's License. Medical examination must be performed by a facility of the City's choice.

Employees must obtain the approval of the Public Works Director prior to obtaining or renewing a Commercial Driver’s License in order to be eligible for Commercial License Pay or reimbursement of associated costs.

9.11 Water Distribution Certificate Pay. The City will compensate eligible employees who possess and maintain a valid Water Distribution Operator certificate issued by the State Water Resources Control Board (SWRCB). These employees will be compensated an additional \$0.50 per hour worked for one certificate only, provided the certification is not a requirement of the job classification. The following job classifications are eligible for Water Distribution certificate pay:

Position	Water Distribution Certificate Required (no additional compensation)	Eligible for additional compensation
Senior Building/Parks Maintenance Worker	Water Distribution 1	Water Distribution 2
Laboratory Assistant	None	Water Distribution 1
Laboratory Technician I, II	None	Water Distribution 1
Utility Mechanic	Water Distribution 1	Water Distribution 2
Equipment Operator I, II	None	Water Distribution 1
Maintenance Worker I, II	None	Water Distribution 1
Maintenance Worker III	Water Distribution 1	Water Distribution 2
Senior Public Works Maintenance Worker	Water Distribution 2	Water Distribution 3

9.12 Backflow Prevention Program Certificate Pay. Effective April 1, 2007, the City will compensate eligible employees who are assigned to conduct the City’s backflow prevention program. Eligible employees must possess and maintain a valid Backflow Prevention Tester Certification issued by the American Waterworks Association (AWWA) and be specifically assigned to conduct the backflow prevention testing program by the City Engineer/Director of Public Works. Eligible employees who are assigned backflow prevention program duties will be compensated an annual sum of \$520 (payable at \$20.00 per biweekly pay period).

9.13 Confined Space Rescue Team Pay. Effective the first full pay period in July 2018, employees who are members of the confined space rescue team shall receive \$25.00 per pay period that the employee is qualified and designated to serve on the team. The City Manager, or his/her designee shall, have the authority to select and designate employees to serve on the confined space rescue team.

9.14 Out of Class Pay. Employees who are asked by the City to temporarily perform the duties of an existing, higher level job classification that is either vacant, the incumbent is on a

leave-of-absence, or for some other reason away from the job, may be offered Out of Class Pay. To qualify, the employee must spend 50% or more of his or her workday performing the out of class duties for a minimum of two consecutive work weeks. The employee will only be paid Out of Class Pay for those workdays that the employee is working the out of class assignment.

Out of Class Pay must be requested by the Department Head and approved by the City Manager.

Out of Class Pay will be paid at a rate of an additional 5% - 20% of the employee's base hourly wage, determined by the City Manager.

10. Benefits

10.1 Public Employees' Retirement System (PERS) Program.

The City agrees to maintain a two and one-half percent (2.5%) at age Fifty-Five (55) PERS Retirement Plan for the permanent employees who are "classic members", as defined by CalPERS, by paying the PERS employer contribution rate. Effective July 1, 2013, classic members agree to pay the 8% member contribution rate to PERS. All employees will contribute ninety-three (93) cents per bi-weekly pay period for the '59 Survivor's Continuance Benefit. The PERS program offered by the City consists of the basic PERS plan plus the '59 Survivor's Continuance Benefit.

10.1.1. Effective July 1, 2013, the PERS Employer Paid Member Contribution (EPMC) optional benefit has been eliminated.

10.1.2. The City agrees to provide a two percent (2%) at age Sixty Two (62) PERS Retirement Plan for the permanent employees who are "new members", as defined by CalPERS, hired on or after January 1, 2013, by paying the PERS employer contribution rate.

10.1.3. New members will pay 50% of the total annual normal cost of pension benefits for PERS retirement, rounded to the nearest one quarter of one percent, or, the current member contribution rate paid by similarly situated classic members, whichever is greater up to 8%.

10.1.4. So long as CalPERS allows, the City agrees to extend the CalPERS pick-up member contributions under Internal Revenue Code Section 414(h)(2) provisions to allow member payments by payroll deductions for service credit purchases. This provision provides employees, who elect to participate, with the benefit of deferring income tax liability on member service credit purchases.

10.1.5. Under current law, exercising the employer pick-up option results in no additional costs to the City. The parties agree that, in the event that the law changes such that costs are imposed on the City, the City will immediately cease designating the employee contributions as being "picked-up" by the City and such PERS contributions will revert to being made on a post-tax basis.

10.2 Deferred Compensation. The City agrees to make available to the employees covered by this M.O.U. a payroll deduction to allow the employees to participate in the International City Management Association Retirement Corporation's Deferred Compensation Program. These contributions may be made by the employee on a voluntary basis.

10.3 Physical Conditioning Program. The City agrees to provide to each employee an annual family membership at the City's Fred Endert Municipal Pool, so long as the City continues to operate said facility, at no cost to the employee.

In addition, the City agrees to reimburse each employee up to \$360.00 annually for participation in wellness-related activities. Qualifying wellness-related activities are gym/health club memberships, fitness training instruction, fitness/exercise class (including any class which is focused on physical activity such as yoga, cross-fit, jazzercise, dance, martial arts, etc), and fitness or other health-related applications or programs such as Weight Watchers, Noom, Calm, etc. The purpose of this program is to reduce Workers' Compensation claims.

Employees shall submit receipts for reimbursement on a quarterly basis throughout the fiscal year. Reimbursement for qualifying expenses shall be made to the employee no later than fourteen (14) days after submission of the qualifying receipt.

10.4 Reimbursement for Damaged Property. The City agrees to compensate employees who sustain a financial loss for damage or loss of personal property while performing their required duties in a proper and safe manner and when not due to negligence of the employee. The following chart describes the maximum replacement or repair benefit that the City may provide:

<u>Items</u>	<u>Maximum Benefit</u>
Watches	\$50.00
Shoes (excluding work boots/shoes reimbursed by the City)	\$45.00
Personal Clothing Items (excluding uniform apparel provided by the City)	\$60.00
Jewelry (rings, necklaces, etc.)	Not Applicable
Prescription Eyeglasses/Contact Lenses	Actual cost of like replacement
Safety Equipment (Dept. Head approved employee purchased item)	Actual cost of like replacement

The affected employee must submit a completed claim form to their supervisor along with the damaged personal item. For additional information on this benefit, please refer to the City's policy.

10.5 Education Assistance Program. The City will reimburse costs for education based upon IRS Regulation 1.162-5, as noted here: "Employer-paid education that is related to the employee's current job is excluded from income as a working condition fringe benefit if the following conditions are met:

10.5.1. The courses must not be necessary to meet the minimum education requirements of the current position.

10.5.2. The courses are not taken to qualify the employee for a promotion or transfer to a different type of work.

10.5.3. The education must be related to the employee's current position and must help maintain or improve the knowledge and skills required for that position (e.g., a refresher or update course). If the requirements change while the employee is working, employer-paid education designed to meet them is a working condition fringe benefit.

10.5.4. All education reimbursement must be pre-approved (before classes start) by the Department Head and the City Manager.

For additional information and how to utilize this benefit, please refer to the City's Education Assistance Program Policy.

10.6 Work Boot Reimbursement. The City will reimburse actual costs for work boots purchased by eligible employees, up to \$200.00 per employee per fiscal year. Employees may request a 75% advance toward the cost of work boots by presenting a quote, advertisement, or listing of the boots that they wish to purchase. The employee will then be issued an amount

equal to 75% of the sales price (up to a maximum of 75% of \$200). The employee can then claim the remainder of the cost of the boots upon turning in a receipt (up to a maximum of \$200).

10.7 Prescription Safety Glasses. The City will reimburse the actual costs for prescription safety glasses purchased by eligible employees, up to \$200 per employee per fiscal year. Employees may request a 75% advance toward the cost of prescription safety glasses by presenting a quote, advertisement, or listing of the glasses that they wish to purchase. The employee will then be issued an amount equal to 75% of the sales price (up to a maximum of 75% of \$200). The employee can then claim the remainder of the cost of the prescription safety glasses upon turning in a receipt (up to a maximum of \$200).

10.8 Uniform Shirts and Sweatshirts. The City will provide a supply of both long-sleeved t-shirts and sweatshirts for CCEA employees at no cost to the employees to provide a uniform look for City employee recognition while working out in public.

11. Health and Welfare Insurance

11.1 Employer Contribution for CalPERS Health Insurance. The City will contribute \$150.00 per month (or the minimum amount specified in Gov. Code 22892(b), whichever is more) toward the cost of the CalPERS Health Premium for both permanent full-time employees and retirees.

11.2 Flexible Benefit Plan. The City has established and will maintain a flexible benefit plan for employee health benefits in accordance with IRS Code Section 125 (Cafeteria Plan), with the following provisions:

a. Effective July 1, 2021, the City will allocate an amount equal to \$1540.00 minus the amount provided for in paragraph 11.1 per month per permanent full-time employee to cover premium costs for medical, vision, dental, and air ambulance offered by the City's Cafeteria Plan.

b. Total monthly premium costs of selected insurance coverage which exceed the monthly allocation will be the responsibility of the employee.

c. The minimum required coverage that each employee must select under the flexible benefit plan are: the PERS Health Plan, vision insurance, dental insurance, and air ambulance insurance offered by the City.

d. In order to be excluded from the requirement for the PERS Health Plan, vision insurance, and dental insurance, an employee must submit verification of enrollment in a group health plan that provides equivalent alternate coverage for health, vision, and dental insurance as required by the Patient Protection and Affordable Care Act. Air ambulance coverage is required.

e. Effective January 1, 2017, full-time permanent employees who opt out of City's health plan will receive a \$700 per month cash-in-lieu benefit payment.

f. Effective January 1, 2017, employees will no longer be able to receive as cash the unused portion of their flexible benefit allowance.

11.3 Medical Insurance Coverage. The City agrees to offer CalPERS Health Coverage to the permanent full-time employees covered by this M.O.U., and the employee's qualified dependents.

11.3.1. As required by the CalPERS Health Program, eligible retirees of the CCEA are qualified to participate in CalPERS Health Plans. The City will not make an employer contribution to an optional (non-CalPERS) health coverage plan after retirement by an eligible retiree of the CCEA.

11.3.2. The City agrees not to change the insurance carrier or the scope of coverage without concurrence of the CCEA.

In addition to the above mentioned life insurance coverage, the City agrees to continue to provide to the employees an additional \$5,000 worth of life insurance coverage through the Long-Term Disability Insurance carrier.

11.4 Dental Insurance Coverage. The City agrees to continue to provide a group dental plan to the employees covered by this M.O.U. The coverage will include the employee and his or her qualified dependents.

The carrier of this coverage will not be changed without satisfying the same conditions as provided for a change of the medical insurance carrier.

11.5 Vision Care Insurance Coverage. The City agrees to continue to provide a group vision care plan for the employees covered by this M.O.U. The coverage will include employee and his or her qualified dependents.

11.6 Air Ambulance Insurance Coverage. The City agrees to continue to provide air ambulance insurance coverage for the employees covered by this M.O.U., except for applicable exclusions. The coverage will include the employee and qualified dependents.

11.7 Life Insurance. The City agrees to continue to provide life insurance coverage for the employees covered by this M.O.U. in an amount equal to 1.5 times the employee's annual salary rounded up to the nearest whole thousand-dollar figure. In addition, the City agrees to continue to provide to the employees an additional \$5,000 worth of life insurance coverage through the long-term disability insurance carrier. Effective the first day of the month following Council approval of this MOU, the monthly premiums will be paid by the City and will not be deducted from employees' monthly flexible benefit allocation.

11.8 Long-Term Disability Insurance Coverage. The City agrees to continue to provide Long-Term Disability Insurance coverage to the employees covered by this M.O.U. Effective the first day of the month following Council approval of this MOU, the monthly premiums will be paid by the City and will not be deducted from employees' monthly flexible benefit allocation.

11.9 Benefits During Leave: Family and Medical Leave (FMLA) and California Family Rights Act (CFRA). An employee taking family or medical leave will be allowed to continue participating in any health and welfare benefit plan in which he or she was enrolled before the first day of leave (for a maximum of 12 workweeks) at the level and under the same conditions of coverage as if the employee had continued in employment for the duration of such leave. Group health insurance coverage will be continued in the same manner for up to 16 weeks for employees disabled due to pregnancy, childbirth or related medical condition. The City will continue to make the same premium contributions as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins under the Family Medical Leave Act (FMLA) or under the California Family Rights Act (CFRA).

For further information on Family and Medical Leave, please refer to the City of Crescent City's FMLA policy.

All employees must notify Human Resources at (707) 464-7483 ext 233 as soon as possible regarding FMLA for your own serious health condition or that of a family member.

11.10 When Benefits Terminate. Employee medical benefits end on the first day of the second month following the date of separation or loss of eligibility. Employee dental and vision plan coverage will end on the last day of the month following your date of separation or loss of eligibility. Employees may continue benefits during a family leave of absence according to federal guidelines (FMLA) and in conjunction with City policy for a limited period of time.

12. City-Designated Holidays

The City agrees to provide to the employees covered by this M.O.U. the following holidays off from work and with pay:

New Year's Day	January 1
Martin Luther King Day	January (3rd Monday)
President's Day	February (3rd Monday)
Memorial Day	May (Last Monday)
Fourth of July	July 4
Labor Day	September (1st Monday)
Veteran's Day	November 11
Thanksgiving Day	November (4th Thursday)
Day after Thanksgiving	November (4 th Friday)
Christmas Day	December 25
Two Christmas Season holidays	To be designated annually by City Administration with concurrence from each Employee Association.
Two Floating Holidays	To be designated by the employee with approval from the Department Head.

Should any of the above-mentioned holidays fall on a Saturday, the employees will have off the Friday before the holiday with pay. Should any of the above-mentioned holidays fall on a Sunday, the employees will have off the Monday following the holiday with pay. If a City-designated holiday falls on the "off" Friday for any employee working a 9-80 schedule or on any "off" day for an employee that works at a facility that requires coverage 7 days per week (WWTP and Water Quality Lab), then the employee will receive an 8-hour floating holiday in lieu of an additional paid day off.

13. Leaves

Except as otherwise provided herein, leaves of absence without pay that are in the best interest of the City may be granted by approval of the City Manager. Requests for leaves of absence without pay must be submitted in writing by the employee to the Department Head who will consider each request on its individual merits and circumstances and will forward his or her recommendation to the City Manager for approval. Reasons for rejection of any such request will be submitted to the employee by the Department Head. In all cases covered by the Family Medical Leave Act, the City will provide leave in accordance with the requirements of the Act.

In the event of an extended leave of absence, with or without pay, of twenty (20) work days or more, accruals will temporarily stop until the employee returns to work. Upon the employee's return to work, accruals will be restarted at the same rate that the employee was entitled to before taking the leave, based on his or her length of service. Employees may utilize use of any unused

balances (i.e., sick, comp time, floating holidays, vacation) during their leave time but will not continue to accrue until a return to work.

Use of any accrued leave must be taken in the following order:

- 1) Compensatory time off;
- 2) Floating holidays;
- 3) Vacation

Employees taking time off will be charged eight (8), nine (9), or ten (10) hours sick/floating holiday/vacation leave depending on the number of hours the employee would normally work on that day.

13.1 Vacation.

13.1.1. Accrual Schedule. The following vacation accrual schedule will be effective on the first pay period after the effective date of this M.O.U.

<u>Length of Service</u>	<u>Bi-Weekly Accrual Rate</u>
Date of Employment thru 12th month	4.0 Hours
13th month thru 120th month	5.23 Hours
121st month & beyond	6.15 Hours

13.1.2. Utilization. Employees covered by this M.O.U. may not accrue vacation beyond four hundred (400) hours. Vacation leave may not be granted to an employee with less than six (6) months of employment. Compensation will be at the current rate of pay. Upon termination, an employee will be compensated for unspent accrued vacation.

13.1.3. Elective Vacation Cash-Out Plan. Employees have the elective option to cash-out up to forty (40) hours of accrued vacation leave once every six (6) months. An employee must have a minimum balance of 240 hours of accrued vacation at the time of the cash-out request. An employee must have used at least forty (40) hours of vacation in the previous twelve (12) month period.

13.2 Sick Leave. It is the policy of the City that sick leave is not to be considered a privilege for an employee to use at his or her discretion, but is to be provided as a benefit to be used in case of necessity for an actual illness or disability. It is the responsibility of the Department Head to deny the use of sick leave with pay in cases where there is substantial evidence of abuse of the sick leave privilege.

13.2.1. Accrual Schedule. All employees, except part-time, temporary and seasonal employees, will be eligible for accrual of sick leave effective from their date of hire. The accrual of sick leave will be four (4) hours per pay period, with an accumulation limit of 720 hours.

13.2.2. Utilization. Employees may utilize accrued sick leave after their first month of employment. Sick leave with pay will be granted upon the recommendation of the Department Head in a case of the bona fide illness of the employee. Sick leave with pay may be used for the following services: diagnostic procedures, dental procedures and ophthalmology services when performed by a duly licensed practitioner.

- a. The employee may be required to file a physician's or dentist's statement, or a personal affidavit with the Human Resources Manager stating the cause of absence before such leave with pay will be granted. After an employee

has notified the City of their intention to leave City service, no sick leave will be granted for that employee unless they provide a doctor's written statement for the missed time.

b. Sick leave applies to absences during pregnancy that are caused by illness due to pregnancy or the attending physician's order that the employee is unable to work due to the pregnancy. All situations involving pregnancy disability will be addressed in accordance with the provisions of the Family Medical Leave Act (FMLA) and current state Pregnancy Disability Leave (PDL) laws. A female employee, filling a regular Council approved position will be entitled to a total of four (4) months leave of absence (with and/or without pay) due to pregnancy disability as determined by a qualified medical provider.

13.2.3. After four (4) consecutive days of illness, an employee may be required to provide a physician's "return to work" release in writing.

13.2.4. Employees who violate or misuse the sick leave provisions may be required to provide a physician's report for each day off when sick leave is requested, and upon further misuse, the employee may be disciplined. Examples of misuse may include but are not limited to instances involving patterned absences or utilizing sick leave for reasons other than illness, medical condition or medical/dental appointment.

13.2.5. Employees returning from medical leave with work restrictions must accept light duty when offered. Failure to do so will be considered a voluntary quit and employment will be terminated.

13.2.6. An eligible employee may take sick leave in the event of a serious illness or medical condition for a member of the employee's immediate family. The employee may be required to file a physician's or dentist's statement, or a personal affidavit with the Human Resources Manager stating the cause of absence before such leave with pay will be granted. For purposes of this section, immediate family is defined as:

- a. A child (biological, adopted, or foster child, stepchild, legal ward, or child to whom the employee stands in loco parentis, regardless of the age or dependency status);
- b. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
- c. A spouse;
- d. A registered domestic partner;
- e. A grandparent;
- f. A grandchild;
- g. A sibling.

13.2.7 In the event a scheduled medical or dental appointment for the eligible employee's immediate family that requires the employee's absence from work, the employee may use sick leave. Immediate family is defined as the same family members as noted above in section 13.2.6.

13.2.8. In the event of a voluntary or involuntary transfer of any employee within the City, the employee's leave credits will also be transferred in their full amount.

13.2.9. The City has entered into an agreement with the PERS whereby accumulated sick leave is converted to additional service credit upon retirement.

13.2.10. Conversion to Sick Leave Bank. Any employee whose available sick leave accrual equals or exceeds seven hundred twenty (720) hours at the end of a bi-weekly pay period must, for the next pay period and any subsequent pay periods until the accrual is below the 720 hours, be compensated by having his or her normal accrual amount for the pay period deposited into a “sick leave bank-CCEA.”

a. Use of sick leave hours from this time bank will be by approval of such procedures as are mutually agreed upon by the CCEA and the City Manager.

b. Total sick leave bank accruals deposited may not exceed 1500 hours available at any time.

c. In the event the employee reaches the maximum sick leave bank accrual, no further accruals or conversion may occur.

13.3 Occupational Medical Leave. An employee who is receiving temporary disability indemnity under applicable Workers’ Compensation provisions of the California Labor Code, may choose to take as much of his or her available sick leave or vacation leave in such amounts that when added to the temporary disability payment, the employee will receive an amount equal to his or her full salary or wage. Such supplemental payments may continue until all accrued balances are exhausted or the employee returns to work. Such payments will not be continued beyond the date of termination of employment whether voluntary or involuntary.

13.3.1. In all cases covered by the Family Medical Leave Act, the City will provide leave in accordance with the requirements of the Act.

13.3.2. Once paid leave options are exhausted, the accrual of sick and vacation leave benefits will be discontinued until the employee returns to work.

13.3.3. The City Manager (or Human Resources Manager or designee) may grant a leave of absence without pay to any employee who is disabled by job injury or illness. The duration of the unpaid medical leave of absence will depend upon the nature and extent of the employee’s disability or incapacity to perform the essential functions of the job position, but in no event will a medical leave be granted for longer than one year, measured from the time the employee is unable to work in his or her regular job position.

13.3.4. Leave may be terminated by the City Manager when he or she determines to his or her satisfaction that the employee is regularly disabled and unable to perform the duties of the class. Such determination may be considered pursuant to the California Public Employees’ Retirement Law: “disability” means the inability of a employee to perform the duties of the job for a regular or extended and uncertain duration, as determined on the basis of a competent medical opinion. Disability is not necessarily an inability to perform every function of a given position. Rather, the determination is whether the employee can *substantially* perform his or her usual duties.

In all situations of Occupational Medical Leave, employees must comply with the City’s Work Related Injury or Illness Return-To-Work Policy.

13.4 Parenting Leave. Parenting leave will be considered leave without pay and provided in accordance with applicable federal and state laws; specifically, Family Medical Leave Act (FMLA) and current California Family Rights Act (CFRA) laws for the birth or adoption of a child or placement of a foster child. In the event that an employee does not meet the eligibility requirements for FMLA or CFRA, an unpaid leave of absence may be approved by the employee’s

Department Head and the Human Resources Manager. Use of sick leave may not be taken for parenting leave purposes.

The City will make available forty (40) hours of paid leave in lieu of not participating in Employment Development Department (EDD) programs that could have provided Paid Family Leave for parenting leave purposes.

13.5 Bereavement Leave. Permanent employees are eligible for bereavement leave for up to a maximum of forty (40) hours per incident with pay.

The City Manager may grant additional time based on individual circumstances. Immediate family is defined as: spouse, parents, children, siblings, grandparents, grandchildren, and in-laws (parents, grandparents, siblings). The City Manager may approve other bereavement leave requests on a case-by-case basis.

13.6 Jury Duty/Witness Testimony Leave. All employees are eligible for jury leave when called by the court to serve as a juror or provide witness testimony. Employees will receive their normal compensation so long as the City is reimbursed by the employee for juror or witness fees received.

The employee must provide to their Department Head a copy of the summons, notice, or subpoena directing the employee to appear in court. On a day an employee reports for jury duty and learns that services are not needed that day, the employee must return to work for the balance of the regular work shift.

13.7 Military Leave. The City will provide military leave as required by California State Law.

13.8 Leave of Absence Without Pay. An employee will not be entitled to a leave of absence as a matter of right, but upon request may be granted a personal leave of absence without pay upon the presentation of a valid and satisfactory reason. The approval or denial of such leave is not subject to the grievance or complaint procedure.

13.8.1. An employee must request the leave of absence in writing (Time Off Request form) at least 30 days in advance for planned leave.

13.8.2. The time off must be approved by the Department Head and the City Manager before beginning the leave of absence.

13.8.3. Such leave will not be granted in excess of one hundred twenty (120) calendar days in duration, except that the City Manager, upon the recommendation of the employee's Department Head, may approve one subsequent ninety (90) calendar day leave of absence without pay.

13.8.4. Failure to return to work at the end of the approved leave period will constitute a separation from service of that employee as a voluntary resignation.

13.8.5. The employee will not accrue any benefits, nor will City pay for any benefits during such approved leave of absence without pay.

13.9 Unauthorized Absence – Automatic Termination. An employee absent for more than three (3) working days without prior permission of the Department Head may be considered to have automatically terminated employment with the City. Such termination will be final and without right or appeal or hearing, unless said employee furnishes reasons satisfactory to the Department Head and Human Resources for not having obtained prior permission.

13.10 Return to Work Requirements. At least one (1) week prior to the expiration of the approved leave of absence, with or without pay, the employee must notify the Department Head of the employee's intention to return to work. Upon the expiration of an approved leave, the employee must return to work on the next following regular work day. Failure to return to work will be considered a voluntary resignation on the part of the employee unless prior approval is obtained from the employee's Department Head and the Human Resources Manager.

13.11 Determination of Continuous Service. The length of an employee's service will be considered continuous while the employee is on an approved leave of absence, with or without pay, and if the employee returns to work on the required return to work day.

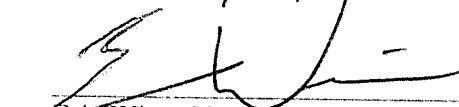
Upon re-employment from an involuntary layoff, the employee's previously-accrued sick leave credits will be restored. An employee returning from a voluntary resignation will not receive any credits by virtue of their previous employment towards any leave accrual or restoration.

[Signature Page to Follow]

Signature Page
CCEA MOU
July 1, 2021 – June 30, 2023

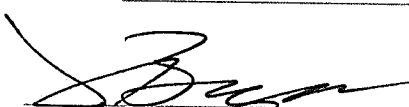
Agreed Hereto and
Recommended to City Council

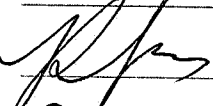
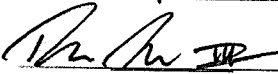
DATE: 12/27/21


Eric Wier, City Manager


Agreed Hereto for
CRESCENT CITY EMPLOYEES'
ASSOCIATION

DATE: 12-23-21


Jason Borges, President

Rookard ybarra
 , Vice President
Daniel Amarante III
 , Secretary

APPROVED AS TO FORM:


Martha D. Rice, City Attorney

CCEA PAY SCHEDULE – EXHIBIT ‘A’
EFFECTIVE 7/1/2021

The parties hereto agree that the following pay schedule for the following positions for the period July 1, 2021 through June 30, 2022, effective the first complete pay period in Fiscal Year 2021-2022.

All figures are described in hourly rates.

	Step 1	Step 2	Step 3	Step 4	Step 5
EMOT 1	23.29	24.45	25.67	26.96	28.31
EMOT 2	26.96	28.31	29.72	31.21	32.77
Senior EMOT	31.21	32.77	34.41	36.13	37.93
Equip Operator 1	18.25	19.16	20.12	21.12	22.18
Equip Operator 2	21.12	22.18	23.29	24.45	25.67
HA Inspector	19.16	20.12	21.12	22.18	23.29
Lab Assistant	16.55	17.38	18.25	19.16	20.12
Lab Tech 1	20.12	21.12	22.18	23.29	24.45
Lab Tech 2	24.45	25.67	26.96	28.31	29.72
Maint Worker 1	16.55	17.38	18.25	19.16	20.12
Maint Worker 2	17.38	18.25	19.16	20.12	21.12
Maint Worker 3	19.16	20.12	21.12	22.18	23.29
Sr. PW Maint Worker	23.29	24.45	25.67	26.96	28.31
Mechanic 1	17.38	18.25	19.16	20.12	21.12
Mechanic 2	21.12	22.18	23.29	24.45	25.67
Senior Mechanic	26.96	28.31	29.72	31.21	32.77
Relief Supervisor	19.16	20.12	21.12	22.18	23.29
Sr Bldg/Parks Maint Worker	19.16	20.12	21.12	22.18	23.29
Utility Mechanic	19.16	20.12	21.12	22.18	23.29
RV Park Supervisor	19.16	20.12	21.12	22.18	23.29

The parties agree that the above pay schedule shall continue in future agreements; however, the exact pay level for each step may vary as agreed upon by the parties.

RULES FOR PAY STEP PROGRESSION: Employees may move through the Steps in the following manner and at the discretion of the Department Head upon City Manager concurrence.

STEP 1: Entry Step. The employee is normally hired at this pay step.

STEP 2: Second Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employee's progress to this step upon six months of satisfactory performance in Step 1 or at the discretion of the Department Head and City Manager.

STEP 3: Third Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employee's progress to this step upon twelve (12) months of satisfactory performance in Step 2, or at the discretion of the Department Head and City Manager.

STEP 4: Fourth Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employee's progress to this step upon twelve (12) months of satisfactory performance in Step 3, or at the discretion of the Department Head and City Manager.

STEP 5: Employees may progress to this step upon twelve (12) months of satisfactory performance in Step 4, or at the discretion of the Department Head and City Manager.

- The employee's supervisor will evaluate the employee's performance in the time periods provided for by each pay step to determine if the employee will progress to the next pay step. Employees at Step 5 will also be evaluated by the employee's supervisor to determine performance strengths and weaknesses.
- All employee evaluations will be reviewed by the employees' Department Head and City Manager.
- The supervisor will notify the employee at least ten (10) days prior to the employee's due date for a pay increase as to whether or not the supervisor will recommend a pay step increase for the employee. Employees may utilize the grievance procedure should an employee object to the supervisor's decision in this matter.
- Notwithstanding any of the above, employees who are promoted will be placed in the pay step of the new classification which provides the employee a minimum increase of five (5) percent unless the pay at the new classification is already at Step 5.
- Employees who are demoted for disciplinary reasons will be paid at the salary of the same step within the lower pay classification.
- Employees who are transferred from one position to another of equal pay will not be increased or decreased in respect to their present pay.

CCEA PAY SCHEDULE – EXHIBIT ‘A’
EFFECTIVE 7/1/2022

The parties hereto agree that the pay schedule described in Exhibit ‘A’ Effective 7/1/2021 as updated and in effect on June 30, 2021 shall be updated and the new wages effective for the first complete pay period in Fiscal Year 2022-2023, by an amount equal to the CPI-U (LA) percentage increase measured by March 2022 over March 2021, not to be less than 1.0% nor more than 3.0%. When the March index becomes available, those wages shall be figured and the wage schedule updated and attached hereto.

All figures are described in hourly rates.

	Step 1	Step 2	Step 3	Step 4	Step 5
EMOT 1					
EMOT 2					
Senior EMOT					
Equip Operator 1					
Equip Operator 2					
HA Inspector					
Lab Assistant					
Lab Tech 1					
Lab Tech 2					
Maint Worker 1					
Maint Worker 2					
Maint Worker 3					
Sr. PW Maint Worker					
Mechanic 1					
Mechanic 2					
Senior Mechanic					
Relief Supervisor					
Sr Bldg/Parks Maint Worker					
Utility Mechanic					
RV Park Supervisor					

The parties agree that the pay schedule shall continue in future agreements; however, the exact pay level for each step may vary as agreed upon by the parties.

RULES FOR PAY STEP PROGRESSION: Employees may move through the Steps in the following manner and at the discretion of the Department Head upon City Manager concurrence.

STEP 1: Entry Step. The employee is normally hired at this pay step.

STEP 2: Second Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employee's progress to this step upon six months of satisfactory performance in Step 1 or at the discretion of the Department Head and City Manager.

STEP 3: Third Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employee's progress to this step upon twelve (12) months of satisfactory performance in Step 2, or at the discretion of the Department Head and City Manager.

STEP 4: Fourth Step. Employees may be hired at this step upon City Manager approval if conditions warrant such placement, otherwise employee's progress to this step upon twelve (12) months of satisfactory performance in Step 3, or at the discretion of the Department Head and City Manager.

STEP 5: Employees may progress to this step upon twelve (12) months of satisfactory performance in Step 4, or at the discretion of the Department Head and City Manager.

- The employee's supervisor will evaluate the employee's performance in the time periods provided for by each pay step to determine if the employee will progress to the next pay step. Employees at Step 5 will also be evaluated by the employee's supervisor to determine performance strengths and weaknesses.
- All employee evaluations will be reviewed by the employees' Department Head and City Manager.
- The supervisor will notify the employee at least ten (10) days prior to the employee's due date for a pay increase as to whether or not the supervisor will recommend a pay step increase for the employee. Employees may utilize the grievance procedure should an employee object to the supervisor's decision in this matter.
- Notwithstanding any of the above, employees who are promoted will be placed in the pay step of the new classification which provides the employee a minimum increase of five (5) percent unless the pay at the new classification is already at Step 5.
- Employees who are demoted for disciplinary reasons will be paid at the salary of the same step within the lower pay classification.
- Employees who are transferred from one position to another of equal pay will not be increased or decreased in respect to their present pay.